



**COLLEGE OF  
LIBERAL ARTS & SCIENCES**

**Office of the Dean**

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To: Department Executive Officer  
From: Chaden Djalali, Dean  
Re: Faculty CVs

Please forward to me updated faculty CVs with activities for the Calendar Year 2012 highlighted. These CVs should be copied front and back, and forwarded in a single mailing to me no later than **4:00 PM, March 5, 2013**.

We are optimistic that the College will have funds for merit increments for 2013-2014. Please remind your colleagues that faculty who do not submit their CVs are not eligible for salary increments in FY14. You need not submit CVs for faculty who are resigning or retiring effective May 2013.

The teaching chart below must be included in the CV. Minimally the chart must include all teaching done in Spring 2012, Summer 2012 (if any), and Fall 2012. Please check all faculty CVs for completeness before sending them to me.

New this year is the option of using the APR (Academic and Professional Record) to prepare your CV. This is a version of your CV that has been drafted by our staff, and stored in your Self-Service site, under the Personal tab, section "General" (leftmost column). The APR stores your information in separate categories and fields (e.g., Scholarship/Research → Artistic and Professional Performances and Exhibits), and it therefore allows for easy retrieval of information relevant to a specific category or period of time.

The APR is a very useful way to store information about professional and academic activities, but it needs some additional tweaking to produce visually appealing reports. Thus, when you run a report on your activities, it will not look as neat as your standard CV. However, it does produce a Word file, so many faculty members have chosen to update their information on the APR, run the report, produce a Word file, and then improve the final presentation by adjusting the margins, changing the indentations, possibly changing the font or font size, and so on.

Another significant advantage is that, in the future, information stored in the APR will be used to populate faculty webpages, and to generate grant proposal biosketches and other similar reports. Thus, we anticipate that faculty will enter CV information only once.

Beginning with the Academic Year 2013-14, all CLAS faculty will be required to update and maintain their APR on a regular basis. Therefore, this might be a good time to strongly encourage your faculty to familiarize themselves with the APR.

Thank you.

**Sample Chart for Summarizing Teaching Assignments on CV:**

Semester/Year		Advisees		Courses taught	
	Undergrad	Graduate	Course No. and Title	Students Enrolled	
Fall 2012	#	#	XXX:xxx Course Title	#	
			XXX:xxx Course Title	#	
Summer 2012	#	#	XXX:xxx Course Title	#	
			XXX:xxx Course Title	#	
Spring 2012	#	#	XXX:xxx Course Title	#	
			XXX:xxx Course Title	#	
Fall 2011	#	#	XXX:xxx Course Title	#	
			XXX:xxx Course Title	#	
and so forth...					