

Standardized University of Minnesota CV Template (School of Public Health Version)

1. This template displays the required elements and general formatting for the University of Minnesota tenure and promotion CV. **It has been customized to include additional information required by the School of Public Health** for promotion and/or tenure review.
2. The template is designed to ensure that CV sections follow a uniform order that is easily recognizable to audiences and that all key elements required for tenure and/or promotion are included. Not all sections may be applicable to every candidate. Font, size, and other formatting specifications have been set according to UMN and SPH requirements. Section headers may be adjusted as needed.
3. Faculty should use the standardized University of Minnesota CV template generated in Works (works.umn.edu) or the SPH template: *UMN Standard CV P&T-template_SPH* available at z.umn.edu/SPH-CV.
4. Prior to submitting your final CV for inclusion in your dossier, remove all instructions highlighted in yellow on this template.

SPH Formatting Note: Asterisks (*) identify new items since the effective appointment hire date. When using the CV generated from Works, see the Faculty Dossier Guide for instructions on formatting asterisks used to identify co-authors.

SPH TIP: To reduce manual entry, faculty can download their CV from Works and paste some sections that are automatically imported from PeopleSoft or external citation managers into this template (e.g., publications, student advisees, committee advising). For instructions on how to download a CV from Works, see the “Creating a CV” section of the [SPH Guide to Creating a CV Using Works](#).

Curriculum Vitae

NAME

Identifying and Contact Information

[e.g. address, phone, email, websites]

Education

PhD/JD/MD, Institution, Emphasis/Major	Year Completed
Advisor: First Name, Last Name	
Dissertation/Thesis:	
MA/MS/MFA, Institution, Emphasis/Major	Year Completed
Minor:	
BS/BA, Institution, Emphasis/Major	Year Completed

[These degrees are placeholders for whatever degrees the candidate holds. We recognize that a wide range of degrees have been received by faculty that are not listed here.]

Licenses and Certifications

Title of licensure/certification, sponsoring organization	Date Obtained
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Languages:

[Optional: list of languages in which you have native or advanced proficiency]

Fellowships, Residencies, and Visiting Engagements

Name of Position/Engagement	Date Obtained
Organization/Institution, Department	

Academic Appointments

[Include additional optional information, such as department, name of endowed position, etc., as appropriate]

University of Minnesota, Campus	Dates
School/College, Division: Title/Rank	
Organization/Institution/Entity	Dates
Title/Rank	

Academic Administrative Appointments

Organization/Institution/Entity	Dates
Title/Rank	

Clinical/Hospital Appointments

Organization/Institution/Entity	Dates
Title/Rank	

Government Positions

Organization/Institution/Entity	Dates
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Asterisks () identify new items since the effective appointment hire date.*

Title/Rank

Military Positions

Organization/Institution/Entity
Title/Rank

Dates

Other Professional Positions

Organization/Institution/Entity
Title/Rank

Dates

Consulting

Consulting Position, Client/Organization

Dates

Current Membership in Professional Organizations

Leadership Position, if applicable, Name of Organization

Dates

HONORS AND RECOGNITION

University of Minnesota

Award or Honor Name, Name of Awarding Organization/Sponsor

Date Awarded

External Sources

Award or Honor Name, Name of Awarding Organization/Sponsor

Date Awarded

Honors Awarded to Student/Trainee

Award or Honor Name, Name of Awarding Organization/Sponsor

Date

RESEARCH, SCHOLARSHIP, AND CREATIVE WORK

Grants, Contracts, Awards: External Sources

[E.g. federal (NIH, NSF, DEO, etc. typically routed through SPA), state grants, foundation awards, etc. When applicable, list associated projects as nested under a parent award.]

