

## SAMPLE PROMOTION & TENURE CV

NAME<sup>1</sup>

Assistant Professor of English

Department of English, P. O. Box 1881, Marquette University, Milwaukee, WI 53201-1881

Phone; email

**Fields of Expertise:** 19<sup>th</sup>-century American; Gender Studies

**Education:** 2000-04, University of Y, City, State  
1998-00, University of Y, City, State  
1994-98, University of X, City, State

**Degrees:** Ph.D., University of Y  
M.A. University of Y  
B.A., University of X

**Academic Experience:** 2005-08, Assistant Professor, Marquette University  
2000-05, Teaching Assistant, University of Y

### **I. PUBLICATIONS**

#### **A. Books**

*Post-MU*

2008 *Title.* City, State: Publisher. # pages.

#### **B. Articles (in refereed journals)**

*Post-MU*

2008 "Title." *Journal* 34 (Spring 2008): 45-64.

2007 "Title." *Journal* 34 (Spring 2007): 45-64.

2005 "Title." *Journal* 34 (Spring 2005): 45-64.

*Pre-MU*

2003 "Title." *Journal* 34 (Spring 2003): 45-64.

#### **C. Edited Books**

*Post-MU*

2006 *Title.* City, State: Publisher. # pages.

#### **D. Book Chapters**

*Post-MU*

2007 "Title." *Book Title.* Ed name. City, State: Publisher. # pages.

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<sup>1</sup> Although the research categories may change, depending on the research genres of different disciplines, the overall format can be adapted to any discipline. But faculty should always check with their chairs or college offices about appropriate CV formats.

*Pre-MU*

2003 "Title." *Book Title*. Ed name. City, State: Publisher. # pages.

**E. Other Publications**

*Post-MU*

2007 [Encyclopedia Entry]

2005 [Conference Proceedings Entry]

*Pre-MU*

2004 [Book Review Entry]

**II. RESEARCH IN PRESS / FORTHCOMING**

[2010] Title, publishing info., p #

[2009] Title, publishing info., p #

**III. RESEARCH ACCEPTED / UNDER CONTRACT**

Title, publishing info., p #

Title, publishing info., p #

**IV. RESEARCH SUBMITTED FOR REVIEW**

Book Manuscript: Title

Edited Collection: Title

Article: Title

**V. RESEARCH IN PROGRESS**

Book Manuscript: Title

Edited Collection: Title

Article: Title

## **VI. PAPERS PRESENTED & PARTICIPATIO IN PROFESSIONAL MEETINGS**

### **A. International Conference**

#### *Post-MU*

2007 Paper Read: "Title." Conference. City, State, Country

### **B. National Conferences**

#### *Post-MU*

2008 Paper Read: "Title." Conference. City, State.

2007 Paper Read: "Title." Conference. City, State.

#### *Pre-MU*

2004 Panel Organized: "Title." Conference. City, State.

### **C. Regional Conferences**

2006 Paper Read: "Title." Conference. City, State.

### **D. Local Conferences/Lectures/Panel Discussions**

2007 Panel Discussion: "Title." Event. City, State.

2005 Lecture: "Title." Event. City, State.

## **VII. TEACHING**

### **A. Marquette University**

#### ***Undergraduate Courses***

English 1: Rhetoric & Composition (Academic Literacy). 4 sections.

English 198: Special Topics: Shakespeare and His Influence on 18<sup>th</sup>-century Drama.  
1 section.

#### ***Graduate Courses***

English 260. Studies in American Literature: Studies in Literary Whiteness. 1 section.

English 260. Studies in American Literature: The Woman Artist. 2 sections.

#### ***Independent Studies***

#### ***Internships***

#### ***Dissertation Qualifying Exams***

2008 Reader: 2 Committees

2006 Reader: 1 Committee

***Dissertation Committees***

2008 Reader. 1 Committee

2007 Reader: 1 Committee

**B. Other Teaching (Prior to Employment at Marquette University)**

***Undergraduate Courses at X College***

English 1: First-Year Composition. 8 sections.

English 10: Introduction to Fiction. 1 section.

**VIII. COMMITTEES AND SERVICE**

**A. National**

2008-10 Elected Delegate: Modern Language Association Delegate Assembly.

**B. Regional**

2006

**C. University**

2008 Attended Preview Luncheon

2007-08 Adviser: HAVEN

2007 Attended Preview Luncheon

**D. College**

2007-10 Member: A&S Advising Committee.

**E. Department**

2008: Member: Dissertation Qualifying Exam. 2 students.

2007-08 Member: Graduate Studies Committee

2005-08 Adviser: English Majors

2006-08 Adviser: Pre-major Advisees

2006-07 Member: Undergraduate Studies Committee

2005-06 Member: First-Year English Committee

**F. Academic Service Outside Marquette University**

2007 Member: Milwaukee Alliance of Teachers of English

**G. Non-Academic Service Outside Marquette University**

2005-08 Member: Board of Local Organization.

**IX. MEMBERSHIP IN PROFESSIONAL SOCIETIES**

**A. National**

2002-08 Member: Modern Language Association

2004-07 Member: Popular Culture Association

**B. Regional**

2004-08 Member: Midwest Modern Language Association

**C. Local**

2007 Member: Milwaukee Alliance of Teachers of English

**X. HONORS, AWARDS, GRANTS**

**A. National**

2007 Recipient: ACLS (American Council of Learned Societies) Junior Faculty Fellowship. \$25,000.

**B. University**

2008 Recipient: Summer Faculty Fellowship. Marquette University. \$4200.

2007 Recipient: Faculty Development Grant. \$700.

2006 Nominee: A&S Faculty Advising Award

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**SUGGESTIONS:**

- (1) Start keeping your cv in this format now so that you have less work later and so that it's easier for end-of-year reviewers to read
- (2) When you submit your CV for yearly review, put a check mark in the left margin for anything that is new in that year.