

VITAE UPDATE

2011

Faculty Member: _____

Department _____

PART I. TEACHING

Course Assignments (Spring Semester, 2011)					Course Release Time	
Dept & Course #	Section #	# of Credits	Current # of Students	Contact Hours	Course Release (# of Credits)	Explanation for Course Release
Totals:						_____

Course Assignments (Summer Semester, 2011)					Course Release Time	
Dept & Course #	Section #	# of Credits	Current # of Students	Contact Hours	Course Release (# of Credits)	Explanation for Course Release
Totals:						_____

Course Assignments (Fall Semester, 2011)					Course Release Time	
Dept & Course #	Section #	# of Credits	Current # of Students	Contact Hours	Course Release (# of Credits)	Explanation for Course Release
Totals:						_____

A. **Independent Studies, Special Projects, Senior Theses, and University Honors Theses You Supervised in 2011.**

B. **Course Development.**

1. New Courses Developed in 2011 (N.B. List here any new courses you developed and taught this year for which you did NOT receive release time for course development).
2. Course Development Grants you received in 2011 (List the name of the grant, the amount, if the funding was used for release time, and when the course was/will be taught).
3. Unusually Innovative Application of Technology or New Teaching Technique Implemented in 2011 (e.g., service learning, interdisciplinary courses, team-taught linked courses, online courses, collaborative research, etc.

PART II. PROFESSIONAL ACTIVITIES

The Office of the Dean of Humanities and Natural Sciences will print a listing of faculty publications, professional readings, special academic honors, and extramural research grants - Part II, A, B, C, and E only. This print-out will not include dissertations, publications still in press or those listed without publication dates. Please INCLUDE all publication dates and page numbers. It will save us time and numerous calls later for this information.

A. Publications, Performances (literary readings), Recordings, Patents Published or Exhibited in 2009, 2010 and 2011.

1. Books, Peer-Refereed Publications (Articles, Poetry, Essays, Translations, Conference Proceedings) (**For editorial purposes, please follow the Chicago Manual of Style; examples are listed below.)
2. Edited Volumes in 2009, 2010 and 2011 (NB. List here only published works which you have personally edited and editorial positions which you hold on journals, series, etc. List work you do to review manuscripts or grant proposals under Professional Service.
3. Web-based publications in 2011. Give the complete "url" information.
4. Encyclopedia Entries in 2011. (Include word count)
5. Book Reviews Published in Professional Journals in 2011. (Include word count)
6. Publications in the Popular Press in 2011. (Full Citation)
7. Literary Readings (for professional groups), Recordings:
Applies to faculty in English Department and faculty doing creative readings.

B. Special Academic Honors. (Fulbright, Guggenheim, commissioned works/prizes, awards, honorary degrees, etc.)

C. External research grants or contracts awarded in 2009, 2010 and 2011. List PI and all co-PIs, Agency, Title of Grant, Amount of Award, Inclusive Dates of Award.

D. Internal or continuing research grants or grant administration.

E. Grants Applied for in 2011 but not funded.

- F. **Presentations at National and Regional Meetings or Lectures Delivered at other Academic Institutions in 2011.** (List Title, Professional Association, Location, and Dates Delivered). List all authors in the order they appeared in the abstract (Bold the name of the **faculty author**), the Title of the Paper, the name of the Conference, the location, and the inclusive dates of the conference. *Example of Presentation listing:* George Allen, Betty Furness, and **James Wilkens**, "Decomposition of Organic Chloramines in Drinking Water," Presented at the 123rd National Meeting of the American Chemical Society, Chicago, Ill., August 23-28, 2000.
- G. **Scholarly works or research *in press* and/or *in progress*.** *Provide a brief description including the degree of progress made.*
- H. **Proposed Activities** (not listed under Works in Progress) which justify course reduction in the next year.

PART III: COLLEGE/COMMUNITY ACTIVITIES

A. Professional Service in 2011.

1. Journal editorships
2. Committees appointed to, offices held in professional organizations
3. Appointments to committees of the whole organization
4. Conferences organized, association awards/nominations, professional external review activities, consulting activities

B. Community Service in 2011.

C. University Service in 2011. (List university, college and departmental committee service and any offices held.)

PART IV: ADVISING

How Many Advisees Are Assigned to You? _____

Did you attend the Fall Advising Information Session (*circle one*)? Yes No

Total Number of Advisees Advised During **Spring and Fall** Pre-Registration _____

Scheduled Office Hours: Day(s) _____ Times: _____

Day(s) _____ Times: _____

Day(s) _____ Times: _____

Chair's Signature _____

PLEASE CITE ALL BOOKS, ARTICLES, REVIEWS, ETC. IN CHICAGO STYLE.

***(*For editorial purposes, please follow the Chicago Manual of Style; examples are listed below.*)

Examples of bibliographic listings from *The Chicago Manual of Style* (14th ed.), Bold the name of the faculty author:

Books: Single author: **Katz, Michael J.** *Elements of the Scientific Paper: A Step-by-Step Guide for Students and Professionals*. New Haven: Yale University Press, 2006, 210 pages.

Multiple authors (List all): Barzun, Jacques, **Henry F. Graff**, and James E. Smith. *The Modern Researcher*. 4th ed. New York: Harcourt Brace Jovanovich, 2005, 165 pages.

Articles:

Lofton, Peter, **James E. Smith**, and Alicia B. James. Reverberations between wordplay and swordplay in *Hamlet*. *Aeolian Studies* 2 (2004) 12-29.

Bennett, John W. The interpretation of Pueblo culture: A question of values. *Southwestern Journal of Anthropology* 2 (1946) 361-74.

Bouchard, Gérard. Un essai d'anthropologie régionale: L'histoire sociale du Saguenay aux XIX et XXe Siècles. *Annales: Economies, sociétés, civilisations* 34 (January 2005) 106-25.

Articles with student co-authors/co-researchers: FORMAT FOR INTERNAL REPORTS (Use an * beside student co-authors' names.)

Faculty last name, first and colleague co-authors [first last], (with student name *[first last], student name, and student name). year. Article title. *Journal Title* vol #: pages.

Reviews:

Spitzer, Steven. Review of *The limits of law enforcement*, by Hans Zeisel. *American Journal of Sociology* 91 (November 2005) 726-29.