

## Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> <li>• Provide introductory information about discipline-specific conventions for listing shared or multiple authorship.</li> <li>• Use the following sub-headings:               <ul style="list-style-type: none"> <li>○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay</li> <li>○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above</li> </ul> </li> <li>• Indicate whether peer-reviewed.</li> <li>• Include full citation and list names <b>in the order in which they appear</b>.</li> <li>• For multi-authored publications: If the publication requires an author contribution statement, please replicate that; if not, use the following categories to describe your contribution:               <ul style="list-style-type: none"> <li>○ D: Designed the inquiry or study, including methodological development</li> <li>○ O: Obtained the information (e.g., collected data, investigated primary sources, etc.)</li> <li>○ A: Analyzed and interpreted the information</li> <li>○ W: Wrote/drafted the paper</li> <li>○ R: Critical revision of the paper</li> </ul> </li> </ul>
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee and other College Service	Including liberal arts advising, major/minor advising, departmental committees and responsibilities (dates served), college committees (dates served), Five College service, lectures for Alumnae Association, etc.