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*Office of the Provost*

**Lehigh University Curriculum Vitae Template**  
*revised Sep. 2023*

The template below specifies Lehigh University's standard structure for faculty CVs. Please use this template for annual Professional Activity Reports (PARs), reappointment, tenure, promotion, and any other official CVs submitted to the university. You may omit any categories that are not relevant.

A. Biographical Information

- Name.
- Home and business address, e-mail address, and phone number.
- Complete educational history starting after high school, including dates.
- Full employment history/professional experience, with dates (including military service, if any).

B. Publications and Other Scholarly Work

In each category, list published works first, followed by works not yet published but accepted for publication. Co-authors should be identified. Distinguish between authored and edited works and refereed and non-refereed publications, and clarify the status of unpublished works. Comparative distinctions (e.g. major vs. minor works, juried vs. non-juried) should be used for performing and creative arts faculty.

Publications (in the following order):

- Books
  - Books authored. Specify whether original or revised edition.
  - Monographs.
  - Books edited.
  - Chapters in books.
- Articles in refereed journals. Provide full citation, including pages. Review articles and invited articles should be identified as such.
- Published reports and conference proceedings. (Indicate those that are refereed.)
- Edited publications and other articles (including invited and non-refereed publications).
- Reviews (book, film, software, exhibit, performance, etc.) and notes.
- Working papers. (Include status of each paper.)

Other scholarly work (in the following order):

- Films, videos, tapes, photographs, etc.
- Exhibits, performances, demonstrations, and other creative activities.
- Original designs, plans, inventions, and patents.

- Other (specify type).

C. Honors and Awards. For each, list date and awarding institution.

- Recognition by professional and academic societies.
- Distinguished lectureships.
- Appointment to Fellow or comparable grade in professional organizations.
- Honorary degrees.
- Best paper, book, etc. awards.
- Teaching awards and other special recognitions.
- Service awards and honors.
- Other (specify type).

D. Research Funding. Use the categories below. List amounts awarded, role (e.g., Principal Investigator, Co-PI), and significant collaborators.

- Competitively awarded research grants.
- Non-competitive research grants.
- Competitively awarded training grants.
- Non-competitive training grants.
- Institutional/equipment grants.
- Contract/consulting work.

E. Current and Pending Support (NEW as of 2023)

List all current and pending support, domestic and foreign, including all professional appointments that directly or indirectly support your research activities, whether or not remuneration was received. This includes in-kind support such as access to facilities, reagents, project personnel supported directly by third parties, etc. For further guidance about what should be included, please see the [National Science Foundation's documentation](#) about current and pending support. **Completeness of this section is important for maintaining compliance with federal rules regarding conflict of interest and disclosure.**

*Notes:*

- You may attach an appendix that lists current and pending support, e.g., as generated by ORSP or Argos. Such reports typically include financial support but might not include in-kind support; any support not listed in the appendix should be listed here.
- If you include an appendix, please indicate so in this section (“see appendix”).
- We recognize that some sources of support will duplicate those listed elsewhere on the CV; it is OK to list them twice.
- When submitting external grant proposals, you will be asked to certify that this section of the CV you submitted with your most recent PAR is complete and accurate as of the time you submitted it.

F. Editorial Activities. List editorships and editorial review board membership for scholarly publications.

G. Scholarly Presentations. Divide presentations into the following categories. For multi-authored presentations, identify the presenter with an asterisk or by underlining the name.

- Invited presentations/lectures/colloquia/workshops/performances/conferences.
- Refereed presentations/lectures/exhibits/performances/conferences.
- Organized or chaired sessions/colloquia/exhibits/performances/conferences.
- Other.

H. Teaching. List courses taught, including semesters and/or number of sections for each.

I. Research Advising and Mentoring. Indicate the name of each student and the academic year(s) involved. If possible, list the placement of the students. List students graduated students first, then current students.

- Undergraduate.
- Master's.
- Doctoral.
- Post-doctoral and/or visiting scholars.

J. Service and Leadership Roles. Include dates and indication of leadership positions.

- Lehigh
  - Service and leadership at the university level.
  - Service and leadership within your college.
  - Service to and leadership in interdisciplinary programs.
  - Service and leadership in your department.
- External
  - Offices and committee memberships held in professional organizations.
  - Other non-university committees, commissions, panels, boards, etc.
  - Consulting (paid or unpaid) for companies, government agencies, etc.
  - International activities not listed above.
  - Other.