



## Instructions

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*Please format your information in the order listed below. If any area does not pertain to you, leave it blank.*

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**Date**

**Name**

**Address**

**Telephone/e-mail address**

**Education:** *Post-high school to present, from most recent to earliest.*

*Include:*

Institution

Location

Duration of study (*from year to year*)

Field of study

Degree received/anticipated and date

Also include special or short courses, significant continuing education

**Licensure information/registration number**

**Employment and positions held:** *From most recent to earliest.*

*Include:*

Title/position

Institution

Location

Duration (*from year to year*)

**Publications:** *From most recent to earliest.*

Include papers in journals, published abstracts of presentations, AV or Web-based materials published, monographs, chapters in books, and books. Also include items accepted for publication but not yet published. Cite each publication in full using APA format; e.g., journal papers: Author(s), title of paper, full name of journal, date, volume, and inclusive pagination; books: Author(s), title of book, publisher, city of publication, date.

**Grant activity:**

*Include:*

Date

Authorship/participation

Amount of funding awarded

Nature of project

Date and source

**Research activity:**

*Include:*

Date

Research role (principle investigator, data collection, etc.)

Nature of the research

Funding (external, grant, internal)

**Membership in scientific/professional organizations**

**Positions held in scientific/professional organizations**

*Include:*

Name of organization or society  
Position(s): elected offices, committee chairmanships, committee memberships  
Duration (*from year to year, most recent first*)

**Consultation and advisory positions held**

*Include:*

Title or nature  
Agency  
Duration (*from year to year, most recent first*)

**Community activities**

*Include:*

Title or nature (note if chairmanship is held or level of leadership)  
Agency  
Duration (*from year to year, most recent first*)

**Scientific and professional presentations:** *include those occurring within the past 3-5 years, listing most recent first.*

*Include:*

Title  
Occasion  
Date

**Honors and awards**

*Include:*

Title or nature  
Awarding agency  
Date

**Continuing education workshops conducted/organized****Service to the university/college/school on committees/councils/commissions:** *Cite memberships and chairmanships*

*Include:*

University-wide  
School  
Other schools in the university  
Department  
Dates

**Current teaching responsibilities**