University of Minnesota standard CV template for tenure and/or promotion. This Word document mirrors the standard CV template used to generate CVs in [*Works*](file:///C:\Users\gram\Desktop\works.umn.edu) (works.umn.edu). *Works* users: Generate CV in Works and make any additional edits and sections you wish to include.

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 |
|  | |