



**GUIDELINES FOR PREPARING FACULTY BIOGRAPHICAL DATA TO ACCOMPANY  
AN APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO  
THE UMKC GRADUATE FACULTY**

Please answer all questions using your own format. If desired, an existing Curriculum Vitae may be used and the applicant may highlight those items requested below and attach an addendum, as needed, for any information not already documented in the Curriculum Vitae

1. Name
2. Present position and rank (with year of appointment)
3. School, Department/Discipline
4. Membership (with year of appointment): Graduate Faculty/UM Doctoral Faculty
5. Education (list all degrees held, including field, institutions and dates awarded)
6. Academic positions and ranks held at UMKC and elsewhere (give dates and institutions)
7. Administrative appointments with dates of service in each institution
8. Service on University-wide, campus-wide, school or departmental committees at the University of Missouri (give representative examples, titles and years)
9. Professional affiliations and activities (list memberships, appointments, and offices held in national, regional and local professional organizations and agencies, with dates)
10. Examples of community-related service (include involvement in continuing education/extension, workshops, conferences, etc.)
11. Non-academic professional experience (position or titles, names of company, dates of service)
12. Honors and special recognitions
13. Graduate courses taught at UMKC and elsewhere during the past five years
14. Involvement or experience in directing graduate work. List dissertations and theses directed and membership on dissertation/thesis supervisory committee, last five years
15. Support received for research and other scholarly or creative activities (source agency, project title, award periods, amounts). Include UMKC awards
16. Presentations at professional meetings, last five years. Give titles, associations and dates
17. Research and other scholarly or creative activities. List all publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications or creative works, with year and place of publication, performance or exhibitions, etc. Include publications accepted or submitted, major commissions, inclusion of works of art in major collection, and significant citations and reviews of publications or creative works. Use appendix if necessary or more appropriate.
18. Current projects, research interests, work in progress (research and other scholarly and creative activities)
19. Additional professional qualifications or activities (list here those items and information, such as consulting, that are not included in any of the above questions)
20. Date and Signature.