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Curriculum Vitae Guidelines for Annual Performance Reviews (APRs)

FORMAT

Use 1-inch margins, 12-point font, seven-page maximum, and portrait orientation. Headings and subheadings are suggested. Omit headings for which there are no entries.

HEADER

Name, department, current title/rank, date appointed and/or promoted to this rank, title series, current date

CONTENTS (for the calendar year(s) of the evaluation period only)

NARRATIVE STATEMENT

Begin the CV with the narrative statement. Maximum two pages (one page is usually adequate). In your narrative statement, **cover all mission areas except teaching, which is addressed in the teaching portfolio.**

The narrative statement should be used to put activities and scholarly output into context and should include objectives or directions of your program, accomplishments, realized impact or projected impact for the benefit of the public. Plans for further program development may be included. Start with a bulleted list of most significant accomplishments.

For information on Extension narrative statements, click [here](#).

RESEARCH

Projects: List projects active during review period, or if written notification of approval received during review period. Separate new grants received during the review period from grants that are ongoing, listing the new grants first and differentiating between the two:

- Extramural
 - New
 - Continuing
- Internal
 - New
 - Continuing
- Other
 - New
 - Continuing

Extramural: List investigators, title and sponsor, include years and amounts of funding, indicate whether you are PI or co-PI. Indicate if nationally or regionally competitive and, if you wish, percent of submissions funded in the program.

Internal: List investigators, title and sponsor, include years and amounts of funding, indicate whether you are PI or co-PI.

Other: Include Hatch, Hatch Multi-State, McIntire-Stennis, Smith-Lever Regional, important unfunded research efforts. Including only a descriptive title is adequate in most cases.

Proposals submitted but not yet awarded: List as above

Proposals submitted but not funded: List as above

Graduate student advising: Only those enrolled during evaluation period. Names, degree, year completed or in progress, whether you served as advisor or co-advisor. Give only numbers for committee service.

Post-doctoral scholars, visiting scientists advised: List

TEACHING AND ADVISING

Include teaching and advising information in the CV only if your responsibilities in this area are such that you will *not* be loading a teaching portfolio (TP) into the APR system. For information on Teaching Portfolios, click [here](#).

ADMINISTRATIVE AND PROFESSIONAL DEVELOPMENT

If you had administrative and/or professional development DOE during the evaluation period, briefly state what the DOE entailed. Elaborate as needed. If these appear in the Teaching Portfolio (TP) or other mission areas (e.g., DGS in research or DUS in instruction), they do not need to be repeated in the CV.

If you were on sabbatical leave during the evaluation period, state the beginning and ending dates of the leave and describe activities and outcomes during leave.

Professional Meetings Attended: List

In-service Training: List

CLINICAL

Clinical title series faculty should include information on:

- number of case coordinator submissions, broken down by necropsies, surgical biopsies, etc.
- summary of details about case coordinator submissions (i.e.: I conducted necropsies, evaluated, interpreted and documented...selected...ascertained...consulted...provided...)
- summarize publications, abstracts, and presentations and how they moved the discipline forward

EXTENSION/OUTREACH/SERVICE (faculty with no extension DOE may choose to report outreach programs here).

List applied research areas if not described elsewhere and include:

- descriptive title
- state your role (e.g. PI, co-PI, collaborator)
- note if extramurally funded
- specify significant partners, including involvement with other professionals in programming at the county, multi-county, state, regional or national levels

- list significant educational programs, activities, demonstrations, commodity service and development activities, and other projects initiated or active during the review period
- list and briefly describe your most significant training programs, including those directed towards county agents. Include evaluation summaries where available.

PUBLICATIONS

For examples of citations click [here](#).

For non-refereed publications and where space becomes limiting, indicate the number of items published and provide representative titles if space allows.

Refereed journal articles: Most recent to earliest in the review period. Give a complete citation. Include only those formally accepted for publication.

Extension publications: List numbered series publications, departmental publications, etc. Indicate those which are peer-reviewed. Separate into categories: original, compilations, adaptations, and revisions (specify major or minor).

Books and peer-reviewed book chapters: Complete citation

Experiment Station bulletins, progress reports: Complete citation

Other publications: This might include: reports, non-reviewed publications of symposia or proceedings, unnumbered newsletters, electronic formats, etc.

Abstracts: Do not duplicate material in “Meetings...”

Publications in press:

If a publication is listed as accepted or in press in one evaluation cycle, it may also be listed as published in a subsequent evaluation cycle *as long as there is a note that the citation appeared on the previous evaluation’s CV.*

OTHER DOCUMENTED ACCOMPLISHMENTS AND CONTRIBUTIONS

Varieties and germplasm released: List

Patents: List

Computer programs: List

Videos: List

Webinars presented: List

Blogs/posts: Give 2-3 examples and total numbers of posts and views

Websites developed or maintained and total number of views

Add other headings as appropriate.

MEETINGS, PRESENTATIONS, CONSULTATIONS, ETC.

Use for extension or research presentations/meetings not documented elsewhere. For example:

Scientific talks not abstracted, workshops, or consulting. You should include the number of county meetings, field days, radio/TV/popular press interviews, client visits, tours, etc., but do not list each individually, unless of special significance. International travel not listed may be included here. Include statistical contact information.

SERVICE AND RECOGNITION

Outreach and service: List departmental, college, and university or professional societies and outreach/engagement not associated with your regular faculty assignment. Report public or organizational service as a professional not covered under other categories above. Do not include community or volunteer activities unrelated to your university position.

Awards and honors: List with year received, separate line for each. For this category only, you may list significant career-scale items before review period, e.g., Fellow of a Society; these should be very few.

Editorships, review panels, reviewer service: List

Invited lectures, speeches: Out-of-state or highly significant in-state may be listed here. Field day talks should be under "Meetings..."

Committees, elected positions, office held: Include department, university, national level, commodity groups, state-wide and multi-institutional committees, panels or boards.

NOTE ABOUT DOE IN CAFE

The five UK areas of Distribution of Effort (DOE) are Instruction, Research, Service, Administration, and Professional Development. In CAFE, most often Extension DOE and Clinical DOE are included in the UK DOE category called Service.