**College of Engineering**

**Promotion and Tenure**

**2018 – 2019 Academic Year - Curriculum Vitae Format**

**Approved by COE P&T Committee on January 31, 2018**

**Section 0**

Candidate Name:

Candidate Title:

Unit Name:

Office Address:

Email:

Phone:

*When a candidate submits a CV for consideration of Promotion and Tenure, the following information is required.*

Date of Original Submission:

Current Version Number and Date Submitted as part of Candidate’s P&T package:

***Table of Changes Made to CV since Original Submission***

|  |  |  |
| --- | --- | --- |
| ***Version*** | ***Date*** | ***Changes (listed by subsection #)*** |
| e.g.: |  |  |
| 2 | Nov. 10, 2017 | Added journal paper ‘x’ to Section 2.1.1 |
| 3 | Dec. 12, 2017 | Added conference paper ‘y’ to Section 2.1.5 |

**Section 1 Education and Employment History**

Section 1.1 Education History: Degrees received, Institutions and Dates

Section 1.2 Employment History: Employer, Position, Dates

*Include any officially recognized positions such as visiting scholar, adjunct professor, etc. at institutions other than UNL.*

**Section 2 Research Accomplishments**

**Section 2.1 Publication Record**

*Author names should appear first in all citations. The authors will appear in the order in which they occur on the paper. Use the following subscripts to indicate UNL students for whom you serve/served as chair or co-chair of their advisory committee and UNL postdoctoral researchers who are/were under your direct supervision.*

*1: Undergraduate student*

*2: Masters student*

*3: Ph.D. student*

*4: Postdoctoral researcher*

Section 2.1.1 Numbered list (in reverse chronological order) of Peer Reviewed Journal Publications in print, complete bibliographic citation including author names in order they appear on paper, full journal name, volume number, page numbers (or DOI in lieu of volume and page numbers), and % of your contribution.

Section 2.1.2 Numbered list (in reverse chronological order) of Peer Reviewed Journal Publications accepted for publication with or without revision. Note that papers with “re-review required” or equivalent should not appear in this category. The citation should include complete bibliographic citation including author names in order they appear on paper, full journal name, date of submittal, date of acceptance, and % of your contribution. An acceptance letter written on official letterhead of the journal or of the appropriate journal letter must be included in Appendix A.

Section 2.1.3 Numbered list (in reverse chronological order) of Peer Reviewed Journal Publications submitted for review but not yet accepted or accepted with “re-review required” or equivalent. Include the name of journal, author list, date submitted and % of your contribution.

Section 2.1.4 Numbered List (in reverse chronological order) of Books and Book Chapters, author list, publisher, year, and % of your contribution.

Section 2.1.5 Numbered list (in reverse chronological order) of Conference Proceedings: Peer reviewed extended abstract or peer reviewed paper. Include full conference title, author names in order they appear on paper, dates of conference, location of conference, and page numbers (or number of pages).

Section 2.1.6 Numbered list (in reverse chronological order) of Conference Proceedings: Other than peer reviewed. Include full conference title, author names in order they appear on paper, dates of conference, location of conference, and page numbers (or number of pages).

Section 2.1.7 Numbered list (in reverse chronological order) of Conference Presentations and/or Posters. Include full conference title, author names in order they appear on presentation/poster, whether this is a presentation or poster session, dates of conference, and location of conference. Underline the name(s) of the presenter(s).

*Note: the candidate should only indicate that they are the presenter if they are on the podium and help make the presentation and/or they are present during poster session to answer questions.*

Section 2.1.8 Numbered list (in reverse chronological order) of Invited talks or Keynote Speeches. Indicate title of presentation, location, sponsor, and date.

