

c. Candidate's CV

- Current CV with relevant formatting as per disciplinary standards.
- Publications should be listed using standardized categories such as “published”, “in-press”, and/or “submitted”.
- Works submitted or under contract should be listed as such; include relevant citation information (e.g., name of the journal reviewing the manuscript, the publisher of monographs or books under contract, the date submitted to the journal/publisher).
- Invited and/or refereed publications, with full bibliographic information, should be so indicated.
- Reprints should be properly indicated as well.
- Refereed and non-refereed publications should be listed separately.
- For co-authored publications and funded grants, candidates should clearly explain their collaboration as it relates to the order of authors and should describe the amount and/or percentage of contribution.
- For co-authors on publications and grants, candidates should indicate their category using a legend such as:
 - (*) for undergraduates,
 - (@) for graduate students, or
 - (+) for postdoctoral appointees.
- Impact factors of research, or related measures of impact, such as journal rank in discipline or conference selectivity for refereed conference proceedings, should be included where appropriate.
- Pay-to-publish journals should be designated as such.
- Presentations given at Notre Dame should be listed separately from those given elsewhere and should clearly indicate whether the presentation was “invited” or “contributed.”
- List all graduate students (doctoral and masters) a candidate has supervised, along with students’ graduation years and placements.
- Page numbers should be included on the CV.
- If a candidate subsequently submits an updated or modified CV after the initial submission (to include meaningful new information), any changes should be clearly indicated, such as through the use of yellow highlighting.
 - Where feasible, Departments and Colleges should endeavor to update the Candidate File when meaningful new information becomes available.
 - Such updates are possible prior to the final PAC deliberation meeting.
- Do not include the following information in the CV or any other documents in the Candidate File:
 - Professional or personal references.
 - References to the candidate’s religion, sex, race, ethnicity, marital status, children or family, national origin, disability, veteran status, or age.
 - Social Security number or passport number.
 - Links to personal websites or portfolios.
 - Course Instructor Feedback scores.