

**Faculty Vita Format  
Auburn University  
College of Education**

Each faculty member develops and maintains a comprehensive vita using the format outlined in the *AU Faculty Handbook*. Faculty vitae will be available in program portfolios for multiple review/accreditation processes (e.g., SACS, NCATE, state, Continuous Improvement Seminars). Annual updates are expected and will be used to inform decisions regarding merit.

The following guidelines appear in the current *AU Faculty Handbook*. Items marked with an “\*” need to be developed and/or updated when submitting materials for tenure and/or promotion.

**Please use a header that includes the name and month of the update (e.g., Jane Smith, updated December 2006).**

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1. A Standard Biographical Data sheet ([PDF Form](#)).
2. A percent breakdown of the allocation of time and effort for teaching, research/creative work, outreach, and service for the past three years.
3. A list of honors and awards. Include academic honors, teaching awards, fellowships (such as NEH, NEA), internal support (including professional improvement leave), election to professional societies, etc.
4. A list of scholarly contributions in accord with the following outline. A candidate should present his or her work as informatively and accurately as possible. A candidate should cross-reference work that falls in two areas (e.g.: See X.x.). Librarians and archivists should interpret teaching to apply to performing as a librarian or archivist and adapt the following outline accordingly.

**SCHOLARLY CONTRIBUTIONS BY THE CANDIDATE**

**A. Teaching**

1. Actual courses taught for each semester of the past three years. Indicate lecture/lab hours per week and enrollment.
2. Graduate students whose work has been completed. Indicate degree awarded to the student, year, and, if known, position now held by the student; indicate whether the candidate was the major professor or a committee member.

3. *Graduate students on whose committee the candidate is presently serving. Indicate whether the candidate is the major professor or a committee member. Indicate the degree the student is working for and the work that the candidate has done.*

4. *Courses and curricula developed.*

5. *Grants received related to teaching.*

6. *Publications pertaining to teaching. Include textbooks, manuals, articles on pedagogy.*

7. *Other contributions to teaching.*

8.\* *Statement of candidate's teaching philosophy and self-evaluation in terms of his or her stated values. This should be no longer than one page.*

### **B. Research/Creative Work**

*For publications: provide complete publication data. In cases of multiple authorship, list names of all authors in correct order. Inform the committee of the significance of author order on publications in the candidate's disciplines. Indicate percent of the candidate's contribution or describe the nature of the candidate's contribution; indicate, by means of an asterisk, student contributions. Provide, in an appendix, proof of acceptance of publications in press and proof of publications of which acceptance is conditional. Do not submit manuscripts that have not been accepted for publication. For exhibitions and performances, provide dates and locations.*

1. *Books.*

2. *Article-length publications. Distinguish by type: book chapters, articles in refereed journals and invited articles, bulletins, proceedings, transactions, abstracts, book reviews, non-refereed articles, etc.*

3. *Papers or lectures. Distinguish by type: papers at professional meetings, invited lectures, etc.*

4. *Exhibitions. Distinguish between juried or invitational shows; identify work(s) and juror (juries); indicate regional, national, or international exhibitions.*

5. *Performances. Distinguish between local performances, out-of-town invitationals, concert series, etc. List musical compositions here.*

6. *Patents and inventions.*

7. *Other research/creative contributions.*

8. *Grants and contracts. Note all co-authors, identifying the principal investigator and the involvement of the candidate; indicate funding source and amount. Distinguish between grants received and grants applied for but not funded. (Note: internal support and NEH and NEA fellowships should be listed under Honors and Awards above.)*

9.\* *Description of candidate's scholarly program. Work in progress and work anticipated should be described in no more than one page.*

### **C. Outreach**

*The purpose of this section is to document achievement in outreach scholarship. It is divided into two parts. Part 1 is a reflective commentary on the candidate's outreach program or programs. It is intended to highlight and explain the candidate's most significant contributions. Part 2 is a list of all of the candidate's outreach activities and products.*

1.\* *Commentary. The commentary should describe and explain the scholarship involved in one or more outreach programs that you consider the major achievements of your efforts. A program is a set of activities that share a common focus and depend upon a particular expertise. The entire commentary is limited to five pages, single spaced. Each program should include the following.*

a.\* *Description. Provide a brief overview of the needs addressed, the objectives, methods, and target audience. Describe selected activities and/or products from Part B that are most illustrative of the candidate's contribution to this program. Include example in the portfolio.*

b.\* *Mission. Indicate how the program was compatible with university and unit missions.*

c.\* *Scholarship. Describe the role of the candidate's professional expertise in the design and execution of the program. Describe how the activities applied the candidate's discipline to the needs of society, required integration with other disciplines, and/or generated new knowledge for the discipline and/or audience. Explain how this knowledge was communicated to broader audiences. Indicate how the program led to increased recognition of the candidate's professional expertise by external audiences. Indicators would include requests for information, invitations to make presentations, service on review panels, receipt of contracts, grants, and professional awards, etc.*

d.\* *Impact. Describe observed impacts and/or explain any unobserved impacts that are to be expected according to the discipline(s) applied. Identify the direct and indirect beneficiaries. Evidence of impact can include both quantitative results (e.g. changes in test scores, increased crop production, or widespread adoption of a product or technique) and qualitative results (e.g. testimonials from clients, reviews by knowledgeable scholars/critics).*

2. *Activities and Products.* List activities and products using the categories outlined below. There is no page limit on Part B, but candidates are encouraged to be concise in order to focus reviewers' attention on the most important contributions. In particular, numerous activities or products of the same type should be summarized to the extent possible. Brief descriptions accompanied by examples and totals will suffice. See the example of Professor X in [Appendix A](#).

a. *Instructional activities.* List the title or subject of each distinct course or presentation, the type (curriculum, course, workshop, exhibit, etc.), the duration (usually in hours), the candidate's role in creating (developer, presenter), the target audience, the method of reaching the audience (conference presentation, telecommunications, site visit, etc.) and the number of presentations given.

b. *Technical assistance.* List each type of assistance (e.g. job classification), the clientele, the contribution, and the number of times provided.

c. *Outreach publications.* Distinguish by type as indicated in paragraphs B1-B3 above: books (including published manuals and reports), article-length publications, papers and lectures. Provide complete publication data, including number of pages, names of all authors in correct order, and percentage of candidate's contributions. Indicate all refereed or peer-reviewed publications.

d. *Electronic products: computer programs, web sites, etc.*

e. *Other outreach products: videos, job aids, etc.*

f. *Copyrights, patents, and inventions.*

g. *Contracts, grants, and gifts.*

#### **D. Service**

1. *University Service:* Distinguish among service to the University, to the college/school, and to the department. University service as part of a previously held position may be listed here. Administrative work which reduces the candidate's teaching or research assignment should be listed here.

2. *Professional Service:* Service to professional associations and learned societies such as offices held, committees served on, etc.