# Instructions

This template contains a significant list of sections with subsections that are commonly seen on CVs among most faculty positions. Sections may be rearranged, removed, and additional sections may be included to suit the qualifications of the individual creating the CV.

The following items dictate the given template format:

# Heading 1 is in Times New Roman, font size of 14, Small caps, center (used once for the name)

## Heading 2 is in Times New Roman, font size of 12, All caps, ALign left (used to indicate a major section)

### Heading 3 is in Times New Roman, font size of 12, underlined, align left (used to indicate a sub-section)

#### Heading 4 is in Times New Roman, font size of 12, italicized, align left, tab 1 (used to indicate a grouping within a sub-section)

Normal text is in Times New Roman, font size of 12, align left, tab 1 (used for most text)

Tab 1 is a left tab located at 0.25 inches (text is left align) (used for normal text and heading 4)

Tab 2 is a left tab located at 0.5 inches (text is left align) (used for additional indentation)

Tab 3 is a left tab centered on the page at 3.5 inches (text is left align) (used to break the text into 2 columns if necessary)

Tab 4 is a right tab at 6.5 inches (text is right align) (used to right align dates on the side of the page)

Below is a recommended minimum sections for certain faculty positions and a suggest order. All CVs should be tailored and modified to match and highlight the qualifications of the individual creating the CV.

**Suggested order/sections for Tenure-track faculty**

Education

Professional experience

Honors and awards

Grants and contracts

Publications and technical presentations

Post-doctoral research associates

Graduate students

Professional activities

University service

Teaching and courses taught

**Suggested order/sections for Teaching faculty**

Education

Professional experience

Honors and awards

Teaching and courses taught

Additional teaching and curriculum contributions

Publications and technical presentations

Professional activities

University service

**Suggested order/sections for faculty of Practice**

Professional experience

Education

Honors and awards

Teaching and courses taught

Additional teaching and curriculum contributions

Industrial and academic collaborations

Publications and technical presentations

Professional activities

University service

**Suggested order/sections for Research faculty**

Education

Professional experience

Honors and awards

Research support

Publications and technical presentations

Professional activities

University service

Last updated Month, year

# Firstname Lastname

Academic Title

Department

## WORK ADDRESS

123 Engineering Building

University at Buffalo

Buffalo, New York 14260

(716) 645-XXXX

[yourubit@buffalo.edu](mailto:yourubit@buffalo.edu)

HOME ADDRESS

987 Street Name

City, State XXXXX

[Both work and home addresses are required on CV for PRB only]

## Education

[suggested to use reverse chronological order]

Ph.D., Field, University Month, Year

[Junior faculty include title of dissertation and advisor]

M.S., Field, University Month, Year

[Junior faculty include title of dissertation and advisor]

B.S., Field, University Month, Year

## Professional Experience

[suggested to use reverse chronological order]

**Associate Professor, Dept. of XYZ** Month Year – Present

University at Buffalo, Buffalo, NY

**Teaching Assistant Professor, Dept. of XYZ** Month Year – Month Year

University at Buffalo, Buffalo, NY

**Research Professor, Dept. of XYZ** Month Year – Month Year

University at Buffalo, Buffalo, NY

**Postdoctoral Fellow, Dept. of ABC** Month Year – Month Year

Somewhere, City, State

**Position/title, Company** Month Year – Month Year

Somewhere, City, State

**Position/title, Company** Month Year – Month Year

Somewhere, City, State

## Additional Training and Credentials

[Format: Title Month, Year]

## Honors and awards

[Format: Title, Sponsoring Organization Month, Year]

SEAS Early Career Teacher of the Year, University at Buffalo Month Year

## Grants and contracts

### Summary of Research Funding

[The summary table is required in this section should only include funded projects, not pending projects.]

| Funding category | Total | Candidate’s share |
| --- | --- | --- |
| External sources | $1,234,567 | $599,678 |
| Internal sources (do not include startup) | $456,789 | $246,000 |
| Total funded research | $1,691,356 | $856,678 |

[Required information: Proposal title, PI name, Co-PI names (if any), Dates of award, Funding source/organization, Amount (candidate’s share)]

### Current Funding

1. Title, PI: Name1, Co-PIs: Name2, Name3, 07/01/20XX-06/30/20XX, Funding Organization, $80,000 (20% share).

### Pending Funding

1. Title, PI: Name1, Co-PIs: Name2, Name3, 07/01/20XX-06/30/20XX, Funding Organization, $450,000 (100% share).

## Research Support

## Publications and technical presentations

[When possible, provide metrics like citations, h-index, i-index, Web of Science, Google Scholar, etc. Optional items can be linked to your on-line profiles.]

