

TIPS FOR FORMATTING CV FOR TENURE AND PROMOTION REVIEW

May 3, 2019

The CV used for tenure and promotion review is not the same as a public CV. The CV for tenure and promotion review should include more detailed information, some of which would not be included in a public CV. Please include the following elements as part of your CV:

1. Summary of career highlights
2. Education and employment summary, with start and end dates
3. Grants and contracts
 - Sort by pre-NYU versus at-NYU
 - List PIs, co-PIs, all collaborators
 - Include start and end dates for each grant
 - Include overall amounts and amounts allocated to you
 - Include grant numbers and titles
 - List both “under review” and funded proposals
4. Scholarly work (sort by books, book chapters, refereed journal articles, conference papers, editorial activities, organization of workshops symposia, invited talks, etc.)
 - Sort papers by pre-NYU and at-NYU
 - Indicate which co-authors are students from your research group
 - Citations should be complete and listed as they appear in the journal or conference proceedings
 - Include a link such as doi or link to each published article
 - Clarify the impact of publication venues when possible (e.g. impact factor, h-5 impact, acceptance rate at conferences etc.)
 - In publications with a large number of authors, specify your individual contributions to the publication
 - Invited talks/keynotes: Specify title, date, institution, location
5. Awards and honors
6. Media coverage: Include information about media coverage of your activities in a separate category
7. Education Innovation: Projects, courses, labs, etc. developed by you, their highlights
8. Academic activities:
 - Classes taught (term, number of students, course/instructor rating)
 - Include a list of mentored PhD students (note if you are advisor or committee member), MS and undergraduate students, with dates.
9. Service activities: Service to department, school, university, profession. Include outreach activities