

Curriculum Vitae Structure

It is essential that the faculty member's CV include the following information (at a minimum) to help substantiate to the institution, state/provincial licensing boards and accreditors their qualifications to teach the requested subject matter. The order of the following categories is not critical. We expect that the faculty member have documentation on file to prove / substantiate everything stated in his or her CV.

List all category items in chronological order starting with the most recent.

CONTACT INFORMATION:

Full (legal) Name
Mailing Address
Phone (cellular)
E-mail Address (personal)

CATEGORIES:

Education (graduate, undergraduate) – degree(s) earned, name of school, location of school (city, state), dates attended or graduation date

e.g.
Doctor of Chiropractic (DC)
National University of Health Sciences
Lombard, IL
August 2006

Professional Experience – employment log, military experience and associated time periods

Professional Licensure – include states/provinces, license numbers and date(s) when originally licensed

Teaching / Faculty Appointments – include all current educational institution appointments – rank, department, institution, location and dates of each appointment

e.g.
Associate Professor, Department of Clinical Sciences
Loyola University
Chicago, IL
2006–present

Postprofessional Faculty (part-time)
Lincoln College of Postprofessional, Graduate and Continuing Education
National University of Health Sciences
Lombard, IL
2006–present

Note: Appointments from for-profit companies are not typically true faculty appointments

Teaching / Professional Speaking experience – list of professional presentations/lectures and/or in-services created & presented. Include the group or institution that they were presented for along with location/date(s)