



## **SAMPLE CURRICULUM VITAE FORMAT**

### **BACKGROUND**

Name

Dept./School

Rank

### **EDUCATION**

Degree, Institution, Date, Subject

Doctoral Dissertation Title, date

Master's Thesis Title, Date

### ***PROFESSIONAL EXPERIENCE***

#### ***TEACHING EXPERIENCE (NOT AS A GRAD STUDENT)***

Institution, Rank, Dates, Full or Part time

#### ***TEACHING EXPERIENCE AS A GRAD STUDENT***

Institution, Rank, Dates,

#### ***CONSULTING***

Organization, institution, company, location, your role, dates, paid/unpaid

#### ***OTHER RELEVANT PROFESSIONAL EXPERIENCE***

Institution, Rank/Title, Dates

#### ***ARTIST RESIDENCIES***

Name of Residency, Location/Institution, Dates

### **EMPLOYMENT AT MOLLOY COLLEGE**

#### ***INITIAL APPOINTMENT***

Rank/ Date

#### ***DATES OF REAPPOINTMENT***

Rank, Date

## ***RANK AND DATE OF PROMOTION***

Rank, Date

## **TEACHING**

### ***COURSES AND COURSE INFORMATION***

Semester & Year, Course Rubric & Number, Enrollment, Evaluations

### ***MENTORSHIP***

#### ***Independent Studies Supervised***

Semester/Year, Course Rubric & Number, Enrollment, Subject of Independent Study

#### ***Dissertations***

Student Name, In-Progress or year of completion, Faculty Role (chair, committee member)

#### ***Master's Theses***

Student Name, In-Progress or year of completion, Faculty Role (chair, committee member)

#### ***Master's Projects***

Student Name, In-Progress or year of completion, Faculty Role (chair, committee member)

#### ***Honor's Theses***

Student Name, In-Progress or year of completion, Faculty Role (chair, committee member)

### ***TEACHING INNOVATIONS***

Innovation, course rubric and number, role

### ***CURRICULUM, LAB AND PROGRAM DEVELOPMENT***

Course or program information, role (in cases where you have helped develop a new program and the courses within it, identify the program, your role and dates you worked on this, and in bullets underneath identify the courses, your role, and dates you worked on them.

### ***UNSOLICITED LETTERS FROM STUDENTS***

Student, subject (e.g. thank you) date

## **RESEARCH, SCHOLARSHIP, PUBLICATIONS, CREATIVE ACTIVITY AND RELATED ACTIVITIES**

*Note, indicate whether each item was invited, editor selected, peer reviewed, juried, etc.)*

### ***PUBLICATIONS***

**Books Published or in Press:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Articles Published or in Press:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Peer Review Conference Proceedings**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Translation**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**CREATIVE**

**Poems**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Creative/Critical**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Film Festivals and Screenings**

Film, your role (e.g. director, cinematographer, etc.), Festival/Screening name, location, date

**Films**

Film, your role(s), date

**Compositions**

Work(s), date

**PERFORMANCE AS A SOLOIST**

**International Conference/Festival Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**National Conference/Festival Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Regional Conference/Festival Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Local Conference/Festival Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**International Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**National Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Regional Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Local Performances as a Soloist**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Works Commissioned and/or Premiered**

Title, composer, year, date

**Solo Instrument (name instrument(s) Repertory Performed as a University Professor Prior to Molloy College**

The list should be organized by instrument if multiple instruments are played.

Composer, Composition

**PERFORMANCE AS A CONDUCTOR**

**International Conference/Festival Performances as a Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**National Conference/Festival Performances as a Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Regional Conference/Festival Performances as a Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Local Conference/Festival Performances as a Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**International Performances as a Professional/Guest Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**National Performances as a Professional/Guest Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Regional Performances as a Professional/Guest Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Local Performances as a Professional/Guest Conductor**

What you did, organization/festival, location, dates, how you got there the pieces performed.

**Works Commissioned and/or Premiered**

Title, composer, year, date

**Solo Instrument (name instrument(s) Repertory Performed as a University Professor Prior to Molloy College**

The list should be organized by instrument if multiple instruments are played.

Composer, Composition

**Orchestral (or other relevant group) Repertory Conducted as a University Professor Prior to Molloy College**

The list should be organized by the group type (orchestra, choir, wind ensemble, chamber, etc.)

