



The Faculty of Arts and Sciences

CV Guidelines for Arts and Sciences (updated 4/6/2026)

CVs submitted for formal purposes, such as reappointment, tenure, and promotion reviews, must follow these guidelines for presenting scholarly and creative activity. Other activities 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.

Review Types

- For all scholarly and creative activity, use sub-section titles or parenthetical notes to indicate clearly the type of review. Examples:
 - Peer reviewed (most common for books, journal articles, juried art exhibits, juried film screenings; may apply to articles in edited volumes, depending on the circumstances)
 - Editor reviewed (most common for articles in edited volumes, invited journal articles, and some media venues)
 - Community reviewed (most common for pre-print review)
 - Non-peer reviewed (most common for reports, some media venues)

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 a separate category (defined below).
- 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/venue
 - Under contract: explain the work’s status in the review process and the basis for the contract (proposal, sample chapters, or the entire manuscript)
 - 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 the review type, 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 work separately by review type
- Additional sub-section titles may be appropriate depending on the discipline

Co-authorship

- Indicate the nature or substance of your role in co-authored work.
 - Use the conventions that are most appropriate to your discipline, along with a brief note at the top of the Publications section indicating what those are. E.g. "Co-authors are listed alphabetically;" "First-author indicates..."
 - You can use symbols with explanatory notes at the top. E.g. "* indicates undergraduate co-author;" "bolded names represent PhD-advisee co-authors."
 - For lab-based research: 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).

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: specify the total amount as well as the direct award to your group. 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
 - 2025-26, Name
- Graduate Student Researchers
 - 2024-present, Name
- Postdoctoral Researchers
 - 2023-present, Name