**VITAE UPDATE** **2018**

**Faculty Member: \_**  **Unit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I. TEACHING**

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| **Course Assignments (Spring Semester, 2018)** | | | | | **Course Release Time** | |
| **Dept & Course #** | **Section #** | **# of**  **Credits** | **Current #**  **of Students** | **Contact**  **Hours** | **Course Release (# of Credits)** | **Explanation for Course Release** |
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| **Totals:** | |  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Course Assignments (Fall Semester, 2018)** | | | | | **Course Release Time** | |
| **Dept & Course #** | **Section #** | **# of**  **Credits** | **Current #**  **of Students** | **Contact**  **Hours** | **Course Release (# of Credits)** | **Explanation for Course Release** |
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| **Totals:** | |  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**A. Independent Studies, Special Projects, Senior Theses, and University Honors Theses You Supervised in 2018.**

B. **Course Development.**

1. New Courses Developed in 2018 (N.B. List here any new courses you developed and taught this year for which you did NOT receive release time for course development).

1. Course Development Grants you received in 2018 (List the name of the grant, the amount, if the funding was used for release time, and when the course was/will be taught).

1. Unusually Innovative Application of Technology or New Teaching Technique Implemented in 2018 for the First Time (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 printout 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 2016, 2017 and 2018.**

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.)*

1. Edited Volumes in **2016**, **2017** and **2018** (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.)

1. Web-based publications in 2018. Give the complete “url” information.

1. Encyclopedia Entries in 2018. (Include word count)

1. Book Reviews Published in Professional Journals in 2018. (Include word count)

1. Publications in the Popular Press in 2018. (Full Citation)

1. Literary Readings (for professional groups), Recordings in 2018**:**

*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 2016, 2017 and 2018.** 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 2018 but not funded.**

**F. Presentations at National and Regional Meetings or Lectures Delivered at other Academic Institutions in 2018.**  List all authors in the order they appear 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 for 2019 (not listed under Works in progress), which justify course reduction in the next year.**

**PART III: SERVICE**

A. **Professional Service in 2018.**

1. Journal editorships

2. 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. **Department Service in 2018.**

C. **College Service in 2018.**

C. **University Service in 2018**

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**PART IV: ADVISING**

How Many Advisees Are Assigned to You? \_

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

Scheduled Office Hours: Day(s) \_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_

**PART V: COMMUNITY ENGAGEMENT (CE)**

The Carnegie Foundation defines CE as follows: “Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.”

Provide a short description of your CE activities in teaching, research/scholarship, and service.

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 Sièles. *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.