Standardized University of Minnesota CV Template

* This template shows required elements and general formatting of the University of Minnesota tenure & promotion CV.
* Font, size, and other formatting elements are optional as are the use of the exact wording of the headers. The template is intended to ensure that the general order of sections in the CV are uniform and easily recognizable to audiences, and that key elements in a tenure and/or promotion CV are included. Not all sections may be applicable in your discipline.
* Faculty who use *Works* for annual activity reporting can also generate a CV outline in this format.

Curriculum Vitae

NAME

Identifying and Contact Information

[*e.g. address, phone, email, websites*]

*[****Optional:*** *include brief bio similar to faculty web profile. Limit to approx. 150 words or fewer]*

Education

|  |  |  |
| --- | --- | --- |
| PhD/JD/MD, Institution, Emphasis/Major  Advisor: First Name, Last Name  MA/MS/MFA, Institution, Emphasis/Major  BS/BA, Institution, Emphasis/Major | | Year Completed    Year Completed  Year Completed |
|  |

*[These degrees are placeholders for whatever degrees that the candidate holds. We recognize that a wide range of degrees have been received by faculty that are not listed here.]*

Licenses and Certifications

|  |  |
| --- | --- |
| Title of licensure/certification, sponsoring organization | Date Obtained |

Languages:   
*[Optional: list of languages in which you have native or advanced proficiency]*

Fellowships, Residencies, and Visiting Engagements

Name of Position/Engagement Dates

Organization/Institution, Department

Academic Appointments

|  |  |
| --- | --- |
| University of Minnesota, Campus  Title/Rank  Organization/Institution/Entity  Title/Rank | Dates  Dates |

*[Include additional optional information, such as department, name of endowed position, etc., as appropriate]*

Academic Administrative Appointments

|  |  |
| --- | --- |
| Organization/Institution/Entity  Title/Rank | Dates |

**Clinical/Hospital Appointments**

|  |  |
| --- | --- |
| Organization/Institution/Entity  Title/Rank | Dates |

**Government Positions**

|  |  |
| --- | --- |
| Organization/Institution/Entity  Title/Rank | Dates |

**Military Positions**

|  |  |
| --- | --- |
| Organization/Institution/Entity  Title/Rank | Dates |

**Other Professional Positions**

|  |  |
| --- | --- |
| Organization/Institution/Entity  Title/Rank | Dates |

Consulting

|  |  |
| --- | --- |
| Consulting Position, Client/Organization | Dates |

Current Membership in Professional Organizations

|  |  |
| --- | --- |
| Leadership Position, if applicable, Name of Organization | Dates |

HONORS AND RECOGNITION

University of Minnesota

|  |  |
| --- | --- |
| Award or Honor Name, Name of Awarding Organization/Sponsor | Date Awarded |

External Sources

|  |  |
| --- | --- |
| Award or Honor Name, Name of Awarding Organization/Sponsor | Date Awarded |

Honors Awarded to Student/Trainee

|  |  |
| --- | --- |
| Award or Honor Name, Name of Awarding Organization/Sponsor | Date |

RESEARCH, SCHOLARSHIP, AND CREATIVE WORK *[edit title as needed]*

Grants, Contracts, Awards: External Sources

*[e.g. federal (NIH, NSF, DEO, etc. typically routed through SPA), state grants, foundation awards, etc. When applicable, list associated projects as nested under a parent award.]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Award:** Principal Investigator:Team members on all associated projects:Status:Sponsoring Organization:Award Dates:Funded Amount: Direct Amount:Indirect Amount: | | |
|  | **Project:** Project Team:Status:Project Dates:Total Amount:Authorized Amount:Direct Amount:Indirect Amount:Percent Effort: |

**Pending/Submitted:**

|  |  |
| --- | --- |
|  | **Proposal:** Role: Status: [Proposal Status]Sponsoring Organization: Date Submitted: Requested Amount: Anticipated Direct Amount: Percent Effort: |

**Other Grants, Awards, Gifts, or Endowment Earnings (Internal Sources)**

***e.g. Grant-in-Aid, gifts, awards from other university sources, etc.***

|  |  |
| --- | --- |
|  | **Award:** Project Investigators:Status: Sponsoring Organization: Institution:Award Dates:Percent Effort:Funded Amount: |

**Pending/Submitted:**

|  |  |
| --- | --- |
|  | **Proposal:** Role: Status: [Proposal Status]Sponsoring Organization: Date Submitted: Requested Amount: Anticipated Direct Amount: Percent Effort: |

**Publications**

*Asterisk(\*) - indicates student author*

*[Default is APA formatting for citations--use formatting common to discipline. Categorize any subheadings based on type of publication, e.g. books, journal articles, abstracts, etc]*

Author(s) (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location))

Publications Online ahead of Print

*Asterisk(\*) - indicates student author  
[Default is APA formatting for citations--use formatting common to discipline. Categorize any subheadings based on type of publication, e.g. books, journal articles, abstracts, etc]*

Author(s) (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location))

Publications Submitted or in Progress

*Asterisk(\*) - indicates student author  
[Default is APA formatting for citations--use formatting common to discipline. Categorize any subheadings based on type of publication, e.g. books, journal articles, abstracts, etc]*

