

## Curriculum Vitae Guidelines

While the “Brown format” cv is no longer required, it is important that the following information is included on the curriculum vitae. Please note that it is not necessary to have this information in the below order, but there should be consistency in how material is presented within each section, and each section in relation to the other sections (for example, always list most recent to earliest, or vice versa, when noting appointments, publications, talks, etc.)

- Name, position, academic department (s)
- Do not list personal information (e.g. home address)
- Education: undergraduate and graduate degrees (where, when and major field(s); Ph.D. dissertation topic)
- Professional appointments (where and when, month/year)
- Publications: discipline-appropriate sections may be added, or some of those listed below may be removed, as appropriate. All published works must be completely cited following standard bibliographic practice, including year of publication and page numbers for each entry. Organize this section chronologically within each of the following separate sub-headings (as appropriate):
  - books/monographs (authored and/or edited volumes)
  - chapters in books
  - refereed journal articles
  - non-refereed journal articles
  - book reviews
  - abstracts
  - invited lectures
  - papers read

**Collaborative work:** With the increasing prevalence in all disciplines of collaborative work, it is important that the candidate clearly communicate their specific contributions to publications and grants.

- Indicate the accepted author order in your discipline
- Student/mentee co-authors should be identified in each publication

- Annotate your publications, describing your specific contributions. If your publication list is long, annotate a selection of them:
  - Most recent/most important
  - Consider annotating those based on work done at while Brown, or that you substantially completed while at Brown

You should distinguish between published material and not yet published work. Some disciplines encourage the listing of not yet published work, provided the status is made clear (see below). Other disciplines discourage noting anything that is not yet published. Speak to your department chair and colleagues if you are unsure of the practice in your field. If listing not-yet published work clarify the status as follows:

- work in progress: generally projects that one is actively researching or writing up but that haven't yet been submitted for review and publication
  - Submitted for initial review: work has been submitted but no feedback has yet been received from the publisher
  - Revise and resubmit: the work has gone through an initial round of peer review, feedback has been given and the author has already or is making suggested changes to the work
  - Forthcoming: the publisher has committed, in writing, to publish the work
  - In press: completed, no further changes to manuscript
- Research Grants:
    - current grants (agency, title, dates, role on grant, total award amount)
    - completed grants (same data as above)
    - proposals submitted
  - Service:
    - to the department/university
    - to the profession and
    - to the community, each category organized separated and chronologically

Please note that advising students concentrating in your discipline is not considered service, this should be noted under teaching.

- Academic honors, fellowships, honorary societies, listed chronologically
- Teaching: Include in addition to regular courses (and enrollment figures for each): GISPs and Independent Studies by number, and the number of Honors, Master's and Ph.D. theses directed, including academic advising, as well as the number of students advised.