Teaching Faculty CV Template

*Supplemental Guidance*

As members of the promotion and tenure committee, it is essential to recognize that teaching faculty are evaluated differently from tenure-track faculty. The balance between teaching, scholarship, and service can be quite different, as are the activities that demonstrate exemplary scholarship. For example, the typical 40:40:20 expectation for tenure-track faculty may be closer to 80:10:10 for a given teaching faculty/department. Scholarship need not include grants and original research and could include creation or implementation of innovative pedagogical methods or development of new courses. The [promotion and tenure toolkit](https://www.engr.washington.edu/mycoe/hr/academic-personnel/facpromotion/pt-toolkit#criteria) for faculty in the UW College of Engineering was updated in 2023 to clarify the scholarship expectation specifically: “The College of Engineering recognizes that research scholarship and teaching scholarship are distinct activities.”

The teaching faculty within the College of Engineering have developed a CV template specific to teaching faculty with the goal of emphasizing the strengths and value of teaching faculty promotion candidates and providing a consistent basis for reviewers to efficiently evaluate their record within the context of the university, college, and department expectations. Key modifications from the original CV template to the teaching-specific version include:

* Organization: Rather than beginning with research scholarship and publications, this template begins with sections that speak to the amount and effectiveness of teaching, followed by service, and lastly sections that speak to teaching and research scholarship.
* Content: This template added suggested locations and format for categories that could be more relevant to teaching faculty. Importantly, all examples of teaching scholarship cited in the UW Faculty Code [Section 24-34, B4](https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2434B) now have clear sections where they can be highlighted.
* Optional sections: While all teaching faculty are expected to demonstrate teaching, service, and scholarship, the faculty code and department guidelines describe many different forms these could take. This CV template is intended to offer a consistent format to describe all the possibilities and is not a list of requirements, so almost all sections are optional and faculty may remove or leave blank sections that do not apply to them. Missing or blank sections on this CV should not be viewed as a deficiency; the strength of the candidate should be a holistic assessment of all their demonstrated impact, relative to the expectations laid out by the faculty code and their department, and the level of support they have received.