March 2020

**TEMPLATE FOR WRITING A CURRICULUM VITAE (CV) AND A PUBLICATION LIST**

The following is a template for writing a CV and a list of publications as required by the University of Haifa.

The document is divided into two parts:

**Part A**

Curriculum Vitae

**Part B**

List of Publications

**General instructions (for both parts)**:

* Once sections of the template have been completed, the instructions should be deleted;
* Submit this as a **Word** document;
* Organize each section through an ascending chronological order (from earlier to later);
* Leave principal headings that do not contain information as they are and add "None”;
* A new heading may be included for information that does not relate to the existing headings in the document;
* When referring to our institution please write the University of Haifa (rather than Haifa University);
* The consistency and aesthetics of the document are very important (fonts, spaces, headers, etc.);
* Contact the official in charge of appointments and promotions in your faculty or the director of the department for appointments and promotions to answer any questions or for clarifications (telephone: 04-8240198/6100).

|  |  |
| --- | --- |
| **Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­**  | **Date: ­­­­­­­­­­­­­­­­­­** |
| **ID:**  |

**CURRICULUM VITAE**

1. **Personal Details** (additional details may be furnished if desired)

Permanent Home Address:

Home Telephone Number:

Office Telephone Number:

Cellular Phone:

E-mail Address:

1. **Higher Education**

##### Undergraduate and Graduate Studies

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |
| --- | --- | --- |
| **Degree** | **Name of Institution****and Department** | **Period of Study**(month/year – month/year) |
|  |  |  |
|  |  |  |
|  |  |  |

##### Post-Doctoral Studies

 Click the **Tab** button while the cursor is on the last row to add rows to the table

|  |  |  |
| --- | --- | --- |
| **Name of Host** | **Name of Institution and Department/Lab** | **Period of Study**(month/year – month/year) |
|  |  |  |
|  |  |  |

1. **Academic Ranks and Tenure in Institutes of Higher Education**

Specify the rank, position or status and duration of stay in the respective institutions (following the completion of your doctorate), including the current rank and if tenure has been granted.

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |
| --- | --- | --- |
| **Rank/Position** Specify if full or percent part time | **Name of Institution and Department** | **Period**(month/year – month/year) |
|  |  |  |

**For all remaining entries:**

\* represents activities and publications since your **last appointment/promotion** (Delete the option that is not relevant).

 \*\* represents activities and publications since **tenure was granted** (in case of a separate procedure).

1. **Offices in Academic Administration**

Note positions such as: Dean, Head of Department, Head of Institute, Head of Program, Committee Member, etc. at the University of Haifa and at other institutions of higher education.

In the case of multiple roles, group them within subheadings.

Click the **Tab** button while the cursor is on the last row to add rows to the table

|  |  |  |
| --- | --- | --- |
| **Role** | **Name of Institution and Department** | **Years** |
|  |  |  |

1. **Scholarly Positions and Activities outside the University**

Specify your roles and activities such as: membership and roles in professional or other associations outside the university, editorial positions in scientific journals or other publications. Journal reviewer for scientific journals and research grants (impact factor and quartile ranking of the journals should be included), public and applied activities that relate to your field of scientific activity, etc. Delete any tables that are not relevant.

The information should be entered under the appropriate subheadings. New subheadings may be added based on your activities.

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |
| --- | --- |
| **Memberships in Academic Professional Associations** | **Years** |
|  |  |

|  |  |
| --- | --- |
| **Editorial Assignments** | **Years** |
|  |  |

|  |  |
| --- | --- |
| **Reviewing for Refereed Journal** | **Years** |
|  |  |

|  |  |
| --- | --- |
| **Reviewing for Funding Agencies** | **Years** |
|  |  |

|  |  |
| --- | --- |
| **Other Scholarly Positions and Activities** | **Years** |
|  |  |

|  |  |
| --- | --- |
| **Other Relevant Positions and Activities** | **Years** |
|  |  |

1. **a. Participation in Scholarly Conferences**

Invited lectures at conferences should be bolded (**Keynote speaker/Invited plenary speaker**).
Under the heading of **Role**, note your role in the conference, such aspanel member, chair of a discussion group. In the case where the presentation was made by someone other than yourself, underline the name of the presenting author; add “#” if its your own student or “##” if its someone else’s student.