Section 2.1.9 Numbered list (in reverse chronological order) of Other Publications

**Section 2.2 Research Funding Record**

*In Appendix B, include a copy of the project summary page from NUGrant and a copy of the award notification with SAP WBS Account Number (if funded). These documents should be in the same order as listed in Sections 2.2.1, 2.2.2 and 2.2.3.*

*Note 1: When calculating the percent attributable to the candidate, there are three potential scenarios as listed below:*

1. *If this is a subgrant to a larger grant that is housed at an institution other than UNL, indicate whether the candidate is a PI or Co-PI on the larger grant (as listed on the proposal or in the sponsoring agencies’ files). Indicate the amount of the subgrant to UNL and the percent of the total amount of the grant attributable to the candidate.*
2. *If this grant includes subgrants to other universities/research entities indicate the total amount of the grant, the amount of the subgrant to each university, the co-PI at each university/research entity, and the percent of the total amount of the grant attributable to the candidate.*
3. *If neither case 1 nor case 2 applies, list the percent of the total amount attributable to the candidate. The percent attributable to the candidate should follow the information in NUGrant. If it does not, the candidate should provide an explanation.*

*Note 2: When indicating the candidate’s role on the project (PI, Co-PI, researcher, etc), please use information from the sponsoring agency. For example, a candidate should only list themselves as the PI of a grant if the sponsoring agency recognizes the candidate as the PI.*

*Note 3: If the grant is run through the National Strategic Research Institute (NSRI), please also indicate the total amount of the contract, the amount of NSRI overhead charges, and the amount of funding sent to UNL*

*Note 4: If there are questions related to any of the above concepts (e.g. percent attributable, total amount of contract) please work with your unit committee and unit head to obtain written guidance on how to proceed.*

Section 2.2.1 Numbered list (in reverse chronological order) of Internally Funded Research Grants. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you (as listed in NUGrant), SAP WBS Account Number.

*For each project provide a short, one paragraph description of the project.*

*Please provide a summary table at the beginning of this section, similar to following:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Project Title* | *Sponsor* | *Role (PI or Co-PI)* | *Dates* | *Total Amount*  *(do not include UNL cost share)* | *% Attributed to Candidate*  *(do not include UNL cost share)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Section 2.2.2 Numbered list (in reverse chronological order) of Externally Funded Research Grants. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, SAP WBS Account Number.

*For each project provide a short, one paragraph description of the project.*

*Please provide a summary table at the beginning of this section, similar to following:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Project Title* | *Sponsor* | *Role (PI or Co-PI)* | *Dates* | *Total Amount*  *(do not include UNL cost share)* | *% Attributed to Candidate*  *(do not include UNL cost share)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Section 2.2.3 Numbered list (in reverse chronological order) of External Research Grants that have been submitted through the University of Nebraska-Lincoln Office of Sponsored Programs. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.2.4 Numbered list (in reverse chronological order) of External Research Grants that have been submitted through other institutions. Include the title of the project, where the proposal was submitted (e.g. university x, consulting company y), funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.2.5 Numbered list (in reverse chronological order) of External Research Grants Submitted through the University of Nebraska Lincoln Office of Sponsored Programs but not Funded. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.2.6 Numbered list (in reverse chronological order) of External Research Grants Submitted through other entities but not Funded. Include the title of the project, where the proposal was submitted (e.g. university x, consulting company y), funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

**Section 2.3 Other (Non-Research) Funding Record**

*This section describes funding that does not directly apply to scholarly research, such as equipment used for teaching, travel grants, etc.*

*Note 1: When calculating the percent attributable to the candidate, there are three potential scenarios as listed below:*

1. *If this is a subgrant to a larger grant that is housed at an institution other than UNL, indicate whether the candidate is a PI or Co-PI on the larger grant (as listed on the proposal or in the sponsoring agencies’ files). Indicate the amount of the subgrant to UNL and the percent of the total amount of the grant attributable to the candidate.*
2. *If this grant includes subgrants to other universities/research entities indicate the total amount of the grant, the amount of the subgrant to each university, the co-PI at each university/research entity, and the percent of the total amount of the grant attributable to the candidate.*
3. *If neither case 1 nor case 2 applies, list the percent of the total amount attributable to the candidate. The percent attributable to the candidate should follow the information in NUGrant. If it does not, the candidate should provide an explanation.*

