Curriculum Vitae Guidelines*

*These guidelines are taken from the annually revised RPT Guide produced by the Provost's Office and are subject to change.

- Current CV with relevant formatting as per disciplinary standards
- Publications should be listed using standardized categories such as published, in-press, and submitted.
- Invited and/or refereed publications, with full bibliographic information, should be so indicated; reprints should be properly indicated as well.
- Refereed and non-refereed publications should be listed separately.
- Works submitted or under contract should be listed as such; include relevant citation information (e.g., name of the journal reviewing the manuscript, the publisher of monographs or books under contract, the date submitted to the journal/publisher).
- For co-authored publications and funded grants, candidates should clearly explain their collaboration as it relates to the order of authors and should describe the amount and/or percentage of contribution.
- For co-authors on publications and grants, candidates should indicate their category using a legend such as: (*) For Undergraduates, (@) For Graduate Students, and (+) For Postdoctoral Appointees.
- Impact factors of research, or related measures of impact, such as journal rank in discipline or conference selectivity for refereed conference proceedings, should be included where appropriate.
- Pay-to-publish journals should be designated as such.
- Presentations given at Notre Dame should be listed separately from those given elsewhere and should clearly indicate whether the presentation was "invited" or "contributed."
- List all graduate students (doctoral and masters) a candidate as supervised, along with students' graduation years and placements.
- Page numbers should be included on the CV.
- If a candidate subsequently submits an updated or modified CV after the initial submission (to include meaningful new information), any changes should be clearly indicated, such as through the use of yellow highlighting. Such updates are possible prior to the March PAC meetings. Where feasible, Departments and Colleges should endeavor to update candidate packets when meaningful new information becomes available.
- Do not include the following information in the CV:
    - Professional or personal references.
    - Personal information (e.g., age, date of birth, race, country of origin, veteran status, disability status, religion, sexual orientation, marital status, children).
    - Social Security number or passport number.
    - Links to personal websites or portfolios.
    - Course Instructor Feedback scores.