

Tenure and Promotion Handbook
Faculty Manual §4.VII.E.3:
Candidate's Curriculum Vitae

[The dossier shall contain] the candidate's curriculum vitae. The curriculum vitae shall be prepared in accordance with instructions provided by the Dean of the College and is not confidential.

1. Individuals who have access to this item:

- The candidate's CV is not confidential

2. Participants in preparing this item, and the role of each participant:

- *Candidate* – has primary responsibility for preparing CV
- *Initiator* – may review drafts and provide feedback and suggestions
- *Associate Dean* – may review drafts and provide feedback and suggestions
- *Other colleagues inside and/or outside the candidate's department* – may review drafts and provide feedback at the request of the candidate

3. Instructions provided by the Dean of the College:

- The *Curriculum Vitae* of a candidate for tenure or promotion is limited to seven (7) pages, with 12-point font or larger, and margins of at least 1 inch.
- Dates should be included for each item in the CV, especially with respect to scholarly and artistic work.
- Because “a portion of [a candidate's] portfolio [of achievements] normally shall include work that has been professionally reviewed by peers beyond the college in the candidate's scholarly or artistic fields” (*Faculty Manual* 4.VI.B.2.b), the CV should indicate clearly which publicly-disseminated items were so reviewed.
- The content of the CV should be organized as follows:

I. PERSONAL

Name

Telephone

Address

Email

Date of updated CV

II. EDUCATION

Colleges/universities attended (with dates and degrees)

Thesis/dissertation title

Areas of expertise and special interests

III. EMPLOYMENT & TEACHING EXPERIENCE

Institution and position/rank (with dates)

Courses taught at St. Olaf

IV. SCHOLARLY/ARTISTIC WORK

Note: Categories listed below are examples which may be altered or adapted to reflect the department's Statement of Significant Scholarly/Artistic Work. The same activity SHOULD NOT be listed multiple times in multiple places.

Publications and papers

Books

Refereed articles, book chapters, and papers

Invited articles, book chapters, and papers

Abstracts

Reviews

Conference papers and proceedings

Other disseminated written work

Artistic work

Compositions

Exhibits

Recitals

Performances

Presentations (at institutions or organizations other than St. Olaf)

Conference presentations

Workshops

Invited lectures, workshops, presentations

Panel presentations and seminar participation

Honors, awards, grants

Consulting

Offices held in professional organizations

Professional memberships

Other scholarly/artistic work

V. COLLEGE AND COMMUNITY

Contributions of service and leadership to the department

College committees and task forces (committee/task force and years of service; service as chair or secretary should be listed)

Other contributions of service and leadership to the College (e.g., leadership of campus-wide activities or projects, Chapel talks, on-campus presentations, etc.)

Contributions to the wider community (uses of one's professional expertise to enrich the social, cultural, and intellectual life of the wider community)