The SPH requires additional details about subcontracts and subawards (e.g., awarding agency, funded amount, PI role, contributions, purpose). For instructions on including this information, see the [Scholarship/Research/Creative Activities section of the SPH Guide to Creating a CV Using Works.](#)]

Award:

Principal Investigator(s):

Status:

Sponsoring Organization:

Award Dates:

Funded Amount:

Purpose:

Direct Amount:

Indirect Amount:

Co-Investigator Role Clarification (if applicable):

Asterisks () identify new items since the effective appointment hire date.*

Pending/Submitted:

Proposal:

Role:
Principal Investigator(s):
Status: [Proposal Status]
Sponsoring Organization:
Date Submitted:
Requested Amount:
Percent Effort:
Purpose:
Co-Investigator Role Clarification (if applicable):

Other Grants, Awards, Gifts, or Endowment Earnings (Internal Sources)

[E.g. Grant-in-Aid, gifts, awards from other university sources, etc.]

Award:

Project Investigators:
Status:
Sponsoring Organization:
Institution:
Award Dates:
Percent Effort:
Funded Amount for Entire Grant Period or Proposed Grant Period
Purpose:
Co-Investigator Role Clarification (if applicable):

Pending/Submitted:

Proposal:

Role:
Principal Investigators:
Status: [Proposal Status]
Sponsoring Organization:
Date Submitted:
Requested Amount:
Percent Effort:
Purpose:
Co-Investigator Role Clarification (if applicable):

Publications

Underline – indicates student author
Caret (^) – indicates co-first author

[Default is APA formatting for citations – use formatting common to discipline. Categorize any subheadings based on the type of publication, e.g. peer-reviewed journals, book chapters, policy briefs, podcasts, etc. Faculty name should be made bold in the citation. Items should be listed in reverse]

Asterisks () identify new items since the effective appointment hire date.*

chronological order (most recent first) and/or according to the preferred order in the dossier.]

[SPH TIP: To reduce manual entry, faculty can download their CV from [Works](#) and paste the publications section into this template. Works can import publication data from external citation managers (Google Scholar, ORCID, PubMed, Experts@Minnesota) for up-to-date listings. For import instructions, visit z.umn.edu/workspublications. For CV download instructions, see the Creating a CV section of the [SPH Guide to Creating a CV Using Works](#).]

Add subheading based on publication type

1. **Author(s)** (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location)).
Role: (Enter details of your role related to this publication.)

Publications Online ahead of Print

Underline – indicates student author
Caret (^) – indicates co-first author

[Default is APA formatting for citations – use formatting common to discipline. Categorize any subheadings based on the type of publication, e.g. peer-reviewed journals, book chapters, policy briefs, podcasts, etc. Faculty name should be made bold in the citation. Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

Add subheading based on publication type

1. **Author(s)** (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location)).
Role: [Enter details of your role related to this publication]

Publications Submitted or in Progress

Underline – indicates student author
Caret (^) – indicates co-first author

[Default is APA formatting for citations – use formatting common to discipline. Categorize any subheadings based on the type of publication, e.g. peer-reviewed journals, book chapters, policy briefs, podcasts, etc. Faculty name should be made bold in the citation. Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

Add subheading based on publication type

1. **Author(s)** (Year Published). Title of Contribution. In Editor(s) *Title of Larger Work, if applicable (e.g., a chapter in a book)* (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages). City and State of Journal/Publisher: Journal/Publisher/Proceedings Publisher. doi: Digital Object Identifier (DOI) (For Conference Proceedings, include Conference Detail (Conference Title, Date, Location)).

Asterisks () identify new items since the effective appointment hire date.*

Role: [Enter details of your role related to this publication]

Patents and Intellectual Property

Patent/License/Disclosure Title, Date Issued

Invited Presentations, Posters, and Exhibits

Underline – indicates student presenter

Add subheading based on type of presentation

[Categorized any subheadings based on the type of presentation, e.g. Presentation/Talk, Poster, Keynote/Plenary Address, Webinar, etc. Faculty name should be made bold in the citation. Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

Presenters (Role). "Presentation Title", Conference/Meeting Name, Sponsoring Organization, City, State, Country. (Month Day, Year). *[Invited]*.
URL: [URL]

Presentations, Posters, and Exhibits

Underline – indicates student presenter

Add subheading based on type of presentation

[Categorized any subheadings based on the type of presentation, e.g. Presentation/Talk, Poster, Keynote/Plenary Address, Webinar, etc. Faculty name should be made bold in the citation. Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

