**SECTION 4: CURRICULUM VITAE AND LIST OF COLLABORATORS  
*Prepared by SBS Faculty Affairs for faculty in the College of Social and Behavioral Sciences***

*A handy template for the construction of your promotion CV – with a few pre-emptive notes:*

About formatting:

1. No minimum or maximum length, but number the pages please
2. Must have at least 1” margins and font no smaller than 11 pt. Feel free to use your favorite font unless your favorite is comic sans. In that case, choose someone else’s favorite.
3. Headings and subheadings should be in the order indicated on the CV template and aesthetically consistent. Aim for consistency in use of commas vs periods, indentations, font sizes, font color, etc. You are welcome to add headers or subheaders if needed where appropriate.
4. The CV may either be reverse chronological (far more common) or chronological.
5. Finally, a word of caution about formatting based on what people in your unit have done before: formatting requirements can change.

About content:

1. Please list entries in *only one spot* on the CV; duplicate entries can be confusing.
2. If you have a lot of publications, conference presentations, etc please consider numbering them (starting from 1 in each sub-heading or logical grouping). Our college P&T committee found that a very helpful practice when they did dossier reviews.
3. Put an asterisk on the far left of any entry based largely on work completed in graduate school (and then add a key so people outside the UA know what the asterisk means)
4. You’re welcome to create a symbol to indicate when a co-author is a student (just don’t use an asterisk since that has a specific meaning at the UA – see above)
5. If you are one of many co-authors, consider bolding your name in the list so we can find you easily
6. Pay attention to which sections are limited to time in rank.
7. Provide English translations for publications in other languages.
8. Distinguish peer-reviewed publications from proceedings and other publications, and invited presentations from submitted presentations.
9. We typically see *very* little narrative in these – it’s mostly lists. If there is anything that you feel merits additional context, a line or two of narrative can be ok. Anything longer should probably be integrated into the personal statement or elsewhere in the dossier.
10. *About teaching*: your “teaching CV,” as it were, will go in Section 6 of the dossier and will include a list of all courses taught, graduate students advised, etc. The focus of the CV in Section 4 is research and service.

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| **CURRICULUM VITAE** |
| **Name**  **Title** *lead with your tenure home, then feel free to add affiliations*  **Phone Number and Email Address** |
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***Chronology of Education***

All colleges and universities attended, including degrees and dates awarded  
Title of doctoral dissertation/master's thesis and name of director/advisor  
Major field(s)

X:

**2014 Ph.D., Sociology, University of Arizona, Tucson, Arizona, United States**

**Dissertation:** My Perennial Question: Why is There Always a Colon?

**Advisors:** Pera Perić, Max Mustermann, Yamada Tarō (Chair).

**Major fields:** Sociology, Critical Theory

**2010 M.A., Political Science, University of Somewhere Else, City, Country**

**Thesis:** Something Mindblowing That Took 3 Years I’m Not Getting Back

**Advisors:**

**Major fields:** as accurate

***Chronology of Employment***

***Honors and Awards***

***Service/Outreach (limited to period in current rank)***

Local/State Outreach

National/International Outreach

Departmental Committee(s)

College Committee(s)

University Committee(s)

Other Committees (Internal or External)

***Publications/Creative Activity (Published or Accepted in Chronological Order)***

Scholarly books and monographs (distinguish scholarly works vs. textbooks)

Chapters in scholarly books and monographs

Refereed journal articles, published or accepted in final form

Other peer-reviewed publication

***Other Scholarship***

Abstracts

Curricula

Computer Programs

Research Projects

Bibliographies

Conference Proceedings

Professional Pamphlets

Other Patents

***Work in Progress***

This varies by discipline, but certainly anything not yet submitted for review, anything under review, and usually also anything for which you’ve got a revise & resubmit should go here. Mind to be clear what the work is (journal article, book chapter, etc).

***Media***

Performances   
Exhibits   
Shows   
Recordings (audio/video)

Expert Interviews

***Conferences/Scholarly Presentations (Limit to period in current rank at the University of Arizona, up to 10 years)***

Distinguish invited from submitted presentations

Colloquia   
Seminars   
Symposia   
Conferences

***Awarded Grants and Contracts (Limit to period in current rank at the University of Arizona, up to 10 years).***  List grant title, percent effort on grant; role [PI, Co-PIs]; all co-PIs; source of funding or agency; full funding amount; indirect and direct funding amounts.

Federal

State

Industry

Private Foundation

***Submitted Grants and Contracts (Limit to period in current rank or last five-years in current rank.)***Limit to period in current rank at the University of Arizona, up to 10 years. List grant title, percent effort on grant; role [PI, Co-PIs]; all co-PIs; source of funding or agency; full funding amount; indirect and direct funding amounts. Please indicate if ‘pending’ or ‘un awarded’. Awarded grants are listed in the area above.

Federal

State

Industry

Private Foundation

***Your list of Collaborators and their Organizational Affiliations should now go into a separate Excel sheet rather than at the end of your CV. Here is the*** [***Table for List .xlsx***](https://facultyaffairs.arizona.edu/sites/default/files/2023-03/2023-24_04A_List%20of%20Collaborators%20CT_CSP_PT.xlsx) ***to use.***

***Collaborators include all individuals who you have worked closely and directly with in the last five years or 60 months preceding the submission of this dossier. This includes individuals who have co-authored books, articles, publications, reports, abstracts, papers, or awarded grant proposals and projects.***

***IMPORTANT: the excel prompts you to give a description of the collaboration. Please DO NOT feel the need to write a lot of words here. VERY brief is fine, even a word or two (co-author, mentor, etc)***

1. Collaborators on grants and co-authors on publications, articles, abstracts, and manuscripts from last five years. This does NOT include co-authors of a non-research publication (e.g. review or commentary) or a mega-multiauthored publication with a person with a major role on the project.
2. Collaborators on technology transfer, start up companies, or other entrepreneurial activities.
3. Advisors (Thesis, Dissertation and/or Postdoctoral), Mentors or Sponsors (Advisors are lifetime collaborators without a time limit. Lifetime collaborators also include individuals who have been a candidate's dissertation advisor, mentor, supervisor, co-instructor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review.)