**This template will guide the assembly of a CV that includes all sections/information required for review for promotion. Note that not all sections will apply to your position. For those sections, simply exclude them from your final CV.**

**CURRICULUM VITAE**  
Name

Title

School/Dept  
University of Arizona  
Address  
Phone

Email

**CHRONOLOGY OF EDUCATION**

\*list most recent first (e.g., Ph.D. on top, followed by Masters, followed by Bachelors)\*

Year, Degree, Dissertation or Thesis Title, Advisor Name  
  
**CHRONOLOGY OF EMPLOYMENT**

\*list most recent first; be sure to include current UofA appointment

Be sure to include GIDP and/or Joint Appointments\*

\*Postdoctoral employment goes into this section\*

**HONORS AND AWARDS**

Year, title of award, name of presenting agency

**SERVICE AND OUTREACH**

\*limit to time in rank OR last ten years in current rank\*

**Local/State Service and Outreach**

Year or Range of Years (e.g., 2020 to present), Service title (e.g., Peer Reviewer, Co-organizer), Name of Agency or group, City and State (if Applicable)

For example:

2016-Present, Member, City of Tucson Citizen’s Water Advisory Committee, Tucson, Arizona; Committee Chair 2019-2020

**National/International Service and Outreach**

\*This section would include most peer review activities (journals, grants) with the exception of review of local or statewide agency publications or funding – these would be listed in the section above\*

\*This section would also include development of symposia for national/international meetings\*

**Memberships in Professional Societies**

Year or range of years, Name of Society – also include leadership positions, if applicable

**Departmental Committees**

Year(s), Name of committee – also include leadership positions, if applicable

**College Committees**

**University Committees**

**Other Service**

**PROFESSIONAL DEVELOPMENT**

\*Participation in seminars for teaching or research skills; training in classroom/laboratory management; peer review training\*

\*Seminars could be offered by UA or by another professional group\*

**TEACHING, ADVISING, AND MENTORSHIP (THIS SECTION IS OPTIONAL FOR PROMOTION BECAUSE IT REPEATS THAT OF THE TEACHING PORTFOLIO – but it can be included if you wish)**

**Teaching**

Course name and general information (# credits), semester taught, class size

For example:

Spring 2022: Scientific Writing for the Agricultural, Environmental, and Life Sciences (ENVS 508): 3-unit, graduate level course, 20 students.

**Advising**

\*Number of postdoctoral researchers, Ph.D. students, Masters students, Honors College students, research project undergraduates advised during review period\*

List names, ranks, and expected graduation dates of advisees.

**Mentoring**

\*Include work with student clubs, academic advising\*

\*Can also include mentoring fellow faculty, preceptors, TAs, or other\*

\*Can also include writing letters of support (for graduate school, for promotion)\*

**PUBLICATIONS: LIST ALL – CLEARLY IDENTIFY WHICH WERE PRODUCED DURING TIME IN RANK**  
Begin this section with all articles accepted/in press/published. Any works that are in progress should be placed into the next section.

In this section, **authors who are current/former undergraduate or graduate student advisees or mentees should be underlined.**

**\*Publications substantially based on work done as a graduate student should be marked with an asterisk.**

List publications in order, beginning with most recent.

It may be a good idea to begin this section with your Google Scholar career statistics – e.g. citations: 2351 // h-index: 26 // i-10 index: 45 (this information is not yet required by the University, but it may be in the near future)

**Refereed Journal Articles**

**Books**

**Book Chapters**

**Conference Proceedings**

**Popular Publications**

**Media Coverage – Expert interviews, podcasts**

**Other**

\*This could include patents, policy briefs, computer programs/open code, performances, shows\*

Links to YouTube videos can be embedded into the CV to facilitate review.

**CONFERENCES AND SCHOLARLY PRESENTATIONS**

\*limit to time in rank OR last ten years in current rank\*

**Invited Presentations at Regional, National, and International Scientific Conferences**

Conference organizer, conference location, “Name of presentation” (Date)

Example:

American Society for Microbiology, San Francisco, CA, “Bacterial survival in irrigation water” (April 20, 2022)

**Invited Departmental Seminars or Guest Lectures at Universities**

\*including the University of Arizona\*

**Other Invited Seminars**

**Contributed Talks to Professional Conferences (Non-Invited)**

**COMMUNITY PRESENTATIONS – RELATED TO RESEARCH OR TEACHING**

\*limit to time in rank OR last ten years in current rank\*

**AWARDED GRANTS AND CONTRACTS**

\*limit to time in rank OR last ten years in current rank\*

\*clearly identify any grant funding that has been rescinded in the recent past\*

**Federal Grants Awarded**

Grant period “Name of proposal,” Funding Agency // $ Funding total ($ Indirect funding total to UofA; $ Indirect funding total to Unit) – Percent effort, Role (co-PIs)

Example:

2019-2022 “Why people who have dogs are nicer people,” National Science Foundation // $300,000 total ($154,500 or 51.5% indirect funding to UofA; $24,000 to Department of Environmental Science) – 50% effort, PI (John Smith, Duke University; Jane Jones, Arizona State University, co-PIs)

**Other Grants Awarded (State, Industry, Private Foundation)**

**Contracts for Service Provided**

**Research Donations**

**Submitted Grants (Not Awarded)**

\*this will include pending grants that are currently under review (mark these as [pending]\*

**FOR EXTENSION SPECIALISTS AND AGENTS – THE FOLLOWING SECTION IS OPTIONAL, SINCE YOU WILL COVER YOUR PROGRAMS IN GREAT DETAIL IN SECTION 7 OF THE DOSSIER**

**CALES EXTENSION PROGRAMS**

\*limited to Extension programs developed/delivered during time in rank OR last 10 years in current rank\*

Title of program (period of delivery) Brief (one or two sentences max) description of program and the need that is addressed.