Author(s) (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location))

Editing and Translations

*Asterisk(\*) - indicates student author  
[Default is APA formatting for citations--use formatting common to discipline. Categorize any subheadings based on type of publication, e.g. books, journal articles, abstracts, etc]*

Author(s) (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location))

Patents and Intellectual Property

Patent/License/Disclosure Title, Date Issued

Presentations, Posters, and Exhibits

*Asterisk(\*) - indicates student co-presenter*

Categorized based on type of presentation

|  |  |
| --- | --- |
|  | Presenters (Role). “Presentation Title”, Conference/Meeting Name, Sponsoring Organization, City, State, Country. (Month Day, Year). *[Invited]*. URL: [URL] |

Creative and Artistic Practice, Performances, and ExhibitsCategorized based on field of work

|  |  |
| --- | --- |
| Performer(s), "Work/Exhibit Title", Name of Performing Group, Sponsor/Host/Venue, City, State, Country | Dates |
|  | |

Scholarly Reviews of/Commentaries on My Work

|  |  |
| --- | --- |
| "Title," Description | Date |

Media Contributions

|  |  |
| --- | --- |
| "Article/Program Title," Media Name/Organization | Date |

Other Research/Research in Progress

Team Member(s), Status, "Title".

TEACHING

Scheduled Teaching

Course Name: Course Prefix Course Number: Term(s) taught

Instructional Activity

University of Minnesota

|  |  |
| --- | --- |
| Instruction Type (e.g. Guest Lecture), Title, Role, Enrollment/Number of Participants participant(s) | Dates |
|  | |

Other Institution(s)

|  |  |
| --- | --- |
| Instruction Type (e.g. Guest Lecture), Title, Role, Enrollment/Number of Participants participant(s) | Dates |

CURRICULUM DEVELOPMENT

Curriculum Development Activities

|  |  |
| --- | --- |
| Description may include pedagogical innovations in courses you taught, new or modified teaching material, and activities that enhanced student learning. (150 words or fewer recommended) | Dates |

Collaborative Efforts and Activities

|  |  |
| --- | --- |
| Description of collaborative curriculum activities may include co-teaching, interdisciplinary teaching, academic program development, curricular planning, assessment, etc. (150 words or fewer recommended) | Dates |

PROFESSIONAL DEVELOPMENT

|  |  |  |
| --- | --- | --- |
| Activity Type, "Title," Sponsoring Organization | Dates | |
|  | | |

ADVISING AND MENTORING

Undergraduate Students Advised

Advisees

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |
|  |  |

Other Advising Activities

[e.g. UROP, directed research, honors theses, etc.]

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |

Graduate Student Activities

Advisees

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |
|  |  |

Other Advising Activities

e.g. lab participation, directed research, honors theses, etc.

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |

***Committee Advising***

***Role***

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |

Professional Student Activities

Advisees

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |
|  |  |

Other Advising Activities

[e.g. lab participation, directed research, honors theses, etc.]

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |

***Committee Advising***

***Role***

|  |  |
| --- | --- |
| Student Name, Degree Program | Dates |

POST DOC, RESIDENT, AND TRAINEE SUPERVISION/MENTORSHIP *[edit title as needed]*

|  |  |
| --- | --- |
| Post Doc/Resident/Trainee Name, Post Doc/Resident/Trainee Affiliation | Dates |
| Description of Activities/Involvement | |

MENTORING/CAREER ADVISING *[if applicable]*  
*[e.g. mentoring of colleagues and junior faculty, peer mentoring, career advising]*

|  |  |
| --- | --- |
|  |  |
| Mentee/Career Advisee Name, Mentee/Career Advisee Affiliation | Dates |
| Description of Mentoring Activity | |

CLINICAL ACTIVITIES *[if applicable]*

Professional Practice

|  |  |
| --- | --- |
| Clinical Setting/Clinic Name, Description of activities/services | Dates |

Clinical Leadership Accomplishments

Description of clinical leadership activities Dates

Clinical Service

|  |  |
| --- | --- |
| Position/Role, Setting, Location | Dates |

Quality Improvement Projects

|  |  |
| --- | --- |
| Project Name, Team Member(s) | Dates |
| Outcomes | |

Clinical Trials and Registries

|  |  |
| --- | --- |
| Name of Clinical Trial or Registry, Role | Dates |
|  | |

SERVICE

Service to the Discipline/Profession/Interdisciplinary Area(s) *[edit title as needed]*

[categorize by position role, e.g. editor, reviewer, etc.]

|  |  |
| --- | --- |
| Organization/Committee/ Conference/Publication Name, City, State, Country, Approx. Number of Hours Spent Per Year hours spent per year | Dates |
|  | |

Service to the University/College/Department *[edit as needed; categorize by institution (e.g. University of Minnesota)]*

Service Level (University-wide, Collegiate, Departmental)

|  |  |
| --- | --- |
| Position/Role, Name (e.g. committee, organization, etc.) | Dates |
|  | |

Public and External Service

|  |  |
| --- | --- |
| Position/Role, Organization/Committee/Club, City, | Dates |
|  | |