*Note 2: When indicating the candidate’s role on the project (PI, Co-PI, researcher, etc), please use information from the sponsoring agency. For example, a candidate should only list themselves as the PI of a grant if the sponsoring agency recognizes the candidate as the PI.*

*Note 3: If the grant is run through the National Strategic Research Institute (NSRI), please also indicate the total amount of the contract, the amount of NSRI overhead charges, and the amount of funding sent to UNL*

*Note 4: If there are questions related to any of the above concepts (e.g. percent attributable, total amount of contract) please work with your unit committee and unit head to obtain written guidance on how to proceed.*

Section 2.3.1 Numbered list (in reverse chronological order) of Internally Funded Non-Research Grants. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you (as listed in NUGrant), SAP WBS Account Number.

*For each project provide a short, one paragraph description of the project.*

*Please provide a summary table at the beginning of this section, similar to following:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Project Title* | *Sponsor* | *Role (PI or Co-PI)* | *Dates* | *Total Amount*  *(do not include UNL cost share)* | *% Attributed to Candidate*  *(do not include UNL cost share)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Section 2.3.2 Numbered list (in reverse chronological order) of Externally Funded Non-Research Grants. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to the candidate, SAP WBS Account Number.

*For each project provide a short, one paragraph description of the project.*

*Please provide a summary table at the beginning of this section, similar to following:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Project Title* | *Sponsor* | *Role (PI or Co-PI)* | *Dates* | *Total Amount*  *(do not include UNL cost share)* | *% Attributed to Candidate*  *(do not include UNL cost share)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Section 2.3.3 Numbered list (in reverse chronological order) of External Non-Research Grants that have been submitted through the University of Nebraska-Lincoln Office of Sponsored Programs. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.3.4 Numbered list (in reverse chronological order) of External Non-Research Grants that have been submitted through other institutions. Include the title of the project, where the proposal was submitted (e.g. university x, consulting company y), funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.3.5 Numbered list (in reverse chronological order) of External Non-Research Grants Submitted through the University of Nebraska Lincoln Office of Sponsored Programs but not Funded. Include the title of the project, funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

Section 2.3.6 Numbered list (in reverse chronological order) of External Non-Research Grants Submitted through other entities but not Funded. Include the title of the project, where the proposal was submitted (e.g. university x, consulting company y), funding agency, dates of project, PI and Co-PI’s, sponsor amount, UNL Cost share amount, total amount, amount attributable to you, and date of submission.

**Section 2.4 Research Patents and Awards**

Section 2.4.1 Numbered list of Patents, including title, list of all inventors, date of publication and patent number

Section 2.4.2 Numbered list of all National and International Research Awards and Recognition

Section 2.4.3 Numbered list of all Regional and Local Research Awards and Recognition

**Section 2.5 Other Research Accomplishments**

**Section 3 Teaching Accomplishments (other than classroom instruction)**

*For Sections 3.1 through 3.6, only provide information for which the home university (e.g. UNL, other) officially recognizes your role.*

**Section 3.1 Postdoctoral Researchers**

Section 3.1.1 Numbered list (in reverse chronological order) of Postdoctoral researchers supervised. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), % funding that you provided to the researchers, and the start and end dates of their appointments. Information on their current employment is also encouraged.

Section 3.1.2 Numbered list (in reverse chronological order) of Postdoctoral researchers currently in progress under your supervision. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), % funding that you provide to the researchers, and the start and expected end dates of their appointments.

**Section 3.2 PhD Students**

Section 3.2.1 Numbered list (in reverse chronological order) of PhD students whom you have supervised as chair or co-chair of their doctoral committees. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), dissertation title, % funding that you provided to the student, and graduation date. Information on their current employment is also encouraged.

Section 3.2.2 Numbered list (in reverse chronological order) of PhD students currently in progress whom you are supervising as chair or co-chair of their doctoral committees. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), % funding that you provide to the student, and expected graduation date.

