

Recommended Vita Format*

1. **Name**
2. **Education** (list all degrees, years at each institution, and post-doc training)
3. **Professional Experience** (list all titles, institutions, dates in reverse chronological order)
4. **Refereed Publications, Galleries, Performances, etc.** (in reverse chronological order). These could include refereed journal articles, books and book chapters, as well as published encyclopedia entries and reviews (books, articles, plays, other creative works) (Note: The words “in press” are strictly confined to those where the author has received a letter from the journal editor indicating that the paper has been accepted for publication or that the paper has been accepted for publication with minor revisions. Otherwise, the author should clarify the stage at which the publications is when the vita was saved and save these under a separate category (these could include “in preparation” (for publications yet to be submitted), “under review” or “publication submitted” (for publications undergoing an initial review), “revise and resubmit” if the author has received a letter from the editor that the author may wish to revise and resubmit the article for consideration. Categories will depend on discipline. Galleries and performances included in this section should be in reverse chronological order and should only be those where peer review or screening was involved.
 - a. Author’s names or order of authors should be listed as they appear in publication including volume number, issue number (if appropriate), and page numbers.
 - b. Consider putting a * next to student co-authors and indicate as such with the following in the heading. For example, “Refereed Publications - student co-authors are starred”
 - c. Consider putting bullet notes under a particular publication that has unique impact. For example, was profiled in a news outlet or media source or won an award or cited in someone’s professional blog or podcast. For example “Featured in Science News” with a link to the story under the publication citation.
5. **Non-Refereed Publications, Galleries, Performances, and Other Outputs**
 - a. List in reverse chronology and include meeting abstracts, proceedings, etc., technical reports, workshops, popular articles, websites, blogs, social media and podcasts, or other galleries and performances.
 - b. Provide authors names and year and links (if appropriate).
6. **Scholarship of Engagement: Community or other Partnership Activities and Impacts**
 - a. List in reverse chronological order the name of the community or partnership (e.g., organizations, business/industry, schools, non-profits, governmental agencies)
 - b. Provide team names and start/end dates of partnership activity, and your role
 - c. Provide information on the goal or name of the initiative or project
 - d. Details of activity and/or impact on community of interest. This can be in short narrative form or with bullet points. For example, community advisory board meetings, procedures or policy, training materials, courses, guides, toolkits, workshops, films, citizen science data, reports, jobs added, sales increased, equity gaps closed, etc. When possible note how the work was shared and how it is accessible to others
7. **Technology Transfer:**
 - a. List in reverse chronology and list inventor names, title, date, and phases of the filing, disclosure, licensing, financial return.
 - b. Provide information on patent, copyright, and license discoveries. This includes technologies used in hardware and software inventions.
 - c. Provide information on product development with any businesses, entrepreneurs, and startups.
8. **Publications/Creative Works Submitted**
 - a. List in reverse chronological order and indicate whether papers are under review, being



University of Colorado
Colorado Springs

revised, and under second review. Cite journal, and submission date. Indicate scheduled galleries and performances.

9. Invited Presentations

- a. List in reverse chronological order with name of organization and include any invited symposiums, colloquiums, panels, local talks or other speaking invitations.

10. Professional Presentations at Conference Meetings and Seminars Presented

- a. List in reverse chronological order with authors, and name of organization.

11. Grant Activity

- a. List the amount, date, agency, title of grant, and the role of author.
- b. List proposals submitted; indicate status (denied, under review, pending). Consider separate sections for “funded external grants and internal grants” and “grant activity” for unfunded submissions and “pending” for those under review.

12. Other Scholarship Indicators.

- a. Use this section for other indicators of the quality of your scholarly and creative work that might not fit elsewhere; citations of papers; reviews of your works; purchases of your works by museums, reviewer of other people’s scholarly works, degree of risk-taking, DEI-focused work, etc. Include other indicators based on primary unit evaluation criteria.

13. Courses Taught

- a. Indicate title of course, level of course (graduate or undergraduate) (number of times taught is optional).

14. Student Supervision

- a. Indicate undergraduate and graduate student supervision activities.

15. Recognitions

- a. List Honors and Awards

16. Professional Organizations

17. Service and Leadership and Institution- and Community-Building

- a. List department, college/school/library, and University committees and activities. Also list chairing and/or serving on community organizations and board memberships, state, regional and national government agencies, accreditation and program review site visits, committees of professional societies or associations; session chair/organizer at professional meetings, and/or consulting. Include other indicators based on primary unit evaluation criteria.

*Follow as closely as possible. This template is based on 200-001 Reappointment, Promotion, & Tenure UCCS Campus Policy