***YOUR NAME***

**CURRENT POSITION**

Position Title, Institution, Department/College/Division within the Institution, Start Date of Position-Current

Brief statement of responsibilities, impact of work

**EDUCATION**

Highest Degree, Institution granting the degree, college or department granting the degree, location of the institution (city, state), date degree awarded

Brief statement about the specialization/concentration within the degree, dissertation title, or other pertinent information

Next Highest Degree, Institution granting the degree, college or department granting the degree, location of the institution (city, state), date degree awarded

Brief statement about the specialization/concentration within the degree, thesis or project title if applicable, or other pertinent information

Undergraduate Degree, Institution granting the degree, college or department granting the degree, location of the institution (city, state), date degree awarded

Brief statement about the specialization/concentration within the degree, thesis title if applicable, or other pertinent information

**Leadership Development**

Name of program or academy, sponsoring institution or organization, location (city, state), date(s) (month, year)

Brief statement about the goals and purpose of the program, your accomplishments in the program, the modality (F2F, online, etc.), etc.

**PROFESSIONAL EXPERIENCE**

***Administrative Experience***

Position Title, Institution or Agency, Location (city, state), dates served (month, year)

Brief statement about your responsibilities, accomplishments, and other relevant information

Previous Administrative Positions

 Most recent ones listed first with all information indicated above

***Faculty Positions***

Current Position, Rank, Department, College, Institution, location (city, state), dates in the position at that rank (month, year)

Tenured? If so, what year?

Previous Faculty Positions

 Most recent ones listed first with all information indicated above

***Graduate Faculty***

Graduate Faculty? If so, at what level, for what college/school/program, applicable dates

List of graduate courses taught, prefix, number, title, date(s) taught

List of theses/dissertation/committees (graduate student’s name and thesis/dissertation title), your role on the committee (member, chair, methodologist, etc.), date

***Teaching Experience***

Undergraduate Courses Taught, Prefix, Number, Title, Dates Taught

Graduate Courses Taught (if not listed above), Prefix, Number, Title, Dates

***Certificates Held***

Name, Granting institution/agency, date received, expiration date if applicable

***Licensure Held***

Name, Granting institution/agency, date received, expiration date if applicable

***Honors & Awards***

Name of honor/award, granting institution or agency, date awarded

 Brief statement about the significance of the honor/award

**FUNDED GRANTS**

Your role (Principal Investigator, etc.), Funding agency/institution, level of funding (federal, state, institution, etc.), amount, dates

 Brief statement about the significance, purpose, findings of the grant

**RESEARCH AND SCHOLARSHIP**

***Publications***

*Books*

Give complete bibliographic information for each title

*Book Chapters*

Give complete bibliographic information for each title

*Refereed/Peer-Reviewed Articles*

Give complete bibliographic information for each title (indicate whether local, state, regional, national, or international journal)

*Invited Articles*

Give complete bibliographic information for each title (indicate whether local, state, regional, national, or international journal)

***Presentations***

*Refereed Presentations*

Name of presentation, your role (chair, presenter, convener, moderator, etc.), list co-presenters if applicable, name of conference, hosting agency/institution/professional association) location of conference (city, state, country if not US), date (month, day, year), level of conference (local, state, regional, national, international)

*Invited Presentations*

Name of presentation, your role (chair, presenter, convener, moderator, etc.), list co-presenters if applicable, name of conference, hosting agency/institution/professional association, location of conference (city, state, country if not US), date (month, day, year), level of conference (local, state, regional, national, international)

***Workshops Offered***

Name of workshop, your role (chair, presenter, convener, moderator, etc.), list co-presenters/leaders if applicable, hosting agency/institution/professional association, location of workshop (city, state, country if not US), date (month, day, year), level of workshop (local, state, regional, national, international)

Brief statement about the purpose and impact of the workshop, the intended participants, number of attendees, etc.

**SERVICE ACTIVITIES**

**For Colleges/Universities**

Your role (member, chair, secretary, etc.), Title of Service, Institution/Agency, dates

**For Professional Organizations**

Your role (member, chair, secretary, etc.), Title of Service, Professional Organization (full name given first time used followed by abbreviation), elected or appointed position, dates

**CONSULTING**

Your role, purpose of consulting, sponsoring agency/organization (full name given first time used followed by abbreviation), level of consulting (national, state, local, international), paid or volunteer

**MEMBERSHIPS**

***Professional Organizations***

*Current Memberships:*

Name of organization, your role, dates

*Former Memberships:*

If relevant—name of organization, your role, dates

***Honor Societies***

Name of group, date