

8/26/99

School of Engineering
Resume Format for Merits,
Promotions, and New Appointments

Name:

Office Address and Phone Number:

Current Position:

Home Address and Phone Number:

Date of Birth: (optional for new appointments)

Place of Birth:

Current Citizenship:

Education:^{1*} [degrees, dates, universities (inverse chronological order)] Professional Interests: (25 words or less)

Academic Appointments: [faculty rank, administrative positions, department, institution, dates (inverse chronological order)]

Consulting Activities: (cite dates by year)

Awards, Honors, and Biographical listings: (cite dates by year)

Professional Association Memberships:

Professional Registration: (if applicable)

Professional Service and Activities: (editorships, advisory roles, professional society committees and offices, conference organizational roles, session chairmanships, journals served as reviewer, funding agencies served as reviewer, accreditation reviewerships - date by year)

Security Clearance: (if applicable by level and agency)

Ph.D. Advisees:^{2**}(past graduates and current students, name dissertation title, dates, . current position)

¹ *Recent Ph.D.'s should list dissertation title and major advisor.

² List only students served as major advisor. Other dissertation and thesis committee memberships can be summarized by a global number separately.

M.S. Advisees:(same as above)

Extramural Funding: (program title, dates, funding agency, monetary level)

Publications: ³ give article title, dates, volume title, pages, etc. in chronological order; indicate co-authors; note invited articles-, note papers less than full length)

Books, monographs:

Books edited:

Book chapters and articles:

Refereed journal articles:

Refereed (critically and anonymously), archival conference proceedings

Other conference papers: (indicate by cross-reference versions that later appeared as journal articles. A conservative count of publications is requested and double-counting should be avoided. List only presentations with printed copy.)

Book reviews:

Other publications: (technical reports, workshop and committee reports, popular literature articles)

Public Lectures: (seminars, conference presentations made by you and not by co-author; note invited conference presentations)

Courses Taught: (titles, dates - indicate level as undergraduate, graduate or continuing education)

University Service: (committees, administrative roles, with dates)

³ All publications since last successful review should be separately denoted by marginal notes. If identified status during last review was in press or in review and has since changed, so indicate by marginal notes. Publications noted as under review in last merit or promotion evaluation, which are not listed in this review, should be explained. Do not include current papers in preparation; only those papers in print, in press, or under review should be specified.