

What is a Curriculum Vitae (CV)?

The term “curriculum vitae” comes from the Latin *Curriculum* (course) and *Vitae* (life): The course of one’s life.

“It is vitae (not vita) because “life” in the phrase “course of life”... is in the genitive singular...” —Eric Daniels, www.cvtips.com

A Curriculum Vitae is:

- An academic version of a résumé
- A focus on academic achievement
- A log of changes in scholarly responsibilities, activities and accomplishments
- A living document
- A personal and professional artifact

Your CV is a summary of your individual educational experiences and accomplishments. Only you can determine what order will best showcase your achievements. Your CV is a “living document.” As you progress, so should your CV. You will need to update and refine your document to show progression in your academic career.

You may also need to submit a CV for certain grant proposals and academic awards. A condensed CV may also be requested of speakers at professional conferences.

What should you include in a CV?

There are three (3) components that should be included in a CV regardless of the format you choose:

1. Applicant or identification information

- Name
- Address
- Phone number
- Email address

2. Education

3. Dissertation Title and Advisor

Note: It's okay if you have not completed a Dissertation — there are plenty of other sections that you can include in your CV.

4. Items that will showcase your academic achievements

- **Awards/SME Assignments**
- *Participation in other DeVry Events (e.g. Faculty Symposium)*
- **Teaching Experience**
- *Research Experience*
- **Publications and Presentations (including Discovery Days, Her World, etc.)**
- *Works in Progress*
- *Related Professional Experience*
- **SIFF/MCE Scores and individual student comments** *(Summary by session is fine)*
- *Other:*

- Memberships in service or professional organizations
- Active participation in organizations (e.g. presenter, officer)
- Conference activity

How should you format your CV?

Remember these tips when formatting your CV:

- Showcase your scholarship
- Present information in reverse chronological order
- Avoid placing dates in the left margin
- Use a consistent writing style
- Use short sentences or phrases
- Format clearly and simply
- Use a sans-serif font such as Arial or Calibri
 - For font: 12-18 pt.
 - For name, 12-14 pt.
 - For headings, 10-12 pt. for text
- Include header / footer with name and page number throughout
- Avoid using first person pronouns
- Use subheadings
- Check spelling and grammar
- Ask a trusted colleague to proofread
- Seek guidance from your Deans, Human Resources Business Partners or colleagues

What strategies can you use?

Here are a few strategies to help you keep your CV current:

- Review and update at least once a year
- Document events as they occur
- Collect and catalog materials regularly
 - Create a holding file for each major section (electronic or paper-based)
- Update header / footer in most current version

Additional Note by Dr. Adrian Shapiro

Since all of our current faculty was hired prior to July 1, 2010, everyone will have satisfied the one-year longevity requirement required as a condition for promotion. Even professors who were promoted in 2010 are not disqualified from applying for promotion again in 2011. However, please keep in mind that merely satisfying the objectives of your IPP or meeting the minimum requirements for a promotion does not entitle you to receive one. The best advice I can give you is to perform in a manner that exceeds expected results and distinguishes you as a teacher and/or academic leader. If you have done that during the first semester and a half of FY2011, it would be worthwhile for you to apply. Otherwise, you will have another opportunity next year.



Cover letter for promotion request

Date _____

Dear _____:

I respectfully request consideration for promotion to the position of _____.

I believe I fulfill the requirements for promotion outlined in the Professor's Guide to Excellence:

- I have held my current title for at least one full year *[or five years for those requesting promotion from Professor to Senior Professor]*.
- For the past performance year, I received a "fully effective" rating in my annual evaluation and Individual Performance Plan.

[Additional requirements for promotion requests from Professor to Senior Professor only]:

- I hold a doctorate degree in my field, education or other relevant area from a regionally accredited institute of higher learning.
- For the past performance year, I have received an "exceeds expectations" rating in the "effective delivery of learning systems" category.

In addition to teaching my required course load, I have also achieved all accountabilities for my current level of Assistant Professor *[or fill in appropriate title and accountabilities as listed in Section III of the Professor's Guide to Excellence]*:

- Willingness to develop proficiency in all applicable learning methodologies
- Participation in capstone assessment in my program
- Participation in appropriate industry advisory councils
- Student service involvement, e.g., workshops, student clubs, Technology Day, Student Appreciation Week, tutoring
- University service involvement, e.g., outreach, Department of Enrollment Management events, University Day, Career Services events

Teaching

- Mastery of coursework
- Proficiency in all learning modalities required by the assignment and the expansion of the breadth of courses taught
- Content expertise
- Proactive student advisement
- Participation in all departmental/programmatic activities

Please find my curriculum vitae portfolio attached.

Thank you for your consideration,