

**State University of New York  
New Paltz**

Curriculum Vitae Guidelines

Please develop your curriculum vitae to conform to the following guidelines:

- I. Identification: Name, Academic Department, Present Academic Rank
- II. Education:
  - A. Degree Date Received Institution & Location Major Field
  - B. Dissertation or other project required for terminal degree: Topic and brief statement of subject matter or other relevant information.
- III. History of ALL Professional and Related Experience in chronological order starting with most recent date first. Use separate entries for each rank, for each period of sabbatical and other leaves, and for visiting appointments. Include appointment history at the State University of New York, New Paltz. Please use the following format:
 

<u>Year</u>	<u>Rank</u>	<u>Institution &amp; Location</u>	<u>Exact Title or Type of Activity</u>	<u>Full or Part-Time*</u>
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- IV. Fellowships, Awards, Grants received, etc. Give dates and indicate funding sources.
- V. Publications, Commissioned Works, Artistic Achievements, and other Significant Professional Accomplishments. Give complete citations, including dates.
- VI. Professional Papers, Workshops, and other Presentations. Include meeting at which paper was delivered or place and group to which workshop or presentation was offered; give dates.
- VII. Most Significant Professional Activities in the Areas of Public Service and College/University Service (e.g. Major Committees, Offices in Professional Organizations, Consulting). Include dates of service.
- VIII. Professional Work in Progress
- IX. Your signature and date

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\*For Full-Time, designate 1.0; for Part-Time, designate the appropriate fraction