

SEMINAR DETAILED OUTLINE

THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND PROMOTING YOUR ACADEMIC CAREER

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SEMINAR OUTCOMES

- Gain practical and useful information on how to prepare a CV.
- Develop a strategy for creating a new CV or updating and revising a current CV.
 - Acquire tips for preparing a CV that can be read easily and quickly.

- I. Résumés vs. Vitas: An Introduction
 - A. CVs and Folk Tradition
 - B. Key Terms
 1. *Résumé*
 2. *Curriculum Vitae*
 3. *Teaching Portfolios*
 4. *Types of CVs*
 5. *Cover Letter/Letter of Application*
 6. *Letter of Recommendation*
 7. *Academic Trinity: Teaching, Research, and Service*
- II. Types and Purposes of CVs
 - A. *Institutional*
 - B. *Marketing*
 - C. *Working/Lifelong*
 - D. *"Résumé" CVs*
 - E. *Europass CV*
- III. Uses of CVs at BGSU
 - A. Faculty Position Applications (Job Inquiries, Advertised Jobs, Interviews, Application Forms, References)
 - B. Merit Reviews
 - C. Annual Reviews
 - D. Third-Year Reviews
 - E. Tenure and/or Promotion
 - F. Faculty Improvement Leaves
 - G. Chair/Director Evaluations
 - H. Internal Fellowships
 - I. Internal Administrative Position Searches
 - J. SPAR Grant Applications
 - K. Faculty Awards
 - L. Special Faculty Appointments: Special Professorships, Distinguished University Professorships, Trustee Professorship, Emeritus Faculty
- IV. Sources for CV Content
 - A. Research/Scholarship/Creative Activity
 - B. Teaching
 - C. Service
 - D. Educational Background
 - E. Honors and Awards

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- V. Seven Essential Components
 - A. Identification and Contact Information
 - B. Educational, Licensure, Accreditation, Registration, and/or Certification Information
 - C. Academic and/or Work Experience
 - D. *Teaching Activity*
 - E. *Research/Scholarship/Creative Activity*
 - F. *Service and Citizenship/Engagement Activity*
 - G. Miscellaneous Topics

- VI. Non-Essential Components
 - A. Signature
 - B. Photograph
 - C. Age, Date, or Place of Birth
 - D. Social Security Number
 - E. Physical Characteristics
 - F. Family Information
 - G. Race, Religion, Ethnicity, or Political Affiliation
 - H. Military Service or Civic Service
 - I. Hobbies or Personal Travel

- VII. Moral, Ethical, and Legal Considerations
 - A. What to Include in CV
 - B. Padding
 - C. Inaccuracies
 - D. Privacy vs. Public Disclosure

- VIII. Writing and Formatting the Basic CV
 - A. Categories & Section Headings
 - B. Writing Individual CV Entries: Publications, Papers, Performances
 - C. Action Words
 - D. A Template
 - E. Revisions and Updates
 - F. Record Keeping System
 - G. Resources

- IX. The Final Product
 - A. Paper
 - B. Fonts, Font Sizes, and Font Styles
 - C. Length & Page Numbers
 - D. Reproduction Method
 - E. Packaging

- X. Conclusion: The Future of the Curriculum Vitae
 - A. Technology and Curriculum Vitae
 - B. Job Search, Recruitment, and Electronic Curriculum Vitae
 - C. Reasons CVs & Résumés Are Still Used
 - D. Questions
 - E. Follow-Up