

**Suggested Format of Vita
for Consideration for Term Renewal, Continuing Appointment, and Promotion**

- I. EDUCATION
- II. ACADEMIC EMPLOYMENT/EXPERIENCE HISTORY
- III. COURSES TAUGHT
 - List all courses taught at Geneseo with indication of new courses or curricula developed
 - Awards related to teaching
- IV. SCHOLARLY AND CREATIVE ACTIVITY
 - Publications (in proper bibliographic form with acceptance/rejection rate of journal if known)
 - Exhibitions/Performances (juried or invited)
 - Works Submitted
 - Works in Progress
 - Conference Presentations (indicate if juried or invited)
 - Discussant/Panelist at Professional Meetings
 - External Grants Funded
 - External Grants Submitted
 - Adjudications/Workshops
 - Other Invited Work
 - Honors and Awards Related to Scholarly and Creative Activity
- V. SERVICE
 - Department & College Service
 - Community Service **Related to Profession**
 - Service to Discipline/Profession
- VI. PROFESSIONAL GROWTH
- VII. OTHER RELEVANT PROFESSIONAL ACCOMPLISHMENTS OR WORK

All entries should be listed in chronological order with the **most recent dates first**. Be as clear and specific as possible about dates, titles, organizations, etc. Documentation supporting the entries in your vita should be included in the supporting materials submitted.

If you wish, you may embed links in your CV to relevant supplementary documents. When inserted as follows, the links will be accessible when the document is saved and uploaded as a pdf.

- To embed a link, first upload to Google Drive the document to which you wish to link. Right-click on the document, click “Get shareable link,” then return to the document into which you wish to embed the link, and highlight the word(s) where you wish to embed the link. You will then right click on the highlighted word(s), select “Hyperlink”, then right-click and paste the link into the address field of the popup box, and click OK. (Please note that Apple commands may differ slightly.)