*Please develop your curriculum vitae to conform to the following guidelines:*

I. **Identification**
   A. Name
   B. Academic department
   C. Present academic rank

II. **Education**
   A. Column format, with these headings:
      Degree        Date Received        Institution & Location        Major Field
   B. Dissertation or other project required for terminal degree:  Topic and brief statement of subject matter or other relevant information

III. **History of ALL professional and related experience, including appointment history at New Paltz**
   A. Column format, with these headings:
      Year    Rank    Institution & Location    Exact Title or Type of Activity    Full- or Part-time*
   B. List experience chronologically, starting with the most recent
   C. Use separate entries for each rank, each period of sabbatical and other leave, and for visiting appointments

IV. **Fellowships, awards, grants received, etc.**
   A. Provide dates
   B. Indicate funding sources

V. **Peer-reviewed and other scholarly publications, commissioned works, artistic achievements, and other significant professional accomplishments.**  Provide complete citations, including dates.

VI. **Non-peer reviewed or other publications or creative works (interviews, newsletters, etc.)**

VII. **Professional papers, workshops, and other presentations**
   A. Indicate meeting at which paper was delivered or place and group to which workshop or presentation was offered
   B. Provide dates

VIII. **Most significant professional activities in the areas of public service and College/University service** (e.g., major committees, offices in professional organizations, consulting). Include dates of service.

IX. **Professional work in progress**

X. **Your signature and date**

---

**\*** For full-time, designate 1.0; for part-time, designate the appropriate fraction.