**Standard Format for CVs**

**for**

**Reappointment, Promotion, and Tenure**

**February 27, 2024 – College of Engineering version of the Institute Standard CV Format**

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Use the format shown below (I-VI). How the information is presented within each section may be standardized by College. If appropriate, candidates should consider grouping information and presenting it under subheadings for ease of reading. Also, candidates should consider presenting the information in a compact manner so as to keep the total number of vitae pages to a minimum. (No type font less than 11 points or margins less than 3/4 of an inch, please.) Include all vitae subsections to maintain the standard format, but indicate “no data” where applicable. *A Table of Contents and page numeration are required.*

**Special College of Engineering Instructions**

If no data is available in the subcategories **identified by the College in blue** below (i.e.,III.A., III.B., etc.), those subcategory headings can be deleted, and the subsequent subcategory headings can be renumbered. **All items should be numbered or bulleted**. Anything over three items probably needs to be numbered.

As you complete different sections of the CV, please remember to delete the instructions.

Items highlighted in yellow indicate items that faculty members should pay special attention to these instructions to limit errors.

Items highlighted in blue indicate changes to the CoE version of the Institute CV for March 2023.

Items highlighted in green indicate changes to the CoE version of the Institute CV for February 2024.

**IMPORANT NOTE:** “Section IV.E.5. Proposals Submitted but Not Funded” must be submitted as a separate document in PROMOTE. If it is included in the main CV, it will be sent to the external reviewers. Upload Section IV.E.5. under the Additional Documents tile in PROMOTE before final submission of your materials in PROMOTE.

**Candidate’s Name**

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**Candidate’s Name**

**Title**

**School**

## I. Earned Degrees

List all college or professional degrees with advisor(s) listed, as appropriate. (Honorary degrees, if any, should be listed under Honors and Awards.)

## II. Employment History

List all professional employment, including postdoctoral appointments with advisor(s) listed, as appropriate. (Consulting and similar temporary employment should be listed in Section IV. H.)

## III. Honors and Awards

List all professional honors and awards, such teaching citations, research awards, recognitions for outstanding service, honorary degrees, etc. Provide dates for each.

#### A. International or National Awards

#### B. Institute or School Awards

## IV. Research, Scholarship, and Creative Activities

Indicate with an asterisk those that resulted from work done at Georgia Tech and put the names of GT advisee co-authors in boldface.

###  A. Published Books, Book Chapters, and Edited Volumes

Provide a numbered list of all books or parts of books published. Include only those accepted or in-press and indicate their status.

#### A1. Books

#### A2. Refereed Book Chapters

#### A3. Edited Volumes

#### A4. Other Parts of Books

###  B. Refereed Publications and Submitted Articles

Provide a numbered list of all refereed journal publications, then refereed conference proceedings, and then other refereed materials. Include those accepted or submitted and indicate their status. Indicate any distinctions in parentheses (e.g., invited papers, conference acceptance rates if applicable, paper awards if not listed elsewhere). (Consult your school or college standards for what counts as “refereed.”)

#### B1. Published and Accepted Journal Articles

#### B2. Conference Presentations with Proceedings (Refereed)

#### B3. Other Refereed Material

#### B4. Submitted Journal Articles (with Date of Submission)

###  C. Other Publications and Creative Products

Provide a numbered list of all other publications and creative products/activities that are not otherwise included in Sections IV. A. and B. Indicate whether these are refereed or not. These products may include exhibitions, competitions, performances, professional practice/studio work, software, patents, designs, compositions, scholarly editions, posters, artifacts, datasets, and other non-refereed publications.

#### C1. Non-refereed Conference or Workshop Presentations with Proceedings

#### C2. Software and Archived Datasets

#### C3. Patents

#### C3.a. Patents Awarded

#### C3.b. Patents Licensed

#### C3.c. Provisional Patents, Applications, and Invention Disclosures

#### C4. Other Creative Products

###  D. Presentations

Provide a numbered list of all conference presentations (separate keynote and invited from submitted), invited seminars, scholarly presentations, etc. (Do not list a presentation here, if it is listed elsewhere.)

#### D1. Keynote Addresses and Plenary Lectures

#### D2. Invited Conference and Workshop Presentations

#### D3. Conference and Workshop Presentations

#### D4. Invited Seminar Presentations

#### D5. Other Presentations

###  E. Grants and Contracts

Provide a numbered list, within each category, of all funded grants and contracts as principal, co-principal investigator, and Senior Personnel. List PI and Co-PI for each grant, with total grant funding followed by sub amount allocated to candidate. An example listing of what information should be included is given below:

Title of Project:

Agency/Company:

Total Dollar Amount:

Role: co-PI or PI

Collaborators: Georgette Burdell (PI), Jane Doe (co-PI), John Doe (co-PI)

Period of Contract: 7/1/2008 – 6/31/2010

Candidate’s Share: ~25% ($250K)

#### E1. As Principal Investigator

#### E2. As Co-Principal Investigator

#### E3. As Senior Personnel or Contributor

#### E4. Pending Proposals

###  F. Other Scholarly and Creative Accomplishments

List all other scholarly and creative accomplishments such as invention disclosures, start-up companies, etc. that are not listed elsewhere.

