

- CV – all items should be in reverse chronological order
- CV should be organized according to the three areas for faculty accomplishment in the CBA
- For CV scholarship, organize presentations by state/regional, national/international
- For CV service, organize service by Department, College, University, Professional, Community
- If you got tenure before promotion or if applying for second/third promotion, please tell us **when** you got tenure or when was your last promotion
- In your full CV, clearly demarcate accomplishments since starting at Kutztown (for faculty applying for tenure and promotion)
- In your full CV, clearly demarcate accomplishments since your last promotion (for faculty already tenured)
- Having a short version of CV since last promotion along with the full CV is a very good idea