# CV FORMAT FOR SABBATICAL APPLICATIONS

**NAME**

|  |  |
| --- | --- |
| **Faculty Rank****Primary Department** **Joint Appointment(s)****Office Address****Office Telephone****Campus e-mail address**  |  |
|  |  |
|  |  |

**I. EDUCATION**

1. **A. Formal Education**

For each degree, list: degree, area, year granted, college/university, and location.

1. **B. Other Education or Special Courses**
2. For each course, list: name, location, description, and date.

**II. CURRENT RESEARCH INTERESTS AND FUTURE PLANS** (up to one page)

**III. EXPERIENCE**

**A. Academic Appointments**

For each, list: title, college or university, location, and dates.

(Include joint appointments and formal postdoctoral positions.)

**B. Non-academic Employment**

For each, list: title, name of employer, and dates.

1. **C. Consulting**
2. For each, list: name of organization, nature of the work, employer, and dates.

**IV. TEACHING ACTIVITIES**

**A. Courses and Student Evaluations**. Starting with the current semester, include by semester all teaching assignments. If you had no formal teaching assignment for a semester, indicate “none” and give the reason (e.g., sabbatical leave, chairperson of a major committee, family leave).

For each course, list (in a tabular form): semester, course title, course number, number of credits, number of contact hours, mode of instruction (i.e., face-to-face, distance learning, hybrid, or converged), type of course (e.g., lecture, laboratory, etc.), number of students, main audience (undergraduate majors, undergraduate non-majors, graduate students), your responsibilities (course supervisor, visiting lecturer, etc.).

**B. Curriculum Development**

**1. New courses developed**

For each, list: Name of course, course number, and date(s) offered

**2**. **New course manual(s) developed**

**C. Research and Design Supervision**

**1. Undergraduate students**

List undergraduates whose independent studies, honors theses, research internships and industrial projects you supervised. List: student’s full name, major, name of university, period of supervision, and role you played (e.g. research advisor).Explain briefly the nature of the work supervised. Provide the title of the project. Include those you are currently supervising.

**2. Graduate students**

List graduate students whose doctoral dissertations or master’s theses you supervised. List: student’s full name, major, name of university, year of graduation or expected graduation, and your role. Include those you are currently supervising.

a. Primary advisor on doctoral dissertations

b. Membership on doctoral dissertation committees of students other than your advisees

c. Primary advisor on master’s theses

d. Membership on master’s theses committees of students other than your advisees

**3. Postdoctoral fellows**

For each, list: full name, doctoral granting institution and years under your supervision.

**4. Prizes and design or academic awards won by students under your supervision.** For each, list: student’s full name, name of award or competition, location and date.

**V. SCHOLARLY AND CREATIVE ACTIVITIES**

For each entry below, give names of authors, architects, designers or performers in the sequence they appear in print. Underline the name of main/corresponding author or primary architect, designer, or performer.

1. **Authored Books**

**1.** **Published** (reviews/adoption lists may be submitted separately)

Author(s), title, publisher, location, date, no. pages

**2. In press** (submit, separately, letter[s] from the publisher documenting acceptance)

Author(s), title, publisher, location

**3. Under Review** (submit, separately, letter[s] from the publisher documenting submission and initiation of review process)

Author(s), title, publisher, location

1. **Edited Books and Edited Conference Proceedings**

**1.** **Published** (reviews/adoption lists may be submitted separately)

Editor(s), title, publisher, year, no. pages

**2. In press** (submit, separately, letter[s] from the publisher documenting acceptance)

Editor(s), title, publisher, location

**3. Under Review** (submit, separately, letter[s] from the publisher documenting submission and initiation of review process)

Editor(s), title, publisher, location

1. **Edited Conference Proceedings**

Editor(s), title, publisher, location, year, no. pages

1. **Book Chapters**

**1. Published**

Author(s), chapter title, book title, editor(s), publisher, location, publication date, no. pages

**2.** **In press** (submit, separately, letter[s] from the publisher documenting acceptance)

Author(s), chapter title, book title, editor(s), publisher, location

**3. Under Review** (submit, separately, letter[s] from the publisher documenting submission and initiation of review process)

Author(s), chapter title, book title, editor(s), publisher, location

1. **Refereed Journal Articles**

For each entry, list when pertinent: author(s) (in order in which they appear or will appear in the published document), title of article, journal, vol. no., date, page nos. Indicate type of review process (peer or editor).

