**Standard Format for Resumes**

**for**

**Academic Professionals for Promotion**

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Use the format shown below (I-VIII). How the information is presented within each section may be standardized by College/Unit. If appropriate, candidates should consider grouping information and presenting it under subheadings for ease of reading. Also, candidates should consider presenting the information in a compact manner so as to keep the total number of vitae pages to a minimum. (No type font less than 11 points or margins less than 3/4 of an inch, please.) Include all primary headings (I-VIII); if there is no information under a Roman numeral put “no data.” To maintain the standard format, you may delete secondary or tertiary sections where applicable and re-letter to maintain the order (A, B, C…). *A Table of Contents and page numeration are required.*

**Candidate’s Name**

**Title**

**School/Home Unit**

**I. Earned Degrees**

List all college or professional degrees with advisor(s) listed, as appropriate. (Honorary degrees, if any, should be listed under Honors and Awards.)

**II. Employment History**

List all professional employment, including postdoctoral appointments with advisor(s) listed, as appropriate. (Consulting and similar temporary employment should be listed in Section V.I. D)

**III. Honors and Awards**

List all professional honors and awards, including accolades for teaching and research, recognitions for outstanding service, honorary degrees, etc.

**IV. Summary of Higher Education Administrative and Leadership Experience**

Summarize in bulleted list your significant administrative and leadership experience in higher education by academic position held and/or area of contribution, if appropriate.

**V. Education and mentorship**

 **A. Courses Taught**

List course taught at Georgia Tech. (Most recent first and include the last six years. Do not include CIOS scores here, but do include co-instructors.) A separate section for non-Georgia Tech courses taught may be added, if appropriate.

Semester, Year Course Number Course Title Number of Students

 **B. Academic and Career Advising and Guidance Responsibilities**

List both formal and informal advising and mentoring responsibilities and activities, including, but not limited to academic advising, career counseling, student organization engagement, etc.

 **C. research Advising and Guidance**

List all students that you have advised for research or a major project, including undergraduates, graduate students, and post docs. For non-thesis students, list the student’s name, level (undergraduate, MS, or PhD), dates advised, and title of research or major project (for example, a VIP team name may be listed).  For thesis students, list the student’s name, level, dates of advisement, their progression through appropriate exams (for current students) or their date of graduation, and title of major project or thesis/dissertation. In all cases, also list any co-advisors for students.  In addition, list all thesis and dissertation committees on which you have served. Include student’s name, level, your role, date of graduation, and title of thesis.

 **D. Educational Innovations and Other Contributions**

List significant educational innovations and activities such as new educational programs, new courses developed, mentoring programs, continuing education, laboratory experiments and instructional materials developed, survey development and administration, and participation in interdisciplinary teaching activities, etc. Research-based scholarship in education should be included in Section VI.

**VI. Research, Scholarship, and Creative Activities**

Indicate with an asterisk those that resulted from work done at Georgia Tech and put the names of student co-authors in boldface.

 **A. Publications**

List all books, chapters, articles, conference proceedings, etc. that have been published. Indicate those that are refereed.

 **B. Other Publications and Creative Products**

List all other publications and creative products/activities that are not otherwise included above. Indicate which are refereed. These products may include exhibitions, competitions, performances, professional practice/studio work, software, patents, designs, compositions, scholarly editions, posters, artifacts, datasets, and other non-refereed publications.

 **C. Presentations**

List all conference presentations (separate keynote and invited from submitted), invited seminars, scholarly presentations, etc. (Do not list a presentation here, if it is listed elsewhere.)

 **D. Grants and Contracts**

List all funded grants and contracts as principal, co-principal investigator, and Senior Personnel. List PI and Co-PI for each grant, with total grant funding followed by sub amount allocated to candidate. An example listing of what information should be included is given below:

Title of Project:

Agency/Company:

Total Dollar Amount:

Role: co-PI or PI

Collaborators: Georgette Burdell (PI), Jane Doe (co-PI), John Doe (co-PI)

Period of Contract: 7/1/2008 – 6/31/2010

Candidate’s Share: ~25% ($250K)

 **E. Other Scholarly and Creative Accomplishments**

List all other scholarly and creative accomplishments such as invention disclosures, start-up companies, etc. that are not listed elsewhere.

**F. Societal and Policy Impacts**

Present a brief list of the broader impacts of your scholarship, and elaborate on them in your personal statement; include testimony before legislative committees or other public bodies, expert witness roles, and press and media coverage, if appropriate.

**VII. Service**

 **A. Professional Contributions**

List all international, national, regional, state, and local contributions of service and positions of leadership in the profession.

 **B. Public and Community Service**

List all public and community service activities that are professionally related.

 **C. Institute Contributions**

List all committee involvement and leadership, and other activities within Georgia Tech, indicate whether Institute, college, or school/department level. Internal contributions to other organizations for which you were previously employed, if any, may be included. Do not list service on thesis or dissertation committees (should be listed under Section V.C.).

**D. Other Professional Activities**

List other professional activities, such as consulting, temporary employment, serving on review panels, and visiting professorships.

**VIII. Professional Growth and Development**

List activities that demonstrate your professional growth and development such as completing courses, earning certificates, participating in workshops or trainings and/or other activities that foster career progression and skill building. These may include on-campus opportunities such as Safe-Space, QPR, Implicit Bias, etc. It may be helpful to separate on- and off-campus items.