

## **Sample B: Curriculum Vitae**

**Name**  
**Department of \_\_\_\_\_**  
**Loyola Marymount University**  
**Los Angeles, CA 90045**  
**310-999-9999**

### **EDUCATION**

Terminal Degree (Ph.D, Ed.D, M.F.A. etc.): University, Date.

Master's Degree: University, Date. Bachelor's Degree: University, Date.

### **ACADEMIC EMPLOYMENT**

Current Academic Employment

Assistant/Associate Professor of \_\_\_\_\_.

Loyola Marymount University, Date-Present (If tenured, please include when tenure took effect).

Tenure-track teaching position in \_\_\_\_\_.

Prior Academic Employment.

Please provide the following information for each Academic Appointment:

University,

College/School, Department

Period of Appointment

Rank

Date tenure was granted, if appropriate

### **PROFESSIONAL EXPERIENCE**

Prior relevant work experience

### **TEACHING/ADVISING**

- Courses taught
- Advising Responsibilities

## **SCHOLARSHIP/CREATIVE WORKS**

(Please organize this section using the following format with most recent work cited first.)

- Published/produced/performed/displayed (peer-reviewed or juried or disseminated) and evaluated work
- Grants awarded in support of research, scholarship, creative endeavors, teaching, etc.
- Peer-reviewed or Invited Conference Presentations
- Forthcoming work (It is important to identify clearly the status of the work at the time of submitting the application, such as "under contract," with independently verifiable evidence of acceptance from the publisher/distributor, etc. This evidence should be placed in front of the specific publication/creative work in the dossier.)
- Work under consideration by a publisher, distributor, curator and/or review by a scholarly journal (Again it is important to identify clearly the status such as "under blind review" with independently verifiable evidence from the publisher/distributor, etc. This evidence should be placed in front of the specific publication/creative work in the dossier.)
- Work in progress.

## **PRESENTATIONS**

- "Name of Presentation." Presented at the "Name of Conference," Name of City and Country, Date of Presentation. (Please indicate if this presentation is invited or refereed.)
  - Role at Conference: Paper presenter, commentator/respondent, chair/moderator, and/or organizer.
- Creative Work Presentations/Exhibitions
  - List "Name of Creative Presentation." Presented at the "Name of Conference/Event/Occasion," Name of City and Country, Date of Presentation. (Please indicate if this presentation is invited or juried/refereed.)
  - Indicate the specific creative role, such as acting, directing, etc.

## **RELEVANT UNIVERSITY/PROFESSIONAL/COMMUNITY SERVICE**

- Loyola Marymount University
- College/School
- Department
- Professional
- Community (Please list community service relevant to role as faculty member)

## **RELEVANT HONORS, FELLOWSHIPS AND AWARDS**

- Honors
- Fellowships  
Awards

### **Narrative Standards**

The Narrative is a critical component of a faculty member's application for tenure and/or promotion. Given its importance, Candidates may ask their Mentor or other colleagues for feedback on the Narrative.

The Narrative provides the Candidate with the opportunity to inform the Department, Department Chair, Dean, and the Committee on Rank and Tenure about the Candidate's body of work and any relevant information regarding the Candidate's performance. While it should address each of the faculty responsibilities of teaching/advising, scholarship/creative works, and service individually, it should provide the reader with a discussion of how the Candidate contributes to the Mission and Vision of LMU and his/her Department through the integration of these three areas. The Candidate should address his/her current strengths and areas for continued development as well as future plans. If any areas of concern have been cited in formal reviews, the Candidate may also discuss how these concerns have been addressed.

NOTE: It is important that Candidates for tenure and promotion to the rank of Associate Professor address in the Narrative their teaching and service performed at LMU since the time of their initial faculty appointment at the University. Candidates for promotion to the rank of Full Professor should address their teaching and service performed at LMU since the time of their last promotion. All Candidates for tenure and/or promotion in rank should address their scholarly and/or creative works based on their entire body of work, with the expectation that evidence is demonstrated of ongoing productivity, consistent with Departmental Standards.

### **TEACHING AND ADVISING**

The Narrative regarding teaching should address courses taught, new courses developed or any major revisions to existing courses, plans for future courses, and advising. The Narrative should be an analytical and thoughtful presentation