Guidelines for the C.V. for Green Sheets

The c.v. is a key document in the RPT dossier and, like everything else in the dossier, it must be clear to faculty readers not in the candidate's discipline. Please follow the guidelines below when preparing a c.v. for submission as part of an RPT dossier.

Publications

- Bibliographic references should be accurate and complete (e.g., including page range).

- Reverse chronological order is the standard for most academic disciplines; however, some disciplines use chronological sequence. What is most important is that c.v. entries appear in sequence by date.

- The status of completion for each piece of scholarly work should be noted. For example:
  - Scholarship accepted but not yet published should be marked as "forthcoming" ("in press" may also be used to indicate in galley or proof stage).
  - Scholarship submitted but not yet accepted should be so designated via a phrase such as "under consideration" or "submitted."
  - Scholarship not yet submitted should be clearly identified via a phrase such as "work in progress" or "current projects."

- The c.v. should clearly indicate which pieces of scholarship have been subject to peer-review:
  - Peer-reviewed works should be clearly distinguished from those that are not.
  - Invited works should be so identified.
  - Published reprints should be identified as such.
  - Conference presentations should not be listed as "publications" unless accepted for publication, and conference proceedings should be so identified.
  - Abstracts, book reviews, encyclopedia entries etc. should be presented under separate heading from peer-reviewed publications and clearly identified.
  - Non-scholarly contributions (editorials, radio interviews, etc.) should likewise be presented under separate heading and clearly identified.

- For co-authored works, the role of the candidate should be noted (e.g., by percent of contribution).

- The status of publication venue (e.g., selectivity) must be addressed on the green sheet form. Inclusion of impact factor and citation index data is helpful where available.

Conference presentations

- References should be accurate and complete (e.g., presentation title, conference, location, date).
- The selection method at the conference should be noted (peer-reviewed? invited? etc.)
- Where relevant, information on the status of a particular conference venue should be addressed on the green sheet form.

Grants

- The candidate's role in the grant should be clearly specified (PI, Co-PI, or member of a team).
- Include detail such as title of the role you held as well as percent of effort devoted to the grant.
- The competitiveness of the grant process should be addressed on the green sheet form.

Service

- Indicate start-end dates for each service activity.
- Categorizing service activities by type (Department./Program, College/School, University, Professional, Community Outreach) is helpful for clarity
- Explanation of noteworthy service should be addressed on the green sheet form.