

TCU VITA FORMAT*

1. Name
2. Contact information
3. Academic Background
 - a. Education (include degrees, dates, and institutions)
 - b. Professional certifications (where applicable)
 - c. Present rank
 - d. Year of appointment to the University and rank
 - e. Year of last promotion
 - f. Previous teaching and/or research appointments other than TCU (date, place, rank or title, full or part-time)
 - g. Previous professional positions (other than those listed above)
 - h. Formal continuing education associated with professional development
 - i. Honors and Awards
4. Teaching
 - a. Courses taught
 - b. Courses developed at TCU
 - c. Honors projects directed, or committee service
 - d. Graduate theses (recitals) and dissertations directed, or committee service
 - e. External support received or pending for academic work (i.e., pedagogical grants, curriculum or program development. Include source and amount requested and/or received)
 - f. Internal support for academic work received (e.g., Instructional Development)
 - g. Academic Advising (list here or under Service, but list only once)
5. Research and Creative Activity (*This section may be College specific, not limited to examples below*)
 - a. Refereed publications, invitational or juried exhibitions, performances, commissioned or contracted work in design, choreography, and composition
 - b. Non-refereed publications (include publications arising from presentations, i.e., proceedings), exhibits, performances, textbooks, etc.
 - c. Materials or activities accepted or scheduled but not yet printed, released, or presented
 - d. Papers presented, participation on panels, etc., (include date, place, organization, invited or refereed)
 - e. Editorships, consulting, adjudications (List here or under Service)
 - f. External support received or pending (include source and amount requested and/or received)
 - g. Internal grants received (e.g., TCU/RCAF, Junior Faculty)
 - h. Other research or creative activities not included in any of above
6. Service
 - a. Departmental service
 - b. College service
 - c. University service
 - d. Community activities directly related to professional skills
 - e. Professional service (i.e., memberships in professional organizations, offices held, adjudications, chairing panels. List editorships and consulting here if not under Research and Creative Activity)
 - f. Academic Advising (List here or under Teaching.)
 - g. Other Service activity not include in any of the above.

*The TCU Vita Format is intended to provide some flexibility in the activities listed and categories. Consult your Chair or Director for individual advice.