Google Scholar: (link)

ORCID: orcid.org/your-number (link)

ResearcherID: your-number (link)

Scopus Author ID: your number (link)

Theses [Only include if not listed under Education]

“Title”, Doctoral thesis, University, Year

“Title”, Master of Science thesis, University, Year

### Books

### Book Chapters

### Refereed Journal Articles (\* denotes graduate students, + denotes undergraduate student)

[It is required that citations include all authors, article title, journal name, volume, pages, and year. It is required to use notation to delineate students, including postdocs if any. Additional optional notation can be included, e.g. corresponding author, collaborator, etc. The citation format is the choice of the candidate.]

#### Published [suggested to use reverse chronological order]

1. Author 1\*, Author 2=, Author 3, Article title, *Journal Name*, Volume (Number), page range, year

#### In Review [suggested to use reverse chronological order]

1. Author 1\*, Author 2=, Author 3, Article title, *Journal Name*, Volume (Number), page range, year

### Refereed Proceedings Articles (presenter name underlined, \*graduate student, +undergraduate student)

[These articles can be accepted in conferences and/or workshops]

1. Author 1\*, Author 2+, Author 3, Paper title, *Conference Name*, Location, date

### Proceedings Articles (presenter name underlined, \*graduate student, +undergraduate student)

1. Author 1\*, Author 2+, Author 3, Paper title, *Conference Name*, Location, date

### Invited Talks

[Format: “Title”, Location, Date]

1. “Title of talk”, University of Name, March XX, XXXX

### Abstracts and Other Conference Presentations (presenter name underlined, \*graduate student, +undergraduate student)

[These are conference presentations that DO NOT appear elsewhere.]

1. Author 1\*, Author 2+, Author 3, Paper title, *Conference Name*, Location, date

## Post-doctoral research associates

[Provide name, their highest degree and where it was earned, and dates of employment]

1. First Last (Engineering, University of JKL, PhD 20XX) Month Year – Month Year

Responsible for investigating ….

## Graduate students

[Provide name, degree, years in program, research title, and employment after graduation]

### Dissertations/Theses Directed (as major professor unless otherwise indicated)

#### Ph.D. degrees

1. Name, Ph.D., Month 20XX – Month 20XX, “Dissertation title”

Working at Company Z

M.S. degrees (theses/projects)

1. Name, M.S., Month 20XX – Month 20XX, “Dissertation title”

Working at Company Y

### Dissertations/Theses Progress

1. Name, Ph.D., Month 20XX – Present, degree expected Month 20XX
2. Name, M.S., Month 20XX – Present, degree expected Month 20XX

### Special Achievements of Graduate Students

Student name, Recipient of …., Month 20XX

### Dissertation/Thesis Committee Member [These are not your advisees]

1. Name, Dept. of ABC, Ph.D., degree expected Month 20XX
2. Name, Dept. of EFG, M.S., degree expected Month 20XX

## Professional activities

[For any position, include the position title, the organization, and dates of service. These are examples of subsection titles.]

### Leadership

Editor, *Journal QEW* Month Year – Month Year

### Reviewer

*Journal A* Month Year – Month Year

*Journal B* Month Year – Month Year

*Conference C* Month Year – Month Year

DOE Basic Energy Sciences proposals Month Year – Month Year

NSF Review Panel Month Year – Month Year

### Membership in Professional and Honor Societies

American Society of LMNOP, Member Month Year – Month Year

Society of TUV, Fellow Month Year – Month Year

## University service

[Required format: Role, Committee Name, Dates of Service]

### Department Committees

Member, Committee A Month Year – Month Year

### School Committees

Chair, Committee B Month Year – Month Year

### University Committees

Member, Committee C Month Year – Month Year

## Community Service

## Outreach activities

[Include the position title (if appropriate), the organization and/or activity name, and dates of service]

Program name, City, State Month Year – Month Year

Mentoring Activities [Do not include your graduate student advising]

Advisor, Student Chapter of Organization Month Year – Month Year

Faculty mentor, School Program Month Year – Month Year

## Teaching and courses taught

[Indicate significant contributions to the course below each course, i.e. developed new course, original contributions, etc.]

[Each course may be accompanied by the semesters taught, the student rating in each semester, the number of students enrolled, etc.]

### University at Buffalo, Buffalo, NY

ABC 123: Course title

DEF 231: Course title

### Other institution or other title, City, State

HIJ 3421: Course title

KLM 4321: Course title

## Additional teaching and curriculum contributions

## Industrial and Academic Collaborations

## Entrepreneurship and entrepreneurial activities

## Patents, Copyrights, and Trademarks

## Consulting

Company A

Company B

## Media Coverage