

Academic Affairs Manual

Code Number: AA 2005-14
(AAPS016.001)

Status: Active

Effective Date: August 1, 2005

Subject: Up-to-Date Resume Requirement
for Future Faculty Personnel Actions

Page: 1 of 1

Up-To-Date Resume Requirements for Future Faculty Personnel

(Supercedes PM 85-06)

Effective with the start of the 1985-86 academic year, all processes that involve personnel actions respecting a faculty member should include an up-to-date professional resume. This particularly refers to reappointment, tenure and promotion reviews.

Each current professional resume should include the following: (1) all postsecondary education with precise indication of the discipline(s) in which all advanced degrees are held (with dates); (2) all relevant professional employment (in reverse chronological order) with indications of other activity for any period in which professional employment was not held (such as military service); (3) a list of all publications in the reverse order of their appearance (separated into books, articles, chapters in books, and government or other reports but not including self-issued publications respecting which there has been no review other than the author's own appraisal); (4) a list (in reverse chronological order) of papers presented at professional meetings as well as other panels chaired, organized or participated in; (5) a list of papers or publications in progress (with anticipated completion dates); (6) a list of courses taught by the faculty member at CSUDH or elsewhere; (7) the names of three or more off-campus individuals, in the case of faculty up for tenure or promotion, who are familiar with his/her professional contributions; (8) consultancies to corporations, government agencies, or other institutions; and (9) any other information relevant to the personnel action under consideration.

The object of this requirement, standard in personnel review processes on almost all campuses, is to permit the faculty member to include in a single summary document key information relevant to his/her personnel action.

Approved: Allen A. Mori

Date: 9-1-05