

Ball State University  
College of Applied Sciences and Technology

**2009-2010**  
**Curriculum Vita Format**  
(see page 4 of this handout if you are applying for promotion)

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**Please read:**

To assist the committee in evaluating your materials, please follow the format exactly. This includes using the **NUMBER AND TITLE** for each section and subsection (e.g., 6.1a **Articles in Refereed Journals**, 6.1 b. **Conference Proceedings**, etc.). To indicate that there is nothing to report use “None” to the right of the section (e.g., 6.1a **Articles in Refereed Journals** NONE).

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1. **Name**
  2. **Department, Rank, Year of Appointment**
  3. **Education**

Degree(s), Date(s), School(s), Major(s), Minor(s)  
Evidence of progress toward a degree (if such a stipulation is cited in the contract)

4. **Assigned time for Year Being Evaluated** (semester hours; **verified by department chair**)

	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b> (if applicable)	<b>FALL</b>
	2008	2009	2009	2009
<b>Teaching</b>	_____	_____	_____	_____
<b>Research/ Scholarly Prod.</b>	_____	_____	_____	_____
<b>Service</b>	_____	_____	_____	_____
<b>Administration</b> (if applicable)	_____	_____	_____	_____

## 5. **Ball State Teaching**

- 5.1 Assigned classes (only classes taught **during this tenure year**; documentation need not be included)
- 5.2 Master's theses/research papers/creative projects (indicate which and whether chairperson/advisor or member/completed or in-progress. List completed committees first and "in progress" work second)
- 5.3 Doctoral committees (indicate whether chairperson or member/completed or in-progress. List completed committees first and "in progress" work second)
- 5.4 Advisor of student grants and projects
- 5.5 Curriculum and/or new course development that has received university approval
  - 5.5a New course development
  - 5.5b Major course revision
- 5.6 Student ratings - submit ratings **for this tenure year only**
- 5.7 Peer evaluations (if applicable) - submit evaluations **for this tenure year only**
- 5.8 Administrative evaluation of teaching (if applicable) - submit evaluations **for this tenure year only**
- 5.9 Workshops/activities related to improvement and/or enhancement of teaching (completed only)
- 5.10 Workshops taught
- 5.11 Portfolio
- 5.12 Other teaching related activities

## 6. **Scholarship: Research, Creative Endeavors, Professional Development**

*NOTES: Follow explicitly the Guidelines for Preparing the Curriculum Vita. Students' names must be followed by an asterisk in joint works.*

- 6.1 Publications
  - 6.1a Refereed articles
    - 6.1a1 Refereed article in print (complete article must be submitted)
    - 6.1a2 Refereed article in press (verify by letter from editor)
    - 6.1a3 Refereed article submitted (verify by letter of receipt from editor)
  - 6.1b Conference proceedings (if copyrighted, proof of copyright must be provided and pages from the conference proceedings must be submitted)
  - 6.1c Published abstracts (do not include program booklet descriptions)
  - 6.1d Non-refereed articles
  - 6.1e Books, chapters in books (if chapters, indicate chapter numbers, pages, and titles)
- 6.2 Presentations (posters/papers presented to professionals within the discipline)  
*NOTES: Indicate title, organization, location and date for each entry; indicate local, state, regional, national or international for each entry*

- 6.2a Refereed
- 6.2b Invited (indicate group inviting)
- 6.2c Non-refereed
  
- 6.3 Creative activities – computer software, video, film, CD rom, virtual field trip, etc. (Must provide narrative speaking to criteria I.4.1 to I.4.4 in the College P&T document for activities to be considered.)
  - 6.3a Creative activity completed and disseminated
  - 6.3b Creative activity accepted – verify
  - 6.3c Creative activity submitted - verify
  
- 6.4 Grants (provide the following for 6.4a and 6.4b using the format below):
  - 6.4a External
  - 6.4b Internal

Title:

Agency:

Amount:

Date submitted:

Status: (Funded, pending review, or non-funded; new submission or continuation)

Starting and ending date:

Principal investigator:

Co-principal investigator(s):

Competitive vs. non-competitive:
  
- 6.5 Contracted professional work/consulting outside the university
  
- 6.6 Reviewer/Referee for professional journals, books, chapters in books, etc. (include chapter or book title, journal, date, etc. Do not list authors or article titles.
  
- 6.7 Professional growth (documentation not required)
  - 6.7a Post doctoral work/visiting scholar
  - 6.7b Attendance at professional meeting(s)
  - 6.7c Non-degree study, continuing education
  
- 6.8 Other: (i.e., dissertation completed)

## 7. **Professional Service**

*NOTE: Professional service activities prior to employment at Ball State **may** be included; professional service activities during employment at Ball State **must** be included.*

- 7.1 Institutional service
  - 7.1a Department
  - 7.1b College
  - 7.1c University
  
- 7.2 Professional service outside the university (officer, chair of session, presider, etc.)

- 7.2a Local
  - 7.2b State/Regional
  - 7.2c National
  - 7.2d International
  
  - 7.3 Honors, awards
  
  - 7.4 Professional memberships
  
  - 7.5 Professional presentations to community groups
  
  - 7.6 Other
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If you are  
**APPLYING FOR PROMOTION**  
the vita format changes slightly in some sections.  
(see sections 2, 4, 5.1, 5.6, 5.7, 6.1a and 6.3).  
The changes in these sections are listed below.

**To emphasize the items which have occurred since your last promotion,  
number each item and enclose the number in parentheses (i.e., (1), (2), etc.)**

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**Section 2**

Also list year of last promotion.

**Section 4**

This information **does not apply to promotion**. When submitting promotion materials, list this section title and number on your vita but mark it with the words **does not apply to promotion**.

**Section 5.1**

This information **does not apply to promotion**. When submitting promotion materials, list this section title and number on your vita but mark it with the words **does not apply to promotion**.

**Sections 5.6 and 5.7**

When applying for promotion, submit student rating sheets and, if applicable, peer evaluation forms since your last promotion, **but for no more than the most recent 5 years** since your last promotion.

**Section 6.1a and 6.3**

When applying for promotion, list only completed works (articles in PRINT and completed creative endeavors).