# Queens College Curriculum Vitae: Professorial Titles

Revised 5/8/2019

1. Please make sure you are using the correct CV form. This form is for faculty in professorial titles only. (There are separate forms for Lecturers and College Laboratory Technicians.)
2. Please read all instructions carefully.
3. Throughout this document, headings are in **Bold**. Enter information in normal font.
4. In all categories, list items in reverse chronological order (so, most recent first).
5. Do not delete any categories. (Insert N/A if you have nothing to list in a given category.)
6. All boxes and cells will expand as you add information. The instructions within each box or cell may be deleted.

**BIOGRAPHICAL INFORMATION**

|  |  |
| --- | --- |
| **NAME:** |  |

|  |  |
| --- | --- |
| **COLLEGE:** | Queens College |

# HIGHER EDUCATION

## A. Degrees (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Dates Attended** | **Degree/Major** | **Date Conferred** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## B. Additional Higher Education and/or Education in Progress

|  |  |  |
| --- | --- | --- |
| **Institution** | **Dates Attended** | **Courses, etc.** |
|  |  |  |
|  |  |  |
|  |  |  |

# EXPERIENCE

## A. Teaching (include part- and full-time experience at Queens College, most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Dates** | **Rank** | **Department** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## B. Other Than Teaching (include experience at Queens College, most recent first)

|  |  |  |
| --- | --- | --- |
| **Institution** | **Dates** | **Rank/Title** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# RECORD OF APPOINTMENT IN EACH TITLE AT QUEENS COLLEGE

**(most recent first; include date of tenure, if awarded)**

|  |  |
| --- | --- |
| **Dates** | **Rank** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# ACADEMIC AND PROFESSIONAL HONORS

|  |  |
| --- | --- |
| **Date** | **Honor** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# MEMBERSHIP IN PROFESSIONAL SOCIETIES (last five years only)

|  |
| --- |
|  |

# (2) TEACHING

1. List all **courses** that you have taught in the previous four semesters (whether at Queens College or at the Graduate Center). For each course listed here, upload your syllabus and at least one example of student work. (Student work should be anonymous but the grade given should be noted.) Feel free to upload anything else you feel is relevant.
2. In addition, list all student **mentoring**—whether it be undergraduate independent studies or graduate thesis/dissertation supervision, at Queens or at the Graduate Center. (Note that the College will provide official information on your complete workload as well as the content of your student evaluations; you do not have to do this.)

|  |  |
| --- | --- |
| **Semester** | **Description** |
|  | *1. Give course numbers and titles. As instructed above, upload syllabi and at least one example of student work for each course listed here.*  *2. List most recent courses first.* |
|  |  |
|  |  |
|  |  |

# (3) SCHOLARSHIP AND CREATIVE WORK

1. For all published work, give complete bibliographic entries including total page numbers. Except for works listed in section (K), all works listed should be in their final form, published or in final proofs. Everything else should be listed in section (K) Submitted Works and Works in Progress, annotated with a description of the specific stage of the work.
2. For any work published on-line, give active links as well as word counts.
3. All exhibitions or performances that have occurred or are occurring right now should be listed in section (E). Include as much detail as you can, e.g. title, nature of work, venue, group or solo work, dates, attendance, etc. Works that are planned should be listed in section (K).
4. For collaborative work (written or performance-based), indicate the percentage of work and the nature of that work done by the candidate, e.g. conceptual, editing, the actual writing, the actual performance, etc. In addition, for collaborative work, indicate the role of each contributor using the following superscripts: **H=high school student; U=undergraduate student; M=master’s student; D=doctoral student; PD=post- doctoral research fellow; CQ= Queens College faculty collaborator and staff; C=col- laborator (student or faculty, work conducted at another institution).**
5. In all cases, list most recent works first (the boxes will expand as you add information).
6. Note additional instructions on how to notate work that is refereed, invited, etc.
7. **BOOKS and other MONOGRAPHS**
8. **Published since most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **Published prior to most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **JOURNAL ARTICLES**
2. **Published since most recent of: initial appointment or last promotion**

|  |
| --- |
| *Indicate* ***refereed*** *articles with an asterisk (\*).* |

1. **Published prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Indicate* ***refereed*** *articles with an asterisk (\*).* |

1. **CHAPTERS IN BOOKS/ANTHOLOGIES**
2. **Published since most recent of: initial appointment or last promotion**

|  |
| --- |
| *Indicate* ***refereed*** *chapters with an asterisk (\*).* |

1. **Published prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Indicate* ***refereed*** *chapters with an asterisk (\*).* |

