AMERICAN UNIVERSITY OF BEIRUT MEDITERRANEO
STANDARD CV TEMPLATE FOR TENURE AND/OR PROMOTION APPLICATIONS
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The following are guidelines for candidates to develop their CV for the purpose of tenure and/or promotion applications.

The CV should include a candidate's complete record. However, activities and accomplishments in the current rank should be clearly highlighted, for example, by using separators, special fonts, or other markers. All entries in the CV should be listed in *reverse chronological order*, with the most recent entry coming first. If a discipline has specific conventions related to chronology within a CV, then it is acceptable to list entries in chronological order, as long as this remains consistent across all sections.

Candidates can either generate their CV from the Faculty Management Information System (FMIS) or develop on their own based on the recommended sections in this document. Depending on the norms of the discipline: some sections can be omitted; relevant sections can be added; the ordering of sections can be changed; and section titles can be edited.

Candidates should ensure consistency of the reported information in the CV with the Publications Summary Table" (Appendix D), "Grants Summary Table" (Appendix E), and "Instructor Course Evaluation Summary Table' (Appendix F). The summary tables should not be part of the CV document.

CURRICULUM VITAE

Candidate's Name
Academic Title
Department
Faculty/School

Biography

Include a short biography with length approximately 150 words. Recommended to include links to online personal or publications webpages/profiles.

I. Educational Background

List all earned degrees. Include dates, institution, and major of study.

II. Employment History

List professional employment complete record, including postdoctoral positions. For academic appointments, list one entry for each rank. Include dates and affiliation details.

III. Awards/Honors

IV. Research and/or Creative Work Outputs

For all research and/or creative work outputs listed in this section, indicate with an asterisk symbol (*) when you are a primary author (first, corresponding or senior author), and highlight students using italic font.

Recent published work [in the current rank for applications that include promotion and in the last five years for tenure only applications] should be clearly highlighted, for example, by using separators, special fonts, or other markers.

Moreover, include full citations with **complete set of authors**, title, type, venue, date, location, page numbers, etc. (as applicable). Indicate clearly any publications or creative works that have been submitted and are still under review.

Ensure consistency of the reported information in this section with the Publications Summary Table (Appendix D).

A. Published Books, Book Chapters, and Edited Volumes

A1. Authored Books [specify if published, contracted, in progress with chapters completed]
A2. Edited Volumes
A3. Refereed Book Chapters

B. Refereed Journal Publications

C. Refereed Conference Papers with Proceedings

D. Refereed Abstracts and Posters

E. Creative Works
List with description as per discipline norms. Indicate whether refereed or not. These may include exhibitions, competitions, performances, professional practice, studio work, software, designs, compositions, etc.

F. Patents
List with description as per discipline norms. For patents, include whether submitted, provisional, or awarded including details such as title, inventors, date, patent office, etc.

G. Policy Briefs, Technical Reports, Professional Practice Reports, Magazines, etc.
List with description as per discipline norms. Indicate whether refereed or not.

H. Presentations
List with description as per discipline norms. Highlight keynote and invited presentations. Provide details about venue including place, date, title, type, etc.

V. Grants

A. Grants Awarded
List all funded grants with details on role (PI, Co-PI, etc.), other investigators with affiliations and roles (PI, Co-PI, etc.), agency (highlight if internal within the University), grant title, duration, total grant budget, share of the total budget allocated to the University, etc.

B. Grants Submitted and Currently under Review
Use the same format as indicated for "Grants Awarded".

C. Grants Submitted and Not Awarded [Optional]
Include here major grants that were submitted and not awarded. Use the same format as indicated for "Grants Awarded".

Ensure the consistency of the reported information in this section with the Grants Summary Table (Appendix E).

VI. Teaching

A. Courses Taught
List courses taught at the University, especially during the period of the current rank. Include information such as level (graduate or undergraduate, newly introduced or existing), term, year, course number, course title, number of students, etc.

Ensure the consistency of the reported information in this section with the Instructor Course Evaluation (ICE) summary table (Appendix F).

B. Student Supervision and Advising

List all supervised/co-supervised postdoctoral fellows, PhD students, master's students, and undergraduate research students. Highlight students co-supervised with other faculty members. For PhD and master's students, include title of thesis, date of graduation, and, if known, the current position of students who graduated.

 B1. Postdoctoral Fellows
 B2. PhD Students
 B3. Master's Students
 B4. Undergraduate Student Research
 B5. Service as Member on Thesis or Dissertation Committees
 B6. Student Advising Activities Summary

C. Educational Innovations and Academic Contributions

List any significant educational innovation activities including the development of new academic programs, courses, mentoring programs, continuing education offerings, laboratories, etc. Include as well any major roles in program reviews and accreditation.

VII. Service

A. University/ Faculty/Department Service

List all committee involvement within the University. Indicate whether they are at the university, faculty/school, or department level. Highlight any leadership roles and responsibilities. Include dates of service.

B. Clinical Service

C. Professional Service

List all national and international service contributions to the profession. Highlight any leadership roles and responsibilities. Include dates of service.

D. Public and Community Service

List all public and community service activities. Highlight any leadership roles and responsibilities. Include dates of service.