Presenters (Role). "Presentation Title", Conference/Meeting Name, Sponsoring Organization, City, State, Country. (Month Day, Year). *[Invited]*.
URL: [URL]

Creative and Artistic Practice, Performances, and Exhibits

[Categorized based on field of work. Faculty name should be made bold in the citation. Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

1. Performer(s), "Work/Exhibit Title", Name of Performing Group, Dates
Sponsor/Host/Venue, City, State, Country

Scholarly Reviews of/Commentaries on My Work

[Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

1. "Title," Description Date

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Media Contributions

[Items should be listed in reverse chronological order (most recent first) and/or according to the preferred order in the dossier.]

1. "Article/Program Title," Media Name/Organization Date

TEACHING

Scheduled Teaching

Course Name: Course Prefix Course Number: Term(s) taught

Planning Teaching

Course Name, Course, Number Dates

Instructional Activity

University of Minnesota

Instruction Type (e.g. Guest Lecture), Title of Lecture, Course Name and Number Dates

Other Institution(s)

Instruction Type (e.g. Guest Lecture), Title of Lecture, Course Name and Number Dates

CURRICULUM DEVELOPMENT

Curriculum Development Activities

Record activities associated with developing courses you teach, academic program development, and learning assessment activities. Description may include pedagogical innovations in courses you taught, new or modified teaching material, and activities that enhanced student learning. (150 words or fewer recommended). Dates

Collaborative Efforts and Activities

Description of collaborative curriculum activities may include co-teaching, interdisciplinary teaching, academic program development, curricular planning, assessment, etc. (150 words or fewer recommended) Dates

PROFESSIONAL DEVELOPMENT ACTIVITIES

Activity Type, "Title," Sponsoring Organization Dates

ADVISING AND MENTORING

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SPH TIP: To reduce manual entry, faculty can download their CV from [Works](#) and paste the Advising and Mentoring section into this template. Works automatically imports student advisees and committee advising information from the PeopleSoft system. For instructions on how to download a CV, see the Creating a CV section of the [SPH Guide to Creating a CV Using Works](#).

Undergraduate Student Activities

Advisees

Student Name, Degree Program	Dates
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Other Advising Activities

[E.g. UROP, directed research, honors theses, etc.]

Student Name, Degree Program	Dates
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Graduate Student Activities

Advisees

Student Name, Degree Program	Dates
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Other Advising Activities

[E.g. lab participation, directed research, honors theses, etc.]

Student Name, Degree Program	Dates
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Committee Advising

Role

Student Name, Degree Program	Dates
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Other Advising Activities

[E.g. integrated learning experience reviewer, presentation day reviewer, honors theses, etc.]

Student Name, Degree Program	Dates
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POST DOC, RESIDENT, AND TRAINEE SUPERVISION/MENTORSHIP

Post Doc/Resident/Trainee Name, Post Doc/Resident/Trainee Affiliation	Dates
Description of Activities/Involvement	

Post Doc/Resident/Trainee Name, Post Doc/Resident/Trainee Affiliation	Dates
Description of Activities/Involvement	

MENTORING/CAREER ADVISING *[if applicable]*

[E.g. mentoring of colleagues and junior faculty, peer mentoring, career advising]

Mentee/Career Advisee Name, Mentee/Career Advisee Affiliation	Dates
Description of Mentoring Activity	

Mentee/Career Advisee Name, Mentee/Career Advisee Affiliation	Dates
Description of Mentoring Activity	

SERVICE

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Service to the Discipline/Profession/Interdisciplinary Area(s)

[Categorized any subheadings by position role. E.g. editor, reviewer, chair, editorial board member, etc.]

Add subheading based on type of presentation

Organization/Committee/Conference/Publication Name Dates

Service to the University/College/Department

[Categorize by institution (E.g. University of Minnesota, then by service level. E.g. School of Public Health, Division.)]

Service Level (University-wide, Collegiate, Departmental)

Position/Role, Name (E.g. committee, organization, etc.) Dates

Public and External Service

Position/Role, Organization/Committee/Club, City, Dates

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