**Guidance on Reviews and CVs (Resumes) for Pro-tem Faculty**

Pro tem faculty may undergo a performance review annually or as scheduled by the unit (department) head. The unit head will review:

* your updated resume or CV
* a brief statement explaining how your teaching is professional, inclusive, engaged, and research-informed
* a brief statement explaining your contribution to diversity, equity, and inclusion on campus
* peer teaching evaluations (if available)
* a copy of the syllabus for each course you teach
* data from the Student Experience Surveys.

Pro tem faculty may teach for up to three consecutive years; this is a limited duration faculty appointment. In certain circumstances, a pro tem faculty member may have an ongoing appointment.

Further questions? Contact your unit head or the vice provost for academic affairs at vpaa@uoregon.edu.

**The Candidate Statement**

For pro tem reviews, we recommend a short statement (one page is sufficient). We strongly discourage excessively long candidate statements. The following material is written for career and tenure-track faculty and includes very detailed guidance on formatting the curriculum vitae. We do not expect pro tem faculty members to adhere to these instructions, as a detailed resume will suffice. However, the information is repeated here in case you find it useful.

Candidates for promotion and/or tenure should *not* exceed the 6-page limit referenced in the [Collective Bargaining Agreement](file:///C%3A/Users/rirvin/Downloads/UA-UO_CBA_%202024%20%286%29.pdf) out of consideration for their readers, and will benefit from clear, concise, substantive statements. When undergoing other performance reviews such as the annual reviews or three-year post-tenure reviews, a much shorter statement is required; see specific instructions for those reviews.

Your candidate statement should be written in language that is accessible to a general academic audience. Number the pages in the statement.

The statement should include separate sections on the following:

* **scholarship/creative activity, teaching, and service** (or a subset of those, depending on your position). The teaching section should include material addressing the **professional, inclusive, engaged, and research-informed** aspects of your teaching. An explanation of **equity and inclusion engagement** can be included in the main sections, but a separate section on equity and inclusion is often easier for readers to reference if it is presented as a distinct section.

**For Candidates in Creative Disciplines**

It is helpful when your statement provides information for the general academic audience indicating which creative works are the most significant. The usual order of presentation of research is chronological (most recent being listed first), but if your disciplinary convention is to list the most significant/important activities first, your statement can provide guidance for the reader.

**Formatting Guidelines for the CV**

The usual order of presentation of material in the CV is reverse chronological (most recent being listed first).

Number the pages in the CV.

*Please note!*

* The CV must give the dates and positions for all academic appointments in an “Employment” section near the top of the CV. Each new title (assistant professor, associate professor, professor, lecturer, senior lecturer, etc.) requires a separate line.
* For promotion to a new rank or title, both the unit head and the candidate should consult the prior-promotion CV and all CV addenda to be sure there is no overlap between accomplishments counted in the prior-promotion file and the accomplishments counted in the current CV.
* Career faculty CVs should follow the standard CV practices for tenure-track faculty review for the department in which they teach or research.
* It is extremely valuable for the unit head or other senior colleague to review the CV with the candidate or to provide a model of a well-ordered CV. Because disciplinary conventions for the abbreviated reporting of scholarship vary widely, candidates should take care to create a CV that will be understandable to colleagues in a range of disciplines. To that end, we recommend using a standardized CV format for the purpose of promotion and/or tenure review, even if the candidate wishes to retain an individualized one for other purposes.

Include **links** to external content where appropriate in each category.

If you have co-authored research with students, include an asterisk after the student’s name and add a sentence to that section indicating that an asterisk signifies a co-author who was your student.

**Your work vs. reviews about your work written by others**: This distinction comes up often in creative practice disciplines. Delineate the difference carefully for the benefit of your dossier readers. You may organize your creative work by activity, such as listing an exhibition, then listing the reviews written by others about the exhibition. Alternatively, you may list all activities by category (e.g., performances, recordings, exhibitions, etc.) first, then list the external content related to the activities by category (reviews, catalogues, etc.). The Creative Disciplines CV Template delineates this by category, but you are welcome to use an activity-by-activity format.

Whatever format is chosen, the **scholarship** portions of the CV should be organized based on these principles:

1. Peer reviewed publications are given primary consideration. Any material that is not peer reviewed should be listed separately and indicated as not peer reviewed.
2. Publications in each category should be listed in reverse chronological order–that is, beginning with the most recent–and complete citation information, with inclusive page numbers for published articles and chapters and word counts for digitally published or unpublished manuscripts and books.
3. All materials should be identified by categories (books, articles, book chapters, websites, poems, short stories, public readings, conference papers or conference proceedings, book reviews, encyclopedia entries, public service reports, etc.).
4. The CV should be straightforward in identifying publications that have been reprinted -- for instance, a journal article that later appears in an edited collection. These are not separate publications, and it is best to have one citation that lists such a publication and the various places and dates of its appearance.
5. There should be a clear distinction between published and unpublished materials. Works that have been fully accepted for publication (that is, are “in press” with no further author revisions beyond reading the copy-edited manuscript or page proofs) may be listed among publications if the file includes letters from press and journal editors attesting that the work is fully complete and “in press” or “in production.” These letters (emails are fine) should precede the most recent iterations of the CV in the CV section of the promotion file.

In contrast, work that is “in progress” may not be listed among publications and should instead be listed in a separate Works in Progress category.

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| **CV Section** | **Status** | **Documentation** |
| Publications | PublishedIn press, in production | Bibliographic CitationEditor’s letter that work is in production with no further author revisions required |
| Works in Progress | Accepted for publication but not in pressNot accepted for publication | Date of anticipated publicationNo documentation necessary, but word count can be helpful |

1. The department head must indicate, in their evaluation of the candidate, disciplinary standards on co-authorship listing of author names. For publications that are exceptions to disciplinary standards, the nature of that exception should be indicated.
2. Grant activity should be documented with the name of the project, the name of the funder, the date of the project, the candidate’s title (PI, Co-PI, subcontractor, etc.), and the total amount funded that was under the faculty member’s control.
3. When undergoing promotion and/or tenure, the CV should be signed and dated by the candidate, and if CV revisions or addenda are submitted, each one should be signed and dated. An accompanying email from the candidate constitutes a valid signature and date in the case of an electronic submission.