

VITA  
FORMAT  
SAMPLES

Recommended for faculty starting in 2004/2005

# Vita

Outline of Information and Documentation  
Supporting a Recommendation for  
Promotion to *(insert rank)*

**Name**

**Title**

---

Date

---

Ohio State University Extension  
Location  
Address  
Address

# Table of Contents

## I. Introduction:

- A. Biographical Statement ..... i
- B. Position Description.....
- C. Significant Accomplishments.....

## II. Evaluations:

- Faculty insert peer evaluations in item 7.....1

## III. Core Dossier:

- 1. Undergraduate, Graduate, Professional Courses Taught Since Date of Hire or Past Five Years (whichever is more recent) .....2
- 2. Involvement in Graduate/Professional Exams, Theses, and Dissertations.....
- 3. Extension and Continuing Education Instruction
  - a. Teaching in Group Settings.....
  - b. Individual Instruction.....
  - c. Mass Media.....
- 4. Curriculum Development Since Date of Hire or Last Promotion (whichever is more recent).....
- 5. Brief description of your approach to goals in teaching, major accomplishments, and plans for the future in teaching.....
- 6. Evaluation of Teaching Since Date of Hire or Last Five Years (whichever is more recent).....
  - a. Student Evaluation Data Summaries.....
  - b. EEET Forms.....
- 7. Awards and Formal Recognition for Teaching.....
- 8. Academic Advising.....
- 9. Advisor to Student Groups and Organizations.....
- 10. Student Affairs Committees, Task Forces and Other Student Services.....
- 11. Student Services Awards or Formal Recognition.....
- 12. Chronological List of Books, Articles and Other Published Papers
  - a. Books (other than edited volumes) and Monographs.....
  - b. Edited Books.....
  - c. Chapters in Edited Books.....
  - d. Bulletins and Technical Reports.....
  - e. Peer-Reviewed Journal Articles.....
  - f. Editor-Reviewed Journal Articles.....
  - g. Reviews and Abstracts.....
  - h. Papers in Proceedings.....
  - i. Unpublished Scholarly Presentations.....
  - j. Potential Publications in Review Process (indicated authorship, date of submission, and to what journal or publisher the work has been submitted).....

13. Chronological list of creative works pertinent to your professional focus, e.g., inventions, dramatic, dance, or musical performances; or exhibits of your art Extension Professional Focus
  - a. Peer Reviewed OSU Extension Publications.....
  - b. Peer Reviewed Unit Publications and Materials.....
  - c. Non-Peer Reviewed Publications and Materials including: software, videotapes satellite productions, audio tapes.....
  - d. Publications in review process.....
  - e. Unpublished scholarly presentations to OSU Extension Professionals.....
14. Brief description of the focus of your research, scholarly or creative work, major accomplishments and plans for the future.....
15. Description of quality indicators of your research, scholarly or creative work.....
16. Research funding
  - a. Funded research on which you are or have been the *principal investigator*.....
  - b. Funded research on which you are or have been the *co-investigator*.....
  - c. Proposals for research funding that were submitted but not funded.....
  - d. Funded training grants on which you are or have been the equivalent of the *principal investigator*.....
  - e. Proposals for training grants that were submitted but not funded.....
  - f. Any other funding received for academic work.....
17. List of prizes and awards for research, scholarly, or creative work.....
18. List of editorship or service as a reviewer for journals or other learned publications.....
19. List of offices held and other service to professional societies.....
20. List of consultation activity (industry, education, government).....
21. Clinical services.....
22. Other professional/public service.....
23. Administrative service
  - a. Departmental committees.....
  - b. College or university committees.....
  - c. Affirmative action and mentoring activities.....
  - d. Administrative positions held.....
  - e. Other administrative services to/for the university.....
24. Major Academic/Professional Awards and Commendations.....

**Appendix**

## **II. Evaluations**

**Faculty insert peer evaluations in item 7 – both letters and chart (for pre-2004)**



EEET Peer Evaluations (NOTE: Faculty insert this table in Section II Evaluation, Item 7 and faculty insert peer evaluation letters in Section II, Item 7 as well.)

