How to build a Curriculum Vita

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GA Evaluation

- Starting Spring 2006 GAs will be evaluated on a yearly basis.
- A Curriculum Vita (CV) will be required as part of the evaluation process

- Students applying for an Assistantship are also highly encouraged to submit a CV as part of their application

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What is a CV?

- A summary of educational and academic background

- Its main purpose is to outline your credentials for an academic position, research position, fellowship, post-doctoral position, or grant application

Why a CV?

- CV's are a required part of an academic/research career
- They are required to apply for an academic or research position
- They are required for reappointment, tenure, and promotion during an academic appointment
- If you plan on an academic career you need to start putting a CV together – now!

Goals of a CV

- Present all your accomplishments in a concise and clear manner

- Allows the committee to easily understand and evaluate your achievements and experience

For the Applicant

- Serves and an introduction to a search committee
- Hopefully will lead to an initial interview with the goal to create interest in your credentials and encourage the committee to grant you an interview
- Focuses attention on most relevant aspects of your background

For the Committee

- Serves as a tool to screen applicants and develop a manageable candidate pool
- Provides an initial assessment of if the candidate will fit the department's need and profile
- Suggests questions to be included in an interview

Content (main points)

- Full name and contact information
- Education
- Experience – both academic and industry
- Research interests
- Awards, funding, professional activities
- Publications and other scholarly work
- Teaching experience

Research Statement

- A statement of past, current, and future research interests.
- You should describe your past and present research methodology, skills and results.
- For the future section, tell the reader what you hope to do for the next 3- 5 years.
- Your main goals and milestones

Teaching Statement

- Includes:
  - Your conception of teaching and learning
  - A description of how you teach
  - Justification for why you teach that way
- Demonstrates you've been reflective on the matter
- Say what you feel competent to teach. Be specific and clear. If you are great at teaching OS then say so.

Departmental Guidelines

- The department has a specified format for the CV you need to supply.
- Under Graduate Program / Forms:
  - Graduate Student CV template (Word .dot)
  - Instructions for CV
  - Sample CV
- Must use this format

Search Committee

- The type of institution will dictate the focus
  - Research or teaching Emphasis
- What do search committees look for?
  - Fit to the department and advertised position
  - Publications (in well known venues)
  - Involvement with conferences and workshops
  - Involvement in the department and University
  - Teaching experience
  - Potential to attract funding and students
  - Clear research program

Advice

- Keep your CV up to date at all times
- Read your CV regularly - work on making it neat and clear
- Make sure to list all of your accomplishments and achievements – clearly!
- Do not embellish your CV. Red flags – incomplete citations, embellishments, listing the same achievement multiple times (for no good reason)
- Have your advisor or other faculty member look over your CV before you send it out
- Look at other people's CVs