

## *Faculty Resume*

ID Number	Name		Page Number						
A	<i>Personal</i>	<i>May include address(s) and phone number(s) and other personal information that the candidate feels is pertinent.</i>							
B	<i>Experience</i>	List current appointment first, each entry as follows:  <i>Date, Title, Institution.</i>							
C	<i>Honor and Awards</i>	List honors or awards for scholarship or professional activity.							
D	<i>Memberships</i>	<i>List memberships in professional and learned Societies, indicating offices held, committees, or other specific assignments.</i>							
E	Graduate Students Postdocs Undergraduate Students  <i>Honour Students</i>	<i>List supervision of graduate students, postdocs and undergraduate honors theses showing:</i>  <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><b>Years</b></th> <th style="text-align: left;"><b>Degree</b></th> <th style="text-align: left;"><b>Name</b></th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table> Show other information as appropriate and list membership on graduate degree committees.	<b>Years</b>	<b>Degree</b>	<b>Name</b>				
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F	Service Activity	<i>List University and public service activities.</i>							
G	<i>Brief Statement of Research Interest</i>	<i>May be as brief as a sentence or contain additional details up to one page in length.</i>							
H	<i>Publications</i>	<i>List publications in standard bibliographic format with earliest date first.</i> <ul style="list-style-type: none"> <li>○ Manuscripts accepted for publication should be included under appropriate category as “in press;”</li> <li>○ Segment the list under the following standard headings:               <ul style="list-style-type: none"> <li>● Articles published by refereed journals.</li> <li>● Books.</li> <li>● Scholarly and / or creative activity published through a refereed electronic venue.</li> <li>● Contribution to edited volumes.</li> <li>● Papers published in refereed conference proceedings.</li> <li>● Paper or extended abstracts published in conference proceedings. (refereed on the basis of abstract)</li> <li>● Articles published in popular press.</li> <li>● Articles appearing in in-house organs.</li> <li>● Research reports submitted to sponsors.</li> <li>● Articles published in non-refereed journals.</li> <li>● Manuscripts submitted for publication. (include where and when submitted).</li> </ul> </li> </ul>							

<p><i>I</i></p>	<p><i>Research Grants and Contracts.</i></p>	<p><i>Entries should include:</i></p> <table border="0"> <thead> <tr> <th><b>Date</b></th> <th><b>Title</b></th> <th><b>Agency / Organization</b></th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Total Award Amount</b></td> </tr> </tbody> </table> <p>Segment the list under following headings:</p> <ul style="list-style-type: none"> <li>• Completed</li> <li>• Funded and in progress</li> <li>• In review</li> </ul>	<b>Date</b>	<b>Title</b>	<b>Agency / Organization</b>	<b>Total Award Amount</b>			
<b>Date</b>	<b>Title</b>	<b>Agency / Organization</b>							
<b>Total Award Amount</b>									
<p><i>J</i></p>	<p><i>Other Research or Creative Accomplishments</i></p>	<p><i>List patents, software, new products developed, etc.</i></p>							
<p><i>K</i></p>	<p><i>Selected Professional Presentations</i></p>								

### **Declaration of Authenticity & Compliance**

I, the undersigned, hereby solemnly declare and affirm that all the information, academic records, and professional documentation provided in this file/folder are true, complete, and correct to the best of my knowledge and belief.

I further understand and acknowledge that:

Any misstatement, concealment of facts, or provision of false/forged documentation at any stage shall render me liable to disciplinary action by the institution as per the prescribed rules and regulations.

The competent authority/institution reserves the right to verify any document and initiate proceedings in case of any discrepancy or disinformation.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name & Designation: \_\_\_\_\_

### **Verification & Endorsement**

#### **Verified by (Head of Department):**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Approved by (Dean):**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Reviewed by (HR Department):**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_