<div align="center">

CURRICULUM VITAE – ADJUNCT III PROMOTION

NOTE: Items marked with an asterisk (*) are required

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*NAME IN CAPS

*EDUCATION

Ph.D. (or equiv.)	Year	Institution, major
M.A. (or equiv.)	Year	Institution, major (indicate if terminal degree in field)
B.A. (or equiv.)	Year	Institution, major
Other	Year	Institution, major or concentration

NOTE 1:

In all sections of your CV, follow this rule of thumb regarding the order in which to list items: List in chronological order starting with the most recent item. As you proceed to page two of the CV, head each page with your name on the left, page number in the center, and "CURRICULUM VITAE" on the right.

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*Experience in Higher Education

20XX – 20XX	Institution, rank (Adjunct I, Adjunct II), discipline (in this order)

Experience in Other than Higher Education (*optional*)

20XX – 20XX	Where, in what capacity, etc.

Honors and Awards Received* (optional***)**

20XX	Name or title

Teaching and Pedagogy Support, Grants, and/or Fellowships* (optional***)**

20XX – 20XX	Source and description

*TEACHING LEADERSHIP, PEDAGOGY AND LEARNING, AND MENTORING

*Leadership Activity related to Teaching, Pedagogy, and Learning

20XX – 20XX	List leadership activity, brief description of activity, for whom/department/agency/organization, etc.

Advising and/or Mentoring* (optional***)**

Undergraduate Students
Name, research project (Provost's Research Fellowship, departmental honors thesis, or interdisciplinary studies major, for example), inclusive dates, your role or position on committee (mentor, advisor, Chair or member)

Graduate Students (if any)
Name, date degree conferred, your position on committee (Chair or member), Institution (if not UMBC)

Other Activity related to Teaching, Pedagogy, and Learning* (optional***)**

20XX – 20XX	List activity

*<u>LIST EACH COURSE TAUGHT AT UMBC SINCE PROMOTION TO ADJUNCT II</u>

Fall 20XX   Course number   Course title

Spring 20XX   Course number   Course title

PUBLICATIONS, PRESENTATIONS, AND CREATIVE ACHIEVEMENTS RELATED TO TEACHING, PEDAGOGY AND LEARNING (*optional*)

NOTE 2:

In the upcoming sections, as you follow the rule of thumb described in NOTE 1 (i.e., list items in chronological order, starting with the most recent), be aware that this means listing works *accepted for publication* (or *presentation*) first, followed by works *in press* and, finally, works already published (presented). The italicized phrases just used are designed as follows and require annotation of additional information and the submission of documentation as noted:

-*Accepted for publication* indicates that a manuscript has been accepted and that you are in the process of working with editors to refine and finalize your text.
Accepted for presentation indicates that a project has been accepted for presentation, exhibition, production, performance, etc., and that you are in the process of working with a conference/program chair, museum curator, director, or other official on the final manifestation of the project.

For works *accepted for publication (or presentation)* or *in press*, include in the Scholarship folder of your dossier official documentation of the manuscript's or project's acceptance (i.e., a copy of the letter of acceptance from the publisher, journal, editor, conference/program chair, museum curator, producer, or other official).

For all works in a foreign language, provide an English translation.

If there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them. Feel free to contact the Dean's Office with questions

***Publications related to Teaching, Pedagogy, and Learning* (*optional*)**

Create separate categories for the following:
- Peer-Reviewed Works
- Non-Peer-Reviewed Works
- Works Submitted or In Preparation
- Reviews of Candidate's Works

*Under each of these category headings, create sub-categories appropriate to your discipline.
These sub-categories might include the following:
- Books
- Articles
- Chapters in Books
- Entries in Encyclopedias
- Introduction to Books
- Reviews
- Conference Proceedings
- Letter to Editors
- Interviews (Indicate whether you were interviewer or interviewee)

Each citation within a sub-category should include the following information (if applicable) in the order indicated:
1) Authors' names as they appear on the publication (if it is not clear from the published order of authors' names who served as primary author, you must clearly indicate the name of the primary author in parentheses); if you are the sole author, it is not necessary to list your name, and you may start the citation with the following"
2) Title of work
3) Title of Journal, anthology, collection, catalogue, magazine, newspaper, etc. in which the publication appeared or is to appear
4) Location and name of publisher
5) Volume and/or issue number, precise date of publication, and inclusive pages numbers (unless *accepted for publication* or *in press*).

