

Department of Design, Housing, & Apparel

VITAE SUGGESTED FORMAT

[put your name, institution, contact information, and date here]

Before you begin, ask your mentors if they would be willing to share their vitas so you can get ideas. Also, look at websites of faculty in other institutions to see how they cite items, although the entire vitae is not usually on the web.

EDUCATION

List your highest degree completed first (or the current degree program with expected date of graduation). Include the degree, the institution, the title of your dissertation/thesis/MFA project, your major, and your minor or supporting area for each degree. Frequently, the year the degree was granted is included, but some individuals do not include the year because of potential discrimination due to age (too young or too old).

PROFESSIONAL POSITIONS HELD

Beginning with the most recent professional employment, list the job title, the organization/institution (down to the department, if applicable), and the inclusive dates of employment. If you have held a number of positions at one place, you may decide to organize by place first and then list the positions, department, dates under the place.

HONORS AND AWARDS

These are recognition honors and awards that you have received and are generally considered to be competitive. List the most recent first, clearly identifying the name of the award, the organization that bestowed it, and the year. For example, First Place Award, National Art Educator's Exhibition, 2001; or, Best Graduate Student Paper Award, International Textile and Apparel Association Annual Conference, 2004. The actual artistic work/publication/presentation would be listed later in the vitae under the appropriate category.

RESEARCH AND DISCOVERY (or SCHOLARSHIP AND CREATIVE PRODUCTION)

Before you begin to list individual works, a couple of sentences about the area of scholarship in which you focus is very useful here. Depending on your scholarship, the order of the headings below will vary. Use a standard style guide; in DHA, we try to maintain citations based on the APA style guide. Works are listed in order of prominence and breadth of dissemination.

PUBLICATIONS

Publications can be grouped if there aren't many depending on the stage of your career. For example, Refereed Publications could include journal articles and refereed proceedings. Also, if some are editor refereed that should be indicated; sometimes it is another category.

Refereed Journal Articles

You need to indicate the level of contribution to the work if you are a co-author. For example, state, "authors are listed in order of contribution to the work unless otherwise indicated". In our fields, it means that the first author contributed the most. Sometimes all authors have done an equal share and names are listed alphabetically. If so, let the reader know by a note at the end of the citation. Authors are always listed in the order they appear in the published journal.

Refereed Proceedings

Note at the end of the citation if it is a paper or an abstract that is in the proceedings. Follow APA style and be sure to include the page(s) in which your paper or abstract is published in the proceedings.

Non-refereed Proceedings

Non-refereed proceedings mean that there was no peer review process for inclusion in the conference but it still appears in the published proceedings.

Books

In some fields, this category would be first. If you do not have any books published yet, don't use this category.

Other Publications

Depending on the types of publications you do, there may be separate categories for Book Chapters, Book Reviews, Monographs, Research Reports, etc.

Engagement and Outreach Publications

These publications are based on research but the information is written for audiences who would not be reading the same type of literature as your academic peers. There are many levels of these from major extension publications adopted for national distribution to newspaper editorials you wrote that were printed in the local paper or popular press. So as not to diminish the significant outreach publications from the more minor ones, you may have separate categories for the types of publications within this domain.

JURIED EXHIBITIONS

List the creative/artistic works by exact title, the name of the exhibition, the name of the museum, the inclusive dates of the exhibit, and the location (or the website if on-line). It is valuable to also note at the end of the citation the number of submissions to the exhibition, the number of works accepted, and even the names of the jurors. If a single work is exhibited in many different venues, you may want to list the work first, and then the list of all the different exhibitions. This can get complicated depending on the nature of the exhibitions and how many of your works were in each. You may want to separate out local, regional, national and international juried exhibitions.

INVITATIONAL EXHIBITIONS

Depending on the quantity of your exhibitions, you may want to separate out solo exhibitions (your work alone) versus group exhibitions. If you have both types within one heading, note at the end of the citation if it was a group or solo exhibit. You could also note the curator (similar to jurors above) at the end of your citation. Again, you may want to separate out local, regional, national and international venues.

EXHIBITION CURATOR

If you were the intellectual engine behind an exhibit, such as a Goldstein exhibit, and identified the concept, chose the artifacts for exhibition, and did the interpretative text, list those exhibits here. If you co-curated, also list your partners.

EXHIBITION DESIGN

If you have been the designer of the exhibit layout, list the name of the exhibit and the other data mentioned above. Curating an exhibit is separate from designing the exhibit.

REFEREED PRESENTATIONS

You may be a presenter of a paper that was peer reviewed for presentation and is also published in a proceeding. Some institutions would consider you to “pad” your vitae by including the paper under the refereed presentation section here since you have already listed it under proceedings. A presentation is a different type of dissemination than proceedings so some academics include them here, too—check out the norm in your department or the department to which you are applying. Until you know, go ahead and include them here as well as under proceedings—you can always delete them later (and, of course, you never really delete any information, you just have different versions). The citation format for a presentation is slightly different than for a proceedings citation because here you would identify the place of presentation (where the meeting was held) and for a published proceeding the place of publication is likely the organization’s headquarters. If you are a co-author of a paper presentation, you need to indicate who actually stood up to give

the paper—typically not all of the co-authors present—underlining the presenter’s name is one way to indicate this.

