**William & Mary**

**Curriculum Vitae Standard Format**

***Please provide the following information, typed in reverse chronological order, and under the indicated headings:***

PERSONAL INFORMATION

1. Name

 Office Address

Office Phone

Email

Date

1. Position Title

 Rank

Department

EDUCATION

3. Academic degrees, institutions and dates

ACADEMIC POSITIONS

4. Teaching and research positions, including dates

HONORS, PRIZES AND AWARDS

5. Professional prizes, awards, honors, editorial positions on scholarly journals, service on review boards outside W&M, and offices in professional societies

COURSES TAUGHT

6. Courses taught

FELLOWSHIPS AND GRANTS

7. a) All fellowships, grants, contracts, etc., awarded by outside agencies,

specifying dates, sources, and amounts

b) All summer grants and Faculty Research Assignments received from William & Mary with dates awarded

RESEARCH

8. Scholarly activity under the following separate headings with full bibliographic data (include page numbers):

a) Refereed publications in periodicals, chapters in books, law review articles and conference proceedings

 b) Books written

c) Edited volumes

 d) Articles published in non-refereed conference proceedings

 e) Invited scholarly papers and talks

 f) Contributed scholarly papers and talks

 g) Reviews of books, software, etc.

 h) Juried shows, exhibitions, and performances

 i) Non-juried shows, exhibitions, and performances

 j) Non-refereed publications not listed above

 k) Research reports from grant or contract work

 l) Performances by others of music, poetry, etc. you have written

 m) Published software, audio, multimedia, etc. materials

 n) Work in progress or submitted

 o) Other scholarly activity, including papers presented at professional meetings

and publications of abstracts

PROFESSIONAL SERVICE

9. Professional Service Activities

 a) University committee service

 b) Other professional service not included in item 5 above