

**STANDARD FORMAT FOR RESUMES
FOR
REAPPOINTMENT, PROMOTION, AND TENURE**

Use the format shown below (I-VI). How the information is presented within each section may be standardized by College. If appropriate, candidates should consider grouping information and presenting it under subheadings for ease of reading. Also, candidates should consider presenting the information in a compact manner so as to keep the total number of vitae pages to a minimum. (No type font less than 11 points or margins less than 3/4 of an inch, please.) Include all vitae subsections to maintain the standard format, but indicate "no data" where applicable. *A Table of Contents and page numeration are required.*

**CANDIDATE'S NAME
TITLE
SCHOOL**

I. EARNED DEGREES

List all college or professional degrees. (Honorary degrees, if any, should be listed under Honors and Awards.)

II. EMPLOYMENT HISTORY

List all professional employment. (Consulting and similar temporary employment should be listed in Section IV. H.)

III. HONORS AND AWARDS

List all professional honors and awards, such teaching citations, research awards, recognitions for outstanding service, honorary degrees, etc.

IV. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

Indicate with an asterisk those that resulted from work done at Georgia Tech and put the names of student co-authors in boldface.

A. PUBLISHED BOOKS, BOOK CHAPTERS, AND EDITED VOLUMES

List all books or parts of books published. Include only those accepted or in-press and indicate their status.

A1. Books

A2. Refereed Book Chapters

A3. Edited Volumes

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B. REFEREED PUBLICATIONS AND SUBMITTED ARTICLES

List all refereed journal publications, then refereed conference proceedings, and then other refereed materials. Include those accepted or submitted and indicate their status. (Consult your school or college standards for what counts as “refereed.”)

B1. Published and Accepted Journal Articles

B2. Conference Presentation with Proceedings (Refereed)

B3. Other refereed material

B4. Submitted Journal Articles (with date of submission)

C. OTHER PUBLICATIONS AND CREATIVE PRODUCTS

List all other publications and creative products/activities that are not otherwise included in Sections IV. A. and B. Indicate whether these are refereed or not. These products may include exhibitions, competitions, performances, professional practice/studio work, software, patents, designs, compositions, scholarly editions, posters, artifacts, datasets, and other non-refereed publications.

D. PRESENTATIONS

List all conference presentations (separate keynote and invited from submitted), invited seminars, scholarly presentations, etc. (Do not list a presentation here, if it is listed elsewhere.)

E. GRANTS AND CONTRACTS

List all funded grants and contracts as principal, co-principal investigator, and Senior Personnel. List PI and Co-PI for each grant, with total grant funding followed by sub amount allocated to candidate. An example listing of what information should be included is given below:

Title of Project:

Agency/Company:

Total Dollar Amount:

Role: co-PI or PI

Collaborators: Georgette Burdell (PI), Jane Doe (co-PI), John Doe (co-PI)

Period of Contract: 7/1/2008 – 6/31/2010

Candidate’s Share: ~25% (\$250K)

E1. AS PRINCIPAL INVESTIGATOR

E2. AS CO-PRINCIPAL INVESTIGATOR

E3. AS SENIOR PERSONNEL OR CONTRIBUTOR

E4. PENDING PROPOSALS

E5. PROPOSALS SUBMITTED BUT NOT FUNDED (last two years)

F. OTHER SCHOLARLY AND CREATIVE ACCOMPLISHMENTS

List all other scholarly and creative accomplishments such as invention disclosures, start-up companies, etc. that are not listed elsewhere.

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G. SOCIETAL AND POLICY IMPACTS

Present a brief list of the broader impacts of your scholarship, and elaborate on them in your personal statement; include testimony before legislative committees or other public bodies, expert witness roles, and press and media coverage, if appropriate.

H. Other Professional Activities

List other professional activities, such as consulting, temporary employment, and visiting professorships.

V. TEACHING

A. COURSES TAUGHT

List course taught at Georgia Tech. (Most recent first and include the last six years. Do not include CIOS scores here.)

Semester, Year	Course Number	Course Title	Number of Students
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B. INDIVIDUAL STUDENT GUIDANCE

List all Postdoctoral Fellows, Ph.D. students, M.S. Thesis students, and undergraduate students supervised/advised. Explicitly indicate any co-advisement relationships. For Ph.D. and M.S. Thesis students, include date of graduation and title of thesis and, if known, the current position of the graduate students. For graduate students currently supervised, indicate the semester advisement began, their progression through appropriate exams, title of their project/dissertation, and current position if available. Provide any indicators you have of the quality of your mentorship.

B1. Ph.D. Students

B2. M.S. Students (Indicate thesis option for each student)

B3. Undergraduate Students

B4. Service on thesis or dissertation committees

B5. Mentorship of postdoctoral fellows or visiting scholars

C. OTHER TEACHING ACTIVITIES

List all other significant teaching activities such as continuing education, new courses developed, laboratory experiments and instructional materials developed, participation in any doctoral committees, and participation in any interdisciplinary teaching activities, etc.

VI. SERVICE

A. PROFESSIONAL CONTRIBUTIONS

List all national and international contributions of service and positions of leadership in the profession.

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B. PUBLIC AND COMMUNITY SERVICE

List all public and community service activities that are professionally related.

C. INSTITUTE CONTRIBUTIONS

List all committee involvement and leadership, and other activities within Georgia Tech, indicate whether Institute, college, or school/department level. Internal contributions to other organizations for which you were previously employed, if any, may be included. Do not list service on thesis or dissertation committees (should be listed under IV.B5).