### G. Societal and Policy Impacts

Present a brief list of the broader impacts of your scholarship and elaborate on them in your personal statement; include testimony before legislative committees or other public bodies, expert witness roles, and press and media coverage, if appropriate.

### H. Other Professional Activities

List other professional activities, such as entrepreneurial and commercialization (E&C) activities, consulting, temporary employment, and visiting professorships. For E&C activities, include information about company formation (date, location, etc.), funds raised, number of employees, faculty member’s role(s) over time. For consulting, also include consulting and advisory activities related to commercialization.

## V. Education

###  A. Courses Taught

List course taught at Georgia Tech. (Most recent first and include **the last six years**. Do not include CIOS scores here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester, Year** | **Course Number** | **Course Title** | **Number of Students** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###  B. Individual Student Guidance

List all Postdoctoral Fellows, Ph.D. students, M.S. students (indicating “thesis” or “non-thesis”) students, and undergraduate students supervised/advised. Explicitly indicate any co-advisement relationships. For Ph.D. and M.S. Thesis students, include date of graduation and title of thesis and, if known, the current position of the graduate students. For graduate students currently supervised, indicate the semester advisement began, the school and/or degree program they are enrolled, their progression through appropriate milestones (i.e., dates of qualifying exam, thesis proposal, defense), and title of their project/dissertation. Provide any indicators you have of the quality of your mentorship, including any scholarships or fellowships awarded and awards for papers, presentations, posters, travel, service etc.

#### B1. Ph.D. Students

#### B1.a. Graduated Ph.D. Students

Example for Graduated Students:

Student Name

School or degree program, dates under advisement, co-advisors

Thesis title

Optional: Awards student won while at GT

Optional: Highlight significant Publications and Conference presentations given by the student (if applicable)

Current Position, if known

#### B1.b. In Process Ph.D. Students

#### Example for Current Graduate Students

Student Name

School or degree program, dates under advisement (including anticipated graduation date if it can be projected), co-advisors

Tentative thesis title or project

Qualifying exam status and/or proposal status, with date if passed:

Optional: Awards student won while at GT

Optional: Highlight significant Publications and Conference presentations given by the student (if applicable)

#### B2. M.S. Students (Indicate Thesis Option for Each Student)

#### B2.a. Graduated M.S. Students

#### B2.b. In Process M.S. Students

#### B3. Undergraduate Students

#### B4. Service on Thesis or Dissertation Committees

#### B4.a. Internal (suggest a table with Student Name, School, Advisor, Dates)

#### B4.b. External (suggest a table with Student Name, School, Advisor, Dates)

#### B5. Mentorship of Postdoctoral Fellows or Visiting Scholars

#### B5.a. Postdoctoral Fellows

#### B5.b. Visiting Scholars

### C. Educational Innovations and Other Contributions

List all other significant educational innovations and activities such as new educational programs or pedagogy, new courses or course components developed, mentoring programs or activities (e.g., REU programs, VIP teams, etc), continuing education or development of professional education materials, laboratory experiments and instructional materials developed, participation in any external doctoral committees, participation in interdisciplinary teaching activities, etc. Items in this section may specifically address contributions supporting [Student Success](https://faculty.gatech.edu/sites/default/files/documents/student_success_guidance_november_2022.pdf), when not already stated elsewhere in the CV.

## VI. Service

### A. Professional Contributions

List all national and international contributions of service and positions of leadership in the profession.

#### A1. Editorial Board Memberships

#### A2. Society Offices, Activities, and Membership

#### A3. Organization and Chairing of Technical Sessions, Workshops, and Conferences

#### A4. Technical Journal or Conference Referee Activities

#### A5. Proposal Panels and Reviews

#### A6. Other Involvement

### B. Public and Community Service

List all public and community service activities that are professionally related.

###  C. Institute Contributions

List all committee involvement and leadership, and other activities within Georgia Tech, indicate whether Institute, college, or school/department level. Internal contributions to other organizations for which you were previously employed, if any, may be included. Do not list service on thesis or dissertation committees (should be listed under IV.B5).

#### C1. Institute Committee Service

#### C2. College Committee Service

#### C3. School Committee Service

#### C4. Program Development: Research

(e.g. interdisciplinary or international research program development, IRI, and center involvement, etc.)

#### C5. Program Development: Academic

(e.g. interdisciplinary or international academic program development, academic contributions through center involvement, degree or certificate development, etc.) Highlight how these activities contribute to student success as outlined in the Faculty Affairs [student success guidance document](https://faculty.gatech.edu/sites/default/files/documents/student_success_guidance_november_2022.pdf).

#### C6. Other Institute Service Contributions

#### IV. E5. Proposals Submitted but Not Funded (Last Two Years) –This document is a required document that should be submitted separately from the CV. It should be uploaded into PROMOTE under the additional documents section.