Composer, Composition

**Professional Practice Articles**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Anthologies**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Exhibition Catalogs**

Title, City,State, Gallery/Museum, date, (how you were selected)

**Catalog Essays**

Title of essay, title of exhibition, location, gallery name, date and how you were selected

**Catalog Entries**

Title of entry, title of exhibition, pp., location, gallery name, date and how you were selected

**Compositions**

**Book Chapters Published or in Press:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Encyclopedia Entries Published or in Press:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Book Reviews Published or in Press:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Articles Published in Professional Magazines:**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Abstracts Published or in Press**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**Reports, Technical Reports, White Papers**

Authors, Title, contracting entity, date

**Software:**

Name, users, dates

**Patents**

Patent number, title, Date conferred

**Blogs, Vlogs, Podcasts**

Provide bibliographic information and link

**PRESENTATIONS**

*Note, indicate whether the presentation submission was peer-reviewed, editor/organizer reviewed, or invited. Indicated whether or not it is a Keynote address. Include only research-related presentations in this section*

**International**

APA Style Citation including the name of the conference and the conference dates.  
Reverse order (most recent first) Refereed, editor review, invited

**National**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Regional**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Local**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Platform Presentations**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Poster Presentations**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**INVITED SEMINARS**

**International**

APA Style Citation including the name of the conference and the conference dates.  
Reverse order (most recent first) Refereed, editor review, invited

**National**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Regional**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Local**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**CREATIVE PRESENTATIONS**

**International**

APA Style Citation including the name of the conference and the conference dates.  
Reverse order (most recent first) Refereed, editor review, invited

**National**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Regional**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Local**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**PROFESSIONAL WORKSHOPS**

**International**

APA Style Citation including the name of the conference and the conference dates.  
Reverse order (most recent first) Refereed, editor review, invited

**National**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Regional**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Local**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**Platform Presentations**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

**WEB/RADIO**

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited and please note if the item is forthcoming. If published online, include link.

**GUEST LECTURES**

Title of talk, name of lecture (or course), location, date (how you were selected).

**PERFORMANCES**

Title, Role (presenter, role, vocalist), location, date(s)

**EXHIBITIONS**

**Curated**

Exhibition title, location, dates, how selected (juried, invited)

**Group**

Exhibition title, location, dates, how selected (juried, invited)

**Solo**

Exhibition title, location, dates, how selected (juried, invited)

**COMMISSIONS**

Project, item type, date, role

**REVIEWS PUBLISHED OR IN PRESS**

Title, publication, volume, year: page numbers (how you were selected)



## **RESEARCH IN PROGRESS**

Author, Title, Target Journal, Status (status of in progress, under review, revise and resubmit, under revision)

## **GRANTS/CONTRACTS, SOURCE, DATE AND AMOUNT**

### **External**

Source, Role (PI, co-PI, etc), Grant Title, Grant Years Approved (e.g. 2020-2022), Funded/Unfunded, Total Requested or Total Award Amount. If the agency scores grant applications, state whether your grant was scored or not if you were unfunded and provide the score.

### **Internal**

Source, Role, Grant Title, Grant Years Approved, Total Award Amount, Status

## **PROFESSIONAL DEVELOPMENT**

### **Teaching**

Activity, Organizer, Date(s), hours, (certificate/badge?)

### **Research**

Activity, Organizer, Date(s), hours, (certificate/badge?)

### **Service and Community Engagement**

Activity, Organizer, Date(s), hours, (certificate/badge?)

## **SERVICE AND COMMUNITY ENGAGEMENT**

***PUBLIC SERVICE (Service Relevant to Your Role at Molloy but Not Professional Service. For example, sharing your expertise with groups, at library talks etc., voluntarism)***

Organization/Activity, Dates, Role

***PROFESSIONAL SERVICE (Service where you engage with your discipline)***

### **International**

Organization, Activity, Date(s), Role

### **National**

Organization, Activity, Date(s), Role

### **Regional**

Organization, Activity, Date(s), Role

### **State**

Organization, Activity, Date(s), Role

**Local**

Organization, Activity, Date(s), Role

***COLLEGE SERVICE***

Task Force/Committee/Event/Activity, Date(s), Role

***SCHOOL SERVICE***

Task Force/Committee/Event/Activity, Date(s), Role

***DEPARTMENT/PROGRAM SERVICE***

Task Force/Committee/Event/Activity, Date(s), Role

**OTHER ACTIVITIES RELEVANT TO YOUR ROLE AS A FACULTY MEMBER AT MOLLOY COLLEGE**

***HONORS/AWARDS***

Honor/Award, Date

***PROFESSIONAL CERTIFICATIONS***

Date, Organization granting certification, certification

***OTHER PUBLICATIONS***

APA Style Citation, Reverse order (most recent first) Refereed, editor review, invited

***REVIEWS OF PUBLISHED WORK***

APA Style Citation, Reverse order (most recent first)

***SELF-PUBLISHED MATERIALS***

APA Style Citation, Reverse order (most recent first)

***TECHNICAL SKILLS RELEVANT TO YOUR ROLE AT MOLLOY***

List software, etc.

***MEDIA COVERAGE***

Outlet, citation

***PROFESSIONAL MEMBERSHIPS***

Organization, years

