

CV Guidelines for Arts and Sciences (approved 4/30/2024)

Effective Beginning with the 2024-25 Academic Year

CVs submitted for formal purposes, such as reappointment, tenure, and promotion reviews, should follow these guidelines for presenting scholarly and creative activity.

Completed Work

- This heading should include only work that is fully published in its final form. For the arts, this means exhibitions or performances that have already taken place.
- List refereed work (peer reviewed) separately from non-refereed work
- Additional subcategories may be appropriate depending on the discipline

Forthcoming Work

- This heading should include work that has completed *all* stages of substantive review and been approved for publication, exhibition, or performance.
- In addition to indicating refereed or not, indicate the status and approximate projected publication date
 - In press: has cleared all review requirements, copy editing, formatting, and proofs. At this point, the publication date is solely in the hands of the publisher. For the arts, this means that the event has been scheduled and publicized.
 - Accepted: has cleared all review requirements, pending only final copy editing, formatting, proof corrections.

Work in Progress

- This heading should include work in all stages of preparation prior to acceptance.
- Indicate the status and approximate submission date:
 - Conditionally accepted: Pending further substantive changes and/or internal review;
 - Revise and Resubmit: you have been invited to re-submit for further external review;
 - Under review: the work has been sent and the timeline for response is in the hands of the potential publisher
 - In progress: tentative titles and timelines for work that is in active development but not yet under review (can include both short and long-term plans)

Grants and other funding awarded:

- Indicate whether you are the PI, a co-PI, a co-Investigator, or have some other status.
- Provide the grant ID number, if applicable.
- Provide the dollar amount. If the main grant is administered at another institution but there is a subaward to Dartmouth, specify the amount of the Dartmouth subaward. If your grant specifies direct and indirect portions of funding assigned specifically to you, identify those amounts.

Candidates for reappointment should include:

- proposals funded (include dates of the award)
- proposals pending (include the submission date and the expected result date)
- proposals not funded (include the submission date and the result date)

Candidates for tenure and promotion to associate or full professor should include:

- proposals funded (include dates of the award)
- proposals pending (include the submission date and the expected result date)