EEET Peer Evaluation of Teaching from \_\_\_\_\_ to \_\_\_\_\_.

| Evaluator / Date | VARIABLES |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     | Overall Mean Rating | Collected by |  |  |  |
|------------------|-----------|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|--------------|--|--|--|
|                  | V1        | V2 | V3 | V4 | V5 | V6 | V7 | V8 | V9 | V10 | V11 | V12 | V13 | V14 | V15 | V16 | V17 | V18 | V19 | V20 |                     |              |  |  |  |
|                  |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
|                  |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
|                  |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
|                  |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
|                  |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
| *                |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |
| <b>Mean</b>      |           |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |                     |              |  |  |  |

\*Add rows as needed

**Rating Scale for Responses:**

1-Strongly Disagree    2-Disagree    3-Neither agree/disagree    4-Agree    5-Strongly Agree

**Variables:**

- |                                  |   |   |  |
|----------------------------------|---|---|--|
| V1-Identified objectives         | V6-Useful teaching materials                        | V11-Technically accurate information          | V16-Demonstrated self-confidence         |
| V2-Appropriate teaching methods  | V7-Organized instruction for individual differences | V12-Rapport with learners                     | V17-Sense of humor                       |
| V3-Ability to communicate orally | V8-Questions for critical thinking                  | V13-Outcomes Evaluation relates to objectives | V18-Effective use of teaching time       |
| V4-Answered questions clearly    | V9-Learning activities logical                      | V14-Enthusiasm for teaching                   | V19-Well organized, logical presentation |
| V5-Conducive learning atmosphere | V10-Opportunities to participate                    | V15-Professional/ethical behavior             | V20-Able to work with groups/individuals |

**Evaluators                      Name                                      Title                                      University                                      Requested By:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**III. Core Dossier**

- 1. Undergraduate, Graduate, and Professional Courses Taught Since Date of Hire or Past Five Years** (whichever is more recent)
- 2. Involvement in Graduate/Professional Exams, Theses and Dissertations**
- 3. Extension and Continuing Education Instruction**
  - a. Teaching in Group Settings

Teaching in Group Settings from \_\_\_\_\_ to \_\_\_\_\_.

| Topic    | Type of Program | Role in Instruction | Number of Participants | Times Offered | Location (County, District, Statewide) | Evaluation |
|----------|-----------------|---------------------|------------------------|---------------|--|------------|
| Area I   |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
| Area II  |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
| Area III |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
| Area IV  |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |
|          |                 |                     |                        |               |  |            |

- a. Individual Instruction:

Individual Instruction from \_\_\_\_\_ to \_\_\_\_\_.

| Type of Clientele: | Nature of Individual Instruction | Number of Contacts | Location |
|--------------------|----------------------------------|--------------------|----------|
|                    |                                  |                    |          |
|                    |                                  |                    |          |
|                    |                                  |                    |          |
|                    |                                  |                    |          |
|                    |                                  |                    |          |
|                    |                                  |                    |          |
|                    |                                  |                    |          |

c. Mass Media

4. **Curriculum Development Since Date of Hire or Last Promotion** (whichever is more recent)
5. **Brief description of your approach to and goals in teaching, major accomplishments, and plans for the future in teaching:**

**6. Evaluation of Teaching Since Date of Hire or Last Five Years (whichever is more recent)**

**Student Evaluation Data Summaries**

- a) *Fixed-Response Survey.*
- b) *Open-Ended (Narrative) Evaluation*

**Extension Evaluation Data Summaries – Section added by Extension for Faculty. A&P agents insert summaries from Program Development and Evaluation.**

Summary of Participant Ratings Using EEET Group from \_\_\_\_\_ to \_\_\_\_\_

| Program Topic              | Class Size | Number of | Forms Collected by | V1 | V2 | V3 | V4 | V5 | V6 | V7 | V8 | V9 | Overall Mean Rating |
|----------------------------|------------|-----------|--------------------|----|----|----|----|----|----|----|----|----|---------------------|
|                            |            |           |                    |    |    |    |    |    |    |    |    |    |                     |
|                            |            |           |                    |    |    |    |    |    |    |    |    |    |                     |
|                            |            |           |                    |    |    |    |    |    |    |    |    |    |                     |
|                            |            |           |                    |    |    |    |    |    |    |    |    |    |                     |
| <i>*Add rows as needed</i> |            |           |                    |    |    |    |    |    |    |    |    |    |                     |

**Rating Scale for responses:**

1-Strongly Disagree 2-Disagree 3-Neither agree/disagree 4-Agree 5-Strongly agree

**Variables Used in EEET Group Forms I and II**

**Variables:**

V1 – Well Prepared

V2-Interested in helping

V3-Showed respect

V4-Stimulated Learning

V5-Answered questions

V6-Related content to life

V7-Clear explanations

V8-Held my attention

V9-Helpful information

Mean Ratings on EEET group summary data \_\_\_\_\_ to present \_\_\_\_\_

| <b>Year</b> | <b>Mean Rating for Candidate</b> | <b>Mean for ALL Extension Instructors</b> | <b>Mean for ALL Other Instructors</b> |
|-------------|----------------------------------|---|---------------------------------------|
|             |                                  |   |                                       |
|             |                                  |   |                                       |
|             |                                  |   |                                       |
|             |                                  |   |                                       |
|             |                                  |   |                                       |
|             |                                  |   |                                       |