1. **ARTICLES IN CONFERENCE PROCEEDINGS (full articles only)**
2. **Published since most recent of: initial appointment or last promotion**

|  |
| --- |
| *1. Include only full articles based on conference talks.*  *2. Indicate* ***refereed*** *presentations with an asterisk (\*). Indicate* ***invited*** *presentations with a double asterisk (\*\*).*  *3. For collaborative work, indicate the* ***presenting author*** *with a hashtag (#).*  *4. Entries listed here should* ***not*** *be repeated in section (H) Oral Presentations, below.* |

1. **Published prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Follow the instructions above.* |

1. **EXHIBITIONS/PERFORMANCES**
2. **Took place since most recent of: initial appointment or last promotion**

|  |
| --- |
| *Note that reviews of work, specifically, are listed in Section (G) below and do not have to be included here.* |

1. **Took place prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Follow the instructions above.* |

1. **REVIEWS (by the candidate, of others’ performances or scholarly works)**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **REVIEWS (by others, of the candidate’s performances or scholarly works)**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **ORAL PRESENTATIONS, ADDRESSES, AND MASTER CLASSES**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
| *1. Indicate* ***refereed*** *presentations with an asterisk (\*). Indicate* ***invited*** *presentations with a double asterisk (\*\*).*  *2. For collaborative work, indicate the* ***presenting*** *author with a hashtag (#).*  *3. Entries listed in section (D) should* ***not*** *be repeated here.* |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Follow the instructions above.* |

1. **REPORTS**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **OTHER WORKS (Abstracts, editorials, extended abstracts, encyclopedia entries, posters, etc.)**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
|  |

1. **SUBMITTED WORKS AND WORKS IN PROGRESS**
2. **Since most recent of: initial appointment or last promotion**

|  |
| --- |
| *1. List works closest to completion first.*  *2. Describe the work in progress. Be sure to specify its magnitude and the stage of progress.*  *3. For any work that is under review, indicate manuscript pages, venue of review, stage of review, etc.*  *4. In the supporting materials include copies of all relevant written reviews, correspondence with editors, contracts, etc.* |

1. **Prior to most recent of: initial appointment or last promotion**

|  |
| --- |
| *Follow the instructions above.* |

**(4) GRANTS**

1. **Grants Pending**
2. **Research**

|  |
| --- |
| *Give details of pending research grants, e.g. title, purpose, funding agency, candidate’s role, amount requested, etc.* |

1. **Institutional**

|  |
| --- |
| *Give details of pending grants that benefit the institution, e.g. title, purpose, funding agency, candidate’s role, amount requested, etc.* |

1. **Grants in Progress**
2. **Research**

|  |
| --- |
| *Give details of on-going research grants, e.g. title, purpose, funding agency, candidate’s role, amount awarded, etc.* |

1. **Institutional**

|  |
| --- |
| *Give details of on-going grants that benefit the institution, e.g. title, purpose, funding agency, candidate’s role, amount awarded, etc.* |

1. **Grants Completed**
2. **Research**

|  |
| --- |
| *Give details of completed research grants, e.g. title, purpose, funding agency, candidate’s role, amount awarded, etc.* |

1. **Institutional**

|  |
| --- |
| *Give details of completed grants that benefited the institution, e.g. title, purpose, funding agency, candidate’s role, amount awarded, etc.* |

1. **Grants Submitted, but not Funded**
2. **Research**

|  |
| --- |
| *Give details of unsuccessful research grant applications, e.g. title, purpose, funding agency, candidate’s role, amount requested, etc.* |

1. **Institutional**

|  |
| --- |
| *Give details of unsuccessful research grant applications that benefit the institution, e.g. title, purpose, funding agency, candidate’s role, amount requested, etc.* |

**(5) SERVICE**

1. **COLLEGE/UNIVERSITY**

|  |
| --- |
| *1. Include the dates of each service activity.*  *2. Indicate if the service is compensated in any way (either with payment or with release from teaching).* |

1. **PROFESSION**

|  |
| --- |
| *1. Include the dates of each service activity.*  *2. Indicate if the service is compensated in any way (either with payment or with release from teaching).* |

1. **COMMUNITY**

|  |
| --- |
| *1. Include service activities from the last five years only.*  *2. Include dates of each service activity. Examples: unpaid board memberships for schools, libraries, other non-profits; activities in non-college or university settings; unpaid consultantships.* |