Instructions

1. This form is required as part of the documentation for promotion and tenure in the College of Arts & Sciences at Eastern Kentucky University.
2. List items in each category in reverse chronological order.
3. This form is prepared for use by individuals from diverse academic disciplines and with varied types of professional activities. **Omit headings which are not applicable to you or those for which you have no entries.**
4. **Omit guidelines (instructions) in italics.**

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NAME: 

PHONE: 

E-MAIL: 

ADDRESS: 

EDUCATION 

List all degrees 

Degree, Discipline, Institution, Date. 

ACADEMIC POSITIONS 

Title, Discipline, Department, Institution, Dates 

OTHER POSITIONS 

Position, Employer, Dates 

TEACHING 

List all courses taught at Eastern Kentucky University and the number of times each course has been taught since joining EKU. 

Course Prefix and Number Title Times Taught 

RESEARCH/CREATIVE INTERESTS 

List or give a brief description of the main focus area(s) of your research/creative activities). 

PUBLISHED WORKS (provide COMPLETE CITATION using standard method for your discipline or the ones given below. In either case, inclusive page numbers for journal articles should be included) 

Scholarly Books: 

Author(s) in order as they appear on book. (Year). Title, City, State: Publisher. 

Refereed Journal Articles:
Author(s) in order as they appear on the article. (Year). Title of article. *Journal name, Volume (issue)*, page numbers range.

**Non-Refereed Journal Articles:**

Author(s) in order as they appear on the article. (Year). Title of article. *Journal name, Volume (issue)*, page numbers range.

**Textbooks:**

Author(s) in order as they appear on book. (Year). Title. City, State: Publisher.

**Edited Books:**

Editor(s) in order as they appear on book. (Eds.). (Year). Title. City, State: Publisher.

**Refereed Chapters in Books:**

Author(s) in order as they appear on the chapter. (Year). Title of Chapter. In: names of editors (Eds.), *Title of book* (pp. range of pages of chapter). City, State: Publisher.

**Non-Refereed Chapters in Books:**

Author(s) in order as they appear on the chapter. (Year). Title of Chapter. In: names of editors (Eds.). *Title of book* (pp. range of pages of chapter). City, State: Publisher.

**Book Reviews:**

Author(s) in order as they appear on the article. (Year). [Review of the book *Title of book reviewed*, by Author of book Reviewed]. *Journal name, Volume (issue)*, page numbers range.

**Refereed Proceedings/Transactions:**

Author(s) in order as they appear on the article. (Year). Title of article. In: names of editors (Eds.). *Title of Proceedings* (pp. range of pages of article). City, State: Publisher.

**Non-Refereed Proceedings/Transactions:**

Author(s) in order as they appear on the article. (Year). Title of article. In: names of editors (Eds.). *Title of Proceedings* (pp. range of pages of article). City, State: Publisher.

**Refereed Published Creative Works:**
Author(s) in order as they appear on the article. (Year). Title. Outlet, Volume, page numbers range.

Non-Refereed Published Creative Works:

Author(s) in order as they appear on the article. (Year). Title. Outlet, Volume, page numbers range.

Other published works (e.g. lab texts, technical reports, encyclopedia entries, trade books. Provide all pertinent details as appropriate to the type of published work):

Author(s) in order as they appear. (Year). Title. Publisher, page numbers range.

PERFORMANCES, EXHIBITIONSS, PRODUCTIONS:

Indicate if performances, exhibitions, or productions were on or off campus, and indicate whether local, state, regional, national, or international. Where appropriate, indicate if performance, exhibition, or production was invited or non-invited.

Examples of roles are choreographer, composer, curator, designer, director, performer, producer, and sound engineer.

Juried Performances/Exhibitions/Productions:

Name(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State, Date. (Scope).

See example under next entry

Non-Juried Performances/Exhibitions/Productions:

Name(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State, Date. (Scope).

Example:

Juried Compositions/Arrangements:

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

Non-Juried Compositions/Arrangements:
Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

**Juried Productions (e.g. Directed/Choreographed):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

**Non-Juried Productions (e.g. Directed/Choreographed):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

**Juried Technical Directions (Theater):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

**Non-Juried Technical Directions (Theater):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

**Juried Production Design (e.g. Scenery, Lighting, Costumes):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope). Name of juror/reviewer.

**Non-Juried Production Design (e.g. Scenery, Lighting, Costumes):**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

**Clinics/Adjudications/Workshops:**

Names(s) in order as they appear on abstract/program. (Role). Title of work. Title of event (or gallery name). City, State. Date. (Scope).

**ORAL PAPERS PRESENTED/ INVITED LECTURES**

Presenter(s). Title of presentation. *Title of conference/Institution*, Location. Date. Abstract/Session Number.
POSTERS PRESENTED

Presenter(s), Title of presentation. Title of conference/Institution, Location. Date. Abstract/Session Number.

OTHER MEETINGS/ WORKSHOPS/ PROFESSIONAL DEVELOPMENT

Title of Meeting/Workshop/Professional Development Activity. University or Organization, Location. Date.

GRANTS & CONTRACTS

Title of proposal. PI: Name of Principle Investigator. Co-PI: (Name(s) of CoPIs if any). Agency. Status (i.e. funded, not funded, or under review), Amount. Dates.

STUDENT SUPERVISION (Scholarly/Creative Activities)

List all graduate and undergraduate students and research associates who you have supervised during the last five years.

Name of Graduate student. Title of student’s work. Dates.
Name of Undergraduate student. Title of student’s work. Dates.
Name of Research associate. Title of associate’s work. Dates.

INSTITUTIONAL SERVICE

If you served as committee chairperson or other leadership role, please note:

Department Committee, dates
College Committee, dates
University Committee, dates
Other institutional service, dates

SERVICE TO THE PROFESSION

Clearly differentiate editorial positions (e.g. journal editor/associate editor) from manuscript and proposal reviewing.

Office in professional societies, dates
Review/editorial boards, dates
Proposal review panels, dates
Individual proposal review, dates
Manuscript reviews, dates
Consulting, dates
Other (specify), dates

**PROFESSIONALY RELATED COMMUNITY SERVICE**

Service, audience, dates

**PROFESSIONAL MEMBERSHIPS**

Name of professional organization. Start and end dates (years) of membership.

**HONORS AND AWARDS**

*Clearly indicate whether the award is for teaching, scholarly/creative activities, or service.*

Honor, Year, Agency or Organization, Location

**OTHER ACTIVITIES/ACCOMPLISHMENTS**

*Provide relevant details including dates.*