

**IUPUI CURRICULUM VITAE FORMAT
FOR PROMOTION AND TENURE DOSSIERS**

PREAMBLE: Preferably, all entries should be listed in reverse chronology with the most recent entries listed first. If your discipline's convention is for chronological listing, that is acceptable but please be consistent. For tenure and promotion dossiers, the candidate's complete career history should be included. In rank activities and accomplishments should be indicated by using an asterisk *. Omit headings that do not apply to your career. If you have additional categories, place them in the most logical area, consistent with this vitae format. Adherence to the following format will foster consistency as well as facilitate effective and efficient dossier review.

As long as you include all the requested information in the order presented on this sample, you are not required to use the tabbed or tabled format provided on the [Resources page of our website](#).

Name and Contact Information

EDUCATION:

POSTDOCTORAL

Institution	Degree	Date Awarded
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GRADUATE

Institution	Degree	Date Awarded
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UNDERGRADUATE

Institution	Degree	Date Awarded
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FURTHER EDUCATION: (Advanced and Specialty Training, Fellowships, Institutes)

Institution	Credential	Date Awarded
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APPOINTMENTS:

ACADEMIC (i.e. academic appointments, including academic administrative roles)

Institution	Rank/Title	Inclusive Dates
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NON-ACADEMIC (i.e. administrative, hospital or corporate appointments, consultantships)

Institution/Entity	Title	Inclusive Dates
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LICENSURE, CERTIFICATION, SPECIALTY BOARD STATUS (as applicable for discipline):

Credential	Number	Inclusive Dates
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PROFESSIONAL ORGANIZATION MEMBERSHIPS:

Organization		Inclusive Dates
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PROFESSIONAL HONORS AND AWARDS:

TEACHING

Award Name	Granted By	Date Awarded
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GRANTS/FELLOWSHIPS IN TEACHING: Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE TEACHING GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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COMPLETED TEACHING GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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PENDING TEACHING GRANTS AND FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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SUBMITTED BUT NOT FUNDED TEACHING GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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INVITED PRESENTATIONS – TEACHING

LOCAL

Title	Organization	Date
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REGIONAL

Title	Organization	Date
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NATIONAL

Title	Organization	Date
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INTERNATIONAL

Title	Organization	Date
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RESEARCH/CREATIVE ACTIVITY:

GRANTS/FELLOWSHIPS IN RESEARCH: Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE RESEARCH GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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COMPLETED RESEARCH GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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PENDING RESEARCH GRANTS AND FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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SUBMITTED BUT NOT FUNDED RESEARCH GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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INVITED PRESENTATIONS – RESEARCH

LOCAL

Title	Organization	Date
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REGIONAL

Title	Organization	Date
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NATIONAL

Title	Organization	Date
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INTERNATIONAL

Title	Organization	Date
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SERVICE:

Distinguish between service to the University and service to your professional discipline. If a service activity spans academic levels (i.e. Department, School, Campus, University) list it once. Identify your role in leadership (i.e. member, co-chair, chair).

UNIVERSITY SERVICE:

DEPARTMENT

Activity	Role	Inclusive Dates
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SCHOOL

Activity	Role	Inclusive Dates
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CAMPUS

Activity	Role	Inclusive Dates
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UNIVERSITY

Activity	Role	Inclusive Dates
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PROFESSIONAL SERVICE:

LOCAL

Organization	Activity	Inclusive Dates
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REGIONAL

Organization	Activity	Inclusive Dates
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NATIONAL

Organization	Activity	Inclusive Dates
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INTERNATIONAL

Organization	Activity	Inclusive Dates
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PATIENT CARE/CLINICAL SERVICE: List activities in service to patients, indicating position, clinical venue and inclusive dates. Include role in administrative, organizational and team activities that improve the environment for clinical care. If the activities extend beyond the local level, indicate the sphere or extent of impact (i.e. regional, national, international).

GRANTS/FELLOWSHIPS IN SERVICE: Organize grants to differentiate active from pending/under review. Include your history of past grant support. If a record of effort to obtain funding is expected in your discipline and/or rank, include proposal submitted but not funded.

ACTIVE SERVICE GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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COMPLETED SERVICE GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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PENDING SERVICE GRANTS AND FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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SUBMITTED BUT NOT FUNDED SERVICE GRANTS/FELLOWSHIPS

Title	Granting Agency	Role	% Effort	Amount	Dates
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INVITED PRESENTATIONS – SERVICE

LOCAL

Title	Organization	Date
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REGIONAL

Title	Organization	Date
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NATIONAL

Title	Organization	Date
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INTERNATIONAL

Title	Organization	Date
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PUBLICATIONS: List all publications in a format consistent with your disciplinary style standards (e.g. APA), listing all authors in the order in which they appear in the publication. **Bold your name in citations where multiple authors are listed.** All works must be retrievable. Sort publications by the following categories: Teaching, Research/Creative Activity, Service and also by refereed and non-refereed. Separate articles, proceedings papers, books, book chapters, invited reviews, letters to the editor, editorials, book reviews, invited commentaries and abstracts (including professional standards, protocols, software, multimedia presentations, films or videos and other scholarly/creative works designed for electronic technologies). **Mark in-rank publications with an asterisk * and those as a mentor with a dagger †.** The nature and extent of the your contribution should be presented in the candidate’s statement or in the documentation of teaching, research/creative activity or service and not in the CV. List only works that are published, accepted or “in-press.” Work submitted, under editorial review or in preparation should not be listed but rather may be reported in the candidate’s statement. Candidates for the Three-Year Review and for promotion to Associate Professor should briefly

annotate entries to explain the nature and extent of their contribution. If additional explanatory information is needed, include this in an appendix to the dossier.

TEACHING
Refereed

Non-refereed

RESEARCH/CREATIVE ACTIVITY
Refereed

Non-refereed

SERVICE
Refereed

Non-refereed

(Date)

(Signature of Candidate)