



OF THE CITY UNIVERSITY OF NEW YORK

Office of Human Resources

GUIDE FOR CURRICULUM VITAE FORM

Attached is a standard curriculum vitae form which is to be submitted on the date(s) designated on the appropriate schedule. Forms are required for the following:

- a. Specific appointments (includes subs and adjunct appts).
 - b. Reappointments, 4th and 5th year
 - c. Early tenure
 - d. Promotions
 - e. Reappointment with tenure
 - f. Award of certificate of continuous employment.
1. Please destroy old instructions for preparation of Curriculum Vitae.
 2. Use only 8 1/2 x 11 size white Bond paper
 3. Set margin 1 inch from left edge of paper;
1/2 inch from right edge of paper;
allow 1 inch from top and bottom edge of paper.
 4. Name and college should appear on each page as indicated.
Please number each succeeding page in center of page,
begin at least 6 spaces from top edge of paper.
 5. Please leave two spaces between each underlined heading. If nothing to report type "none" on same line.
 6. Secretary's initials and date should appear on last page.
 7. Please follow exact order of categories.
Please call us if you have any questions.
 8. If equivalency was accepted in lieu of the degree requirement,
please note on vitae under title.

FORMAT FOR
CURRICULUM VITAE

Name: College:

Recommendation for: (Specific appointment, 4th year
reappointment, 5th year reappointment,
promotion, tenure, CCE)

Title: Department:

Effective Date: Salary Rate:

(Subject to *financial* ability)

Date of last promotion

Higher Education

A. Degrees

<u>Institution</u>	<u>Dates</u> <u>Attended</u>	<u>Degree</u> <u>and Major</u>	<u>Date</u> <u>Conferred</u>
--------------------	---------------------------------	-----------------------------------	---------------------------------

B. Additional Higher Education and/or Education in Progress

<u>Institution</u>	<u>Dates</u> <u>Attended</u>	<u>Courses</u>	<u>etc.</u>
--------------------	---------------------------------	----------------	-------------

Experience

A. Teaching in Other Institutions (List most recent first)

<u>Institution</u>	<u>Dates</u>	<u>Rank</u>	<u>Department</u>
--------------------	--------------	-------------	-------------------

B. Other (non teaching) (list most recent first)

<u>Institution</u>	<u>Dates</u>	<u>Title</u>
--------------------	--------------	--------------

Publications: (List in the following order, most

recent first. In the case of creative works in
the area of Music, Art, Dance, Theatre, Film,
list in the publications category recordings,
museum and gallery shows, public performances,
directing, designing, producing, etc.)

Books

Chapters (indicate page numbers e.g., pages 21-23)

Articles (indicate page numbers e.g., pages 21-23)

Reviews

(over)

Name:

College:

Professional Activities: (Most recent first. Include under this category grant activities.)

Outside Recognition: (including, where applicable, all professional licenses or certificates not listed elsewhere).

Academic and Professional Honors

Membership__ in Professional Societies:

Administrative and other service on behalf of the College
(For every recommended action except initial appointment.)

Service to larger community:

Chair's Report (For every recommended action except initial appointment)

Observation Reports (2 most recent)
For every recommended action except initial appointment.

Student Evaluation Summary:
For every recommended action except initial appointment

Record at Hunter College:

<u>Dates:</u>	<u>Rank</u>	<u>Salary Rate</u>
---------------	-------------	--------------------

Personal Data:

Address:

<u>Telephone No:</u>	<u>Military Status:</u>
----------------------	-------------------------

Date of Birth: _____

References: List name, title and affiliation only. Actual letters are duplicated only in the case of initial appointment.