INVITED PRESENTATIONS

Being invited to give a presentation connotes your emerging prominence as a scholar. This section may be subdivided by local, regional, national and international presentations as your career builds.

GRANTS

These are typically competitive grants you have applied for and received. It is sometimes appropriate to include grants you did not receive, but indicate those in a separate heading. For all, include the exact title of the grant, the Principal Investigator’s name(s), the funding source, the inclusive project dates, and the amount (sometimes both the amount requested and the amount received). Grants external to the institution are considered more competitive and so may be under a separate heading; grants internal to the institution can be under a heading of internal grants.

TEACHING AND LEARNING

COURSES TAUGHT (or OUTREACH PROGRAMS)

Both of these types of courses/programs are ones in which you had the responsibility for the delivery of the series. Include the designator and number of the course, the exact name of the course or program, the credits or CEU’s, the number of times you have taught it or delivered the program and the average number of students in the class or program per offering (or sometimes the total number of program participants). Also, include here or in a separate category, your contributions toward developing new courses and programs and/or significantly revising ones you teach or are responsible for. You might want a separate section or at least comment on service-learning activities you facilitate in your courses.

STUDENT ADVISING

Advising is one of the functions of teaching domain.

Graduate Students

These are listed by the role you had and by the level of the degree. Start with the highest degree for which you advised. Include the name of the student, the year they graduated, and the title of their final dissertation or project. For students who have graduated, the place of their first employment is also valuable to include here.

Advisor, Doctorate

Advisor, Master of Fine Arts

Advisor, Master of Arts or Master of Science

Committee Member, Doctorate
Committee Member, Master's

Undergraduate Students

Academic advising

List the majors and the approximate number of students per year for whom you provide direct service as an advisor.

Student organizations

GUEST LECTURES AND TRAININGS

Giving a lecture in a class for a colleague or doing one session for an in-service training of community professionals are technically “invited presentations” but if you include these under that section on research/discovery/scholarship, the value of presentations done before an audience of your academic peers could be diminished. However, willingness to do these presentations is valued and these are appropriate to list under teaching (they are not just service, which generally does not count as much).

PROFESSIONAL SERVICE

PROFESSIONAL ORGANIZATION SERVICE

List the name of the organization and your role in serving as committee chair, president, editor, etc., and the dates of service.

PROFESSIONAL MEMBERSHIPS

List active memberships in organizations pertinent to your work (or these could be included above).

REVIEW SERVICE

This is sometimes integrated in the section above. These would be when you have been asked to be a reviewer for manuscripts for a journal, a juror for an exhibit, reviewer of research proposals, reviewer of colleagues in other states for promotion (never include their names here), program reviews, etc. These can take a lot of time and should be listed somewhere because it is your contribution back to your professional discipline.

DISCIPLINE-RELATED SERVICE

Community activities for which you are asked to serve because of your professional expertise, but you are not there to do research or teaching, are listed as discipline-related service.

Boards of Directors
Committees

UNIVERSITY OF MINNESOTA GOVERNANCE

List the name of the committee, your role (member, chair, etc.), and the dates of your service. List the committees in reverse chronological order of your service. If you do not separate the committees by level in the institution (shown below), include the level in the name, e.g., College of Human Ecology Task Force on Diversity.

University and other units

College of Human Ecology

Department of Design, Housing, and Apparel

Undergraduate Program Committees

The Goldstein Museum of Design

INVITED LECTURES/SERVICE

Miscellaneous service or lectures that were not as extensive as what you might do for a guest lecture in a course should be listed here. Again, identify the venue, the title of your lecture or the role of your service, the place and the date.

PROFESSIONAL DEVELOPMENT

It is becoming of interest to others to know what additional training you have obtained. Whether it is a Center for Teaching and Learning workshop, a Responsible Conduct of Research session, training on a computer program, or attendance at a conference, begin to list them here. At some point you may want to separate out different types of trainings/development. Remember to include the exact title, the place, and the dates.

PROFESSIONAL DESIGN EXPERIENCE

If you maintain a professional practice or consultancy, you should list it in your vitae somewhere. You could list it in the beginning of your vitae and change Professional Positions Held to Professional Academic Positions, and then follow it with Professional Design Experience (or some type of heading). This will depend primarily on for what you have prepared your vitae and who the audience is. If it is for a position in which the qualifications require extensive professional practice in your field, put this in the beginning. If your primary job expectations are teaching and research but you maintain a small consultancy, this might go here at the end. Check it out with others who can give you feedback based on your goals. Again, depending on what is appropriate, you might also list major commissions you have completed. Don't be afraid to ask, and don't limit yourself to one person's opinion.