

**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)