**Section 3.3 MS Students**

Section 3.3.1 Numbered list (in reverse chronological order) of MS students (thesis option) whom you have supervised as chair or co-chair of their thesis committees. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), thesis title, % funding that you provided to the student, and graduation date. Information on their current employment is also encouraged.

Section 3.3.2 Numbered list (in reverse chronological order) of MS students (thesis option) currently in progress whom you are supervising as chair or co-chair of their thesis committees. Include designated co-supervisors (if any), affiliation (e.g. UNL or other institution), % funding that you provide to the student, and expected graduation date. Section 3.3.3 Total number of non thesis option graduate students advised

Section 3.3.4 Total number of graduate student independent research projects supervised

**Section 3.4 Undergraduate Students**

Section 3.4.1 Numbered list (in reverse chronological order) of undergraduate students supervised in independent research study. Include full name, year, semester and credit hours.

Section 3.4.2 Average number of undergraduate students advised per year

**Section 3.5 Visiting Scholars and Students**

Section 3.5.1 Numbered list (in reverse chronological order) of visiting scholars and students whom you have supervised during their official visit to UNL. Include the scholar/student’s name, title (e.g. visiting PhD student, visiting professor), home affiliation, and dates of visit to UNL.

**Section 3.6 Graduate Student Committee Membership**

Section 3.6.1 Numbered list (in reverse chronological order) of UNL PhD students for whom you have served as a doctoral committee member. Include graduation date.

Section 3.6.2 Numbered list (in reverse chronological order) of UNL Masters thesis-option students for whom you have served as a masters committee member. Include graduation date.

Section 3.6.3 Numbered list (in reverse chronological order) of other PhD students at other universities for whom you have served as an external PhD reviewer. Include the student’s home university and graduation date.

Section 3.6.4 Numbered list (in reverse chronological order) of other students at other universities for whom you have served as a graduate committee member. Include the student’s home university and graduation date.

**Section 3.7 Teaching Awards and Recognition**

Section 3.7.1 Numbered list of International and National Teaching Awards and Recognition

Section 3.7.2 Numbered list of Regional, Local and University Teaching Awards and Recognition

**Section 3.8 Other Teaching Accomplishments**

**Section 4 Service Accomplishments**

**Section 4.1 Professional Service**

Section 4.1.1 Numbered list (in reverse chronological order) of Journal Editorships or Associate Editorships including dates of service

Section 4.1.2 Numbered list (in reverse chronological order) of Journals for which you have reviewed papers including number completed for that journal each year (e.g. 5 reviews in 2017).

Section 4.1.3 Numbered list (in reverse chronological order) of Leadership Positions in International and National Organizations

Section 4.1.4 Numbered list (in reverse chronological order) of Leadership Positions in Regional and Local Organizations

Section 4.1.5 Numbered list (in reverse chronological order) memberships in Professional Organizations

Section 4.1.6 Numbered list (in reverse chronological order) of National and International Service Awards

Section 4.1.7 Numbered list (in reverse chronological order) of Regional and Local Service Awards

Section 4.1.8 Numbered list (in reverse chronological order) of Research Review panels and dates of service

**Section 4.2 University Service**

Section 4.2.1 Numbered list of leadership positions on university wide committees. Include committee name, dates, and title.

Section 4.2.2 Numbered list of membership positions on university wide committees. Include committee name, dates, and title.

**Section 4.3 College Service**

Section 4.3.1 Numbered List of leadership positions on college wide committees. Include committee name, dates, and title.

Section 4.3.2 Numbered list of membership positions on college wide committees. Include committee name, dates, and title.

**Section 4.4 Unit Service**

Section 4.4.1 Numbered list of leadership positions on unit committees. Include committee name, dates, and title.

Section 4.4.2 Numbered list of membership positions on unit committees. Include committee name, dates, and title.

**Section 4.5 Other Service Accomplishments**

**Section 5 Other Accomplishments**

**Section 5.1 Professional Development (add additional sections below as desired)**

*Appendix A: Letters of Acceptance for Peer Reviewed Journal Articles*

*Appendix B: Research Awards*