



## The Faculty of Arts and Sciences

### **CV Guidelines for Arts and Sciences (updated 5/9/2025)**

CVs submitted for formal purposes, such as reappointment, tenure, and promotion reviews, must follow these guidelines for presenting scholarly and creative activity. All other types of activity can be presented in whatever format best reflects their scope and impact.

These guidelines are also recommended for annual review CVs.

Note: the order listed here is recommended but not required.

#### **Work in Progress**

- This heading should include work in all stages of preparation prior to acceptance.
- Note: on the FRS, work in these stages is combined with “Forthcoming,” with the status specified from the drop-down menus. On the CV, “forthcoming” is reserved for fully completed work that merely awaits action by the publisher.
- Indicate the status and approximate submission date:
  - Conditionally accepted: Pending further substantive changes and/or internal review;
  - Revise and Resubmit: you have been invited to re-submit for further external review;
  - Under review: the work has been sent and the timeline for response is in the hands of the potential publisher
  - In progress: tentative titles and timelines for work that is in active development but not yet under review (can include both short and long-term plans)

#### **Forthcoming Work**

- This heading should include work that has completed *all* stages of substantive review and been approved for publication, exhibition, or performance.
- In addition to indicating refereed or not, indicate the status and approximate projected publication date
  - In press: has cleared all review requirements, copy editing, formatting, and proofs. At this point, the publication date is solely in the hands of the publisher. For the arts, this means that the event has been scheduled and publicized.
  - Accepted: has cleared all review requirements, pending only final copy editing, formatting, proof corrections.

#### **Completed Work**

- This heading should include only work that is fully published in its final form. For the arts, this means exhibitions or performances that have already taken place.
- List refereed work (peer reviewed) separately from non-refereed work
- Additional subcategories may be appropriate depending on the discipline

**Co-authorship**

- For all of the above categories, indicate clearly if you are the first-author.
- If you are not first-author, indicate if the first-author is from your research group or from another group (whether internal or external to Dartmouth).
- In all cases, indicate the nature or substance of your role in co-authored work.

**Grants and other funding awarded:**

- Distinguish between external and internal applications and awards
- Indicate whether you are the PI, a co-PI, a co-Investigator, or have some other status.
- Provide the grant ID number, if applicable.
- Provide the dollar amount. If the main grant is administered at another institution but there is a subaward to Dartmouth, specify the amount of the Dartmouth subaward. If your grant specifies direct and indirect portions of funding assigned specifically to you, identify those amounts.

*Reappointment and annual review:*

- proposals funded (include dates of the award)
- proposals pending (include the submission date and the expected result date)
- proposals not funded (include the submission date and the result date)

*Tenure and/or promotion:*

- proposals funded (include dates of the award)
- proposals pending (include the submission date and the expected result date)

**Research Advising**

Include types of advising as well as student names and dates. Examples:

- Undergraduate Researchers
  - 2022-24, Name
- Senior Honors Thesis Advisees
- Graduate Student Researchers
- Postdoctoral Researchers
  - 2023-present, Name