*Note: Shaded cells indicate individual mean ratings met and/or exceeded the comparison group(s)*

- b. EEET Summary and Analysis
- c. Fixed Choice Survey Instruments
- d. Open-Ended (Narrative) Evaluations – Summarized

**7. Awards and Formal Recognition for Teaching**

**8. Academic Advising**

**9. Advisor to Student Groups and Organizations**

**10. Student Affairs Committees, Task Forces and Other Student Services**

**11. Student Services Awards or Formal Recognition**

**12. Chronological List of Books, Articles and Other Published Papers**

Summary of publications since last promotion

| <b>Type of Publication</b>              | <b>Number</b> |
|---|---------------|
| a. Books and monographs                 |               |
| b. Edited Books                         |               |
| c. Chapters in Edited Books             |               |
| d. Bulletins and Technical Reports      |               |
| e. Peer Reviewed Journal Articles       |               |
| f. Editor Reviewed Journal Articles     |               |
| g. Reviews and Abstracts, Peer Reviewed |               |
| h. Papers in Proceedings                |               |
| i. Unpublished Scholarly Presentations  |               |
| j. Publications in Review Process       |               |

- a. Books (other than edited volumes) and Monographs
- b. Edited Books
- c. Chapters in Edited Books
- d. Bulletins and Technical Reports
- e. Peer Reviewed Journal Articles
- f. Editor Reviewed Journal Articles
- g. Reviews and Abstracts
- h. Papers in Proceedings
- i. Unpublished Scholarly Presentations
- j. Potential Publications in Review Process

**13. Chronological list of creative works pertinent to your Extension professional focus, e.g., inventions; dramatic, dance, or musical performances; or exhibits of your art;**

- a. Peer Reviewed OSU Extension Publications
- b. Peer Reviewed Unit Publications and Materials
- c. Non-peer Reviewed Publications and Materials including: software, videotapes, satellite productions, audio tapes
- d. Publications in Review Process
- e. Unpublished Scholarly Presentations to OSU Extension Professionals

**14. Brief description of the focus of your research, scholarly or creative work, major accomplishments and plans for the future**

**15. Description of quality indicators of your research, scholarly or creative work**

**16. Research Funding**

- a. Funded research on which you are or have been the *principal investigator*.
- b. Funded research on which you are or have been *co-investigator*.
- c. Proposals for research funding that were submitted but not funded.

- d. Funded training grants on which you are or have been the equivalent of the *principal investigator*.

Funded Training Grants

| Year(s)      | Funding Source | Project Title | Grant Amount | Co-Principal Investigator* |
|--------------|----------------|---------------|--------------|----------------------------|
|              |                |               |              | Nature of Contribution     |
|              |                |               |              |                            |
|              |                |               |              |                            |
|              |                |               |              |                            |
|              |                |               |              |                            |
| *            |                |               |              |                            |
| <b>Total</b> |                |               | \$           |                            |

\*Add rows as needed

- e. Proposals for training grants that were submitted but not funded.

Proposals Not Funded

| Year(s)      | Funding Source | Project Title | Grant Amount | Co-Principal Investigator* |
|--------------|----------------|---------------|--------------|----------------------------|
|              |                |               |              | Nature of Contribution     |
|              |                |               |              |                            |
|              |                |               |              |                            |
|              |                |               |              |                            |
|              |                |               |              |                            |
| *            |                |               |              |                            |
| <b>Total</b> |                |               | \$           |                            |

\*Add rows as needed

- f. Any other funding received for your academic work.

Other Funding for Academic Work

| Year(s)      | Sponsor or Funding Source | Project Title | Grant Amount |
|--------------|---------------------------|---------------|--------------|
|              |                           |               |              |
|              |                           |               |              |
|              |                           |               |              |
|              |                           |               |              |
| *            |                           |               |              |
| <b>Total</b> |                           |               | \$           |

\*Add rows as needed

- 17. List of prizes and awards for research, scholarly or creative work.**
- 18. List of editorships or service as a reviewer for journals or other learned publications.**
- 19. List of offices held and other service to professional societies.**
- 20. List of consultation activity (industry, education, government).**
- 21. Clinical services.**
- 22. Other professional/public service.**
- 23. Administrative service.**
  - a. Departmental committees.
  - b. College or University committees.
  - c. Affirmative action and mentoring activities.
  - d. Administrative positions held.
  - e. Other administrative services to/for the University.
- 24. Major Academic/Professional Awards and Commendations.**

## **Appendix**