1. **Published**
2. **Accepted** (Submit, separately, letter[s] from the publisher documenting acceptance)
3. **Under review** (submit, separately, letter[s] from the publisher documenting submission and initiation of review process)
4. **Refereed Conference Papers**

For each entry, when pertinent, give information that is required for refereed journal articles. Include name, date and location of conference.

1. **Published**
2. **Accepted** (submit, separately, letter[s] from the publisher documenting acceptance)

**3. Under review** (submit, separately, letter[s] from the publisher documenting submission and initiation of review process)

1. **Non-refereed Journal Articles and Non-refereed Conference Papers**

For each entry, list, as pertinent, information required for refereed journal articles and conference papers. Do not include meeting abstracts here.

1. **Notes, Book Reviews** (that you wrote)
2. **Published**

**2. Accepted** (submit letters from editor(s) documenting acceptance)

1. **Creative Work: Built and (professionally recognized) un-built architectural designs, product design, prototypes, films or other media, exhibitions curated, theatre productions**

Include, separately, detailed information for each project as appropriate, including dates of completion or expected completion, location and dates of public presentations.

1. **Conference or Meeting Abstracts**

For each, list: author(s)’s names as they appear in the meeting program, title, meeting, location, month, and year. Place an asterisk beside the name of the presenting author and underline the senior author.

**K. Software development and improvement** (Indicate type, number of users)

1. **Professional Presentations** (including lectures, demonstrations, readings)
2. **Keynote, plenary addresses,** **and invited lectures** (list meeting, location, date and title
3. **Conference presentations** (list author(s), title, conference/organization, location, date, and invited or peer reviewed)

**3**. **Other presentations** (list author(s), title, location, date, and title)

**M. Professional Fellowships** (List society/sponsor’s name, dates, and duration of fellowship)

**N. Other** (Give relevant detail)

**VI. GRANTS AND CONTRACTS**

1. **Grants and Contracts: Ongoing and Awarded**

For each, list: full names of all grantees, sponsor, title of grant, period of the award, total direct funds awarded, and your role (principal investigator, co-principal investigator, consultant, etc.). Indicate percentage effort for your role.

**1. Federal**

a. Direct funding to candidate

b. Indirect funding to PI through federal funding mandates. Include original funding source (e.g., Congress) and secondary funding source (e.g. Picatinny Arsenal)

**2. State**

1. **Private foundation**
2. **Industry**
3. **Grant Proposals Pending**

For each, list: PI, your role (if not PI), funding agency, proposal title,date submitted, proposed duration, total direct costs, and percentage effort for your role.

1. **Grant Proposals Declined**

For each, list: PI, your role (if not PI), funding agency, proposal title,date submitted, proposed duration, total direct costs, and percentage effort for your role.

**VII. PATENTS AWARDED AND PATENTS PENDING**

For each patent awarded, list: author(s), title, patent number, and date issued.

For each patent pending, list: author(s), title, and date of submission.

**VIII. PROFESSIONAL LICENSES**

**A. Professional Licenses**

For each, list: title, state or country, license number, active or inactive, and date

**B. Professional Certifications**

For each, list: title, certifying agency, certification number, and date of last

certification

**IX. SERVICE ACTIVITIES**

Include current activities. Be specific without disclosing potentially confidential information. Identify your role and provide dates.

**A. University**

**B. Department**

**C. Community/Government**

**D. Profession and professional societies**

**E. Professional meetings** (organizing or chairing conferences, workshops and forums)

**F. Peer reviewing activity** (papers, proposals, book manuscripts, etc.)

**G. Editorial activity**

**H. Other**

**X. PUBLIC RECOGNITION: HONORS, AWARDS, EXHIBITS, REVIEWS OF SCHOLARLY OR CREATIVE WORK, LISTINGS**

For each, give relevant detail, including dates and locations, as appropriate.

**XI. STATE YOUR MOST SIGNIFICANT CONTRIBUTIONS TO YOUR FIELD SINCE LAST SABBATICAL LEAVE.**

**XII. MISCELLANEOUS (List any other pertinent material directly related to the proposal)**