

Curriculum Vitae

(Under each heading and subheading, list in reverse chronological order.)

Name

University Address

Phone

Email

Home Address

EDUCATION

(List highest degree first. State official name of school at time of degree.)

Degree	Institution
Year	Thesis/Dissertation Title or Major (if appropriate)
Honors	

CERTIFICATION

(Include professional licenses or special certifications, e.g., Microsoft Professional certificate. New York State School Media Specialist.)

EMPLOYMENT HISTORY

(List most recent experience first. List library and relevant professional experience.)

Inclusive Dates (Indicate part-time)	Title & Academic Rank and Unit Name and Place of Institution
---	---

Brief description of duties

(Emphasize **teaching responsibilities**, if appropriate, i.e., bibliographic instruction. Provide a sample list.)

TEACHING

(Outside appointments for **credit bearing courses** or guest lectures to credit bearing courses if **outside** of regular job duties. Include distance education, practicum supervision and thesis/dissertation review committee work.)

Title and Academic Rank (Your role in the course, i.e., primary instructor, co-instructor, discussion leader, etc.)
Name and Place of Institution
Course title and number
The years and/or terms the course was taught

PUBLICATIONS

(Include only those items where significant intellectual contribution was made. (APT does not believe PDPs are appropriate in this category). Use full bibliographical style showing all authors (with principal and secondary authors clearly indicated; indicate amount of contribution if collaborative) and inclusive page numbers. Do not include works in progress here - put in Research Statement. For non-refereed or in-house publications to be considered scholarly contributions, outside objective evaluations must be obtained, i.e., evaluation of a complex web site that provides unique access to information. Reviews of your publication should be included in Supplemental Materials.)

Books (Regardless of format)

Contributions to Books (Regardless of format)

Journal Articles (Refereed) (Regardless of format)

Electronic Publications (Refereed)

Journal Articles (Non-Refereed) (Regardless of format)

Electronic Publications (Non-Refereed)

Journal Abstracts

Book/Media Reviews (Include here Letters to the Editor)

Accepted for Publication (in final form)

Submitted for Publication

Editorial Activities

(Include here editorial board work for journals and newsletters, responsibility for continuing columns, etc.)

EXHIBITS

(Regardless of format. Clarify role and creation, i.e., individual or group effort. You are encouraged to take pictures of your exhibit to add to supplemental materials.)

PRESENTATIONS

(Indicate under each the Title, Presented to Whom, Where, & Date and whether you were: invited or competitively selected; individual or panel presenter. Use judgment--if presentation is natural extension of service, place under Service.)

National
Regional
Local
University

PROFESSIONAL CONTRIBUTIONS

(Non speaking contributions go here: program coordinator/moderator; consultant (if substantial consulting, make a separate heading), email listowner, web site coordinator, etc. Also include here elected offices or competitively selected committee assignments in professional organizations. University level professional contributions should be placed under Service.)

National
Regional
Local

PROFESSIONAL MEMBERSHIPS (OR AFFILIATIONS)

(Indicate dates of membership & meetings attended, subcommittee memberships. Elected/competitively appointed offices or committee assignments go under Professional Contributions above. University memberships or committee work should be placed under Service.)

National
Regional
Local

PROFESSIONAL DEVELOPMENT

(Attendance at substantive workshops of one day or more, e.g., copyright, advanced research, teaching theory & skills - not skills enhancement like software updates (e.g., learning PowerPoint or HTML). Attendance at general professional meetings, e.g., ALA Annual, place under Professional Memberships. If presenter, place under Presentations.)

National
Regional
Local
University

PROFESSIONAL AND ACADEMIC HONORS

(Include Title and Date (e.g., Chancellors Award, 2002))

National
Regional
Local
University

GRANTS

(Include title, funding agency, co-investigators, dates, amount of award, brief description, your role)

National
Regional
Local
University

SERVICE

(List dates of service, position, organization, type of service, brief description of responsibilities, activity, role. Indicate elected positions as well as presentations at the University level. Include service awards, e.g., Service Excellence awards.)

University Library Service
University Service
Community Service

LANGUAGES

List and indicate your proficiency in any language.

Revised September 23, 2004