

New and Returning Faculty members should use the following template for resumes or vitae.

VITAE

NAME

ADDRESS

PHONE: HOME/WORK/CELL

FAX:

E-MAIL:

1. **Education**

DEGREE NAME (most recent highest first)

YEAR RECEIVED

INSTITUTION NAME (location – City/State)

MAJOR (minor or concentration)

OTHER (license, certificates, specialization, etc)

2. **Work Experience**

DATES - (most recent first)

JOB TITLE/RANK

INSTITUTION NAME

WORK DESCRIPTION (Reporting responsibilities & duties)

3. **Other Professional Experience**

4. **Professional Training and Development**

5. **Papers/Posters Presented**

6. **Workshops/Panels Presented/Facilitated**

7. **Research and Publication**

8. **External & Internal (institutional) Committees Served**

9. **Professional/Civic Organization Membership**

10. **References**