For **Work Submitted or In Preparation**, create the same sub-categories listed above (Books, Articles, Chapters in Books, etc.) and provide citational information listed above, if applicable. Group titles as follows, indicating these designations in parentheses following the citation:
- ❖ Submitted for publication
- ❖ Completed, not yet submitted for publication
- ❖ In preparation

For **Reviews of Candidate's Works**, provide citational information listed above. If the title of the review does not clearly indicate which of your works was the subject of the review, provide that information in parentheses at the end of the citation. "Works" in this context may include publications, presentations, and creative achievements.

Presentations related to Teaching, Pedagogy, and Learning (*optional*)

NOTE 3:
In the first three categories below, be sure to follow the rule of thumb described in NOTE 1: List presentations in chronological order, starting with the most recent. This will mean the following: List works that have been *accepted for presentation*, followed by those already presented. See definition of the phrase *accepted for presentation* in NOTE 2.

Again, if there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them.

Create separate categories for the following:
- Conference/Poster Presentations (Juried/Refereed)
- Conference/Poster Presentations (Non-Juried/Refereed)
- Other Professional Presentations
- Media Activities (radio or television interviews, for example)
- Presentation Proposals Submitted

For each listing within a category, provide the following information (if applicable) in the order indicated:
1) Title of presentation
2) Name of conference or venue
3) Location
4) Date (at least month and year)

For **Other Professional Presentations**: Create sub-categories for Lectures, Seminars, Colloquia, Workshops, or Artist's Talks, as needed, adding or substituting other sub-categories specific to your discipline. In each sub-category, provide the information listed above (Title, etc.). If the presentation was juried/refereed, please indicate.

For Presentations Proposals Submitted, create sub-categories bearing the same category headings listed above (Conference/Poster Presentations [Juried/Refereed] etc., and provide citational information listed above, if applicable.

Creative Achievements related to Teaching, Pedagogy, and Learning (*optional*)

> **NOTE 4**:
>
> For works accepted for presentation, remember to include in the Scholarship folder in your dossier official documentation of the project's acceptance (i.e., copy of the letter of acceptance from the museum curator, producer, director, or other official), per NOTE 2.
>
> For work already presented, include in your dossier any documentation you desire (e.g., announcements, posters, fliers, brochures, and programs).
>
> Once again, if there are category or sub-category headings that you feel would be more appropriate or relevant to your discipline, please use them.

Create separate categories for the following:
- Juried Works
- Non-Juried Works
- Project Proposal Submitted or Works in Progress

Under each of these category headings, create sub-categories appropriate to your discipline. These sub-categories might include those listed below. Create additional sub-categories appropriate to your discipline (e.g., Solo Exhibitions, Group Exhibitions, Solo Performances, Duo Performances):
- Exhibitions
- Productions
- Performances
- Concerts
- Readings

For each listing within a sub-category, provide the following information (if applicable) in the order indicated:
1) Title of exhibition, production, performance, concert, reading, etc.
2) Names of jurors or curator (in parentheses)
3) Name of presenting institution, organization, etc.
4) Precise date of presentation

For **Project Proposals Submitted or Works in Progress**, create the same sub-categories listed above (Exhibitions, Productions, Performances, etc.) and provide citational information listed above if applicable. Group titles as follows, indicating these designations in parentheses following the citation:
- ❖ Submitted for consideration
- ❖ Completed, not yet submitted for presentation
- ❖ In progress

SERVICE TO THE DEPARTMENT, UNIVERSITY, COMMUNITY AND PROFESSION RELATED TO TEACHING, PEDAGOGY, AND LEARNING (*optional*)

Create separate categories for Service to the Department, to the University, to the Community, and to the Profession.

- Inclusive dates of service
- Position or role served on committee (Member, Chair, Co-chair), office held (President, Secretary, etc.), or role served (Manuscript Reader, Proposal Reviewer, etc.)
- Name of committee, board, professional society/association, publisher, granting agency, etc.
- Other forms of service.

Revised: October 9, 2020