COLLEGE OF MANAGEMENT
STANDARD FORMAT FOR RESUMES
FOR
REAPPOINTMENT, PROMOTION AND TENURE

Use the format shown below (I-VII). How the information is presented within each section is left to the candidate. If appropriate, candidates should consider grouping information and presenting it under subheadings for ease of reading. Also, candidates should consider presenting the information in a compact manner so as to keep the total amount of vita pages to a minimum. (No type font less than 10 points or margins less than ¾ of an inch, please.) Include only those vita subsections or other requested information for which you have data.

CANDIDATE'S NAME
TITLE
SCHOOL

I.   **Earned Degrees**

List all college or professional degrees. Honorary degrees, if any, should be listed under Honors and Awards.

II.   **Employment**

List all professional employment. Consulting and similar temporary employment should be listed in V.

III.   **Teaching**

A. Individual Student Guidance

List all Postdoctoral Fellows, Ph.D. Student, M.S. Thesis students, and undergraduate students supervised. For Ph.D. and M.S. Thesis students, include date of graduation and title of thesis and, if known, the current position of the graduate students. For Ph.D. students currently supervised, indicate the quarter advisement began, their progression through appropriate exams, and title of their project.

B. Other Teaching Activities

List all other significant teaching activities such as continuing education, new courses developed, laboratory experiments and instructional materials developed, etc.

IV.   **Scholarly Accomplishments**

A. Published Books and Parts of Books

List all books or parts of books published. Include only those accepted or in-press and indicate their status.

B. Referred Publications

List all refereed journal publications, refereed conference proceedings, and other refereed materials. Refereed means a full paper, not an abstract, reviewed by two or more peers. Review by an editor is not considered refereed. Include those accepted or submitted and indicate their status.

C. Other Publications

List all other publications that are not otherwise included in IV. A. and B. Do not list (here or elsewhere) M.S. or Ph.D. theses, or research reports that are contractual obligations of the completion of research grants and contracts.

D. Presentations

List all conference presentation, keynote addresses, testimony before legislative committees, invited seminars, etc. Do not list a presentation here if it is listed elsewhere.

    E. Other Scholarly Accomplishments

V. Service

    A. Professional Contributions

    List all national and international contributions of service and positions of leadership in the profession.

    B. Campus Contributions

    List all contributions, committee involvement and leadership, and other activities in support of Georgia Tech. Contributions to other organizations for which you were previously employed, if any, may be included.

    C. Other Contributions

    List all other activities, such as consulting, professionally-related civic activities, etc.

VI. Grants and Contracts

    A. As Principle and Co-Principal Investigators

    List all funded grants and contracts as principal and co-principal investigator. Proposals pending may be included, but do not include grants and contracts not funded.

    B. As Investigator

    List all funded grants and contracts as investigator. Proposals pending may be included, but do not include grants and contracts not funded.

VII. Honors and Awards

List all professional honors and awards, such teaching citations, research awards, recognitions for outstanding service, honorary degrees, etc.