**a1.** **International Conferences - Held Abroad**

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Subject of Lecture/Discussion** | **Place of Conference** | **Name of Conference** | **Date** |
|  |  |  |  |  |

**a2**. **International Conferences - Held in Israel**

 Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Subject of Lecture/Discussion** | **Place of Conference** | **Name of Conference** | **Date** |
|  |  |  |  |  |

**a3**. **Local Conferences**

 Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Subject of Lecture/Discussion** | **Place of Conference** | **Name of Conference** | **Date** |
|  |  |  |  |  |

 **A4**. **Local Conferences**

 Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Subject of Lecture/Discussion** | **Place of Conference** | **Name of Conference** | **Date** |
|  |  |  |  |  |

6. **b**. **Organization of Conferences or Sessions**

The column heading Role is intended for the purpose of describing your role in organizing the conference. For example, organizing a session, membership in the steering committee, membership in the organizing committee / scientific committee.

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Subject of Conference** | **Place of****Conference** | **Name of****Conference** | **Year** |
|  |  |  |  |  |

1. **Invited Scholary Lectures (other than in conferences)**

Separate the information into two tables (abroad and in Israel). In the case of only a small number of lectures, integrate the information into a single table and use bold font to emphasize the lectures given abroad.

 **Abroad**

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role (e.g., speaker, commentator)**  | **Subject of Lecture**  | **Place of Lecture** | **Name of Forum** | **Year** |
|  |  |  |  |  |

 **In Israel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role (e.g., speaker, commentator)** | **Subject of Lecture**  | **Place of Lecture** | **Name of Forum** | **Year** |
|  |  |  |  |  |

1. **Colloquium or Seminar Talks**

Do not include seminars given in your own department.

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Presentation** | **Place of Lecture**  | **Name of Forum** | **Year** |
|  |  |  |  |

1. **Research Grants**
2. **Grants Awarded**

Add the letter “**V”** when a grant is recognized by the “VATAT” Committee (The Council for Higher Education), i.e., the most competitive grants awarded in Israel. List available at:
https://www.haifa.ac.il/images/pdf/minuim\_vehaalaot/List\_of\_competitive\_Grants\_Register\_according\_to\_VATAT.pdf

In the "Amount" column, indicate the overall sum awarded and the sum designated for you; In the "Role in Research" column, indicate whether you are the Principal Investigator - (PI), Co-Principal Investigator (Co-PI), Co-Investigator – CI, and add the names of the collaborators to the study and their respective roles in the column “Other Researchers”. If you are a sole investigator, specify PI.

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Relevant Publications** | **Amount** | **Funded by**  | **Title**  | **Other Researchers****(Name & Role)** | **Role in Research** **(PI, Co-PI, CI)** | **Years** |
|  |  |  |  |  |  |  |

1. **Submission of Research Proposals – Pending**

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amount** | **Funds Requested From** | **Title** | **Other Researchers****(Name & Role)** | **Role in Research** **(PI, Co-PI, CI)** | **Years** |
|  |  |  |  |  |  |

1. **Submission of Research Proposals – Not Funded in the last three years**

Include “Very Good” in addition to the source under ‘Funds requested from’ if this grade was awarded by the grant committee.

During your procedure, Section c. 'Not funded research proposals' will be deleted when the material is sent to the external reviewers (**unless otherwise requested by you**).

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Years** | **Funds requested from** | **Title**  | **Other Researchers****(Name & Role)** | **Role in Research** |
|  |  |  |  |  |

1. **Scholarships, Awards and Prizes**

Indicate the source of the award or prize, the purpose for which it was awarded or for what achievement it was awarded, as well as the amount of the award (if accompanied by a financial grant).

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Purpose of Award or Achievement** | **Other Awardees** | **Name of Award** | **Years** |
|  |  |  |  |  |

1. **Teaching**
2. **Courses Taught in Recent Years**

It is not necessary to provide separate entries for a course that is given repeatedly over a period of years but specify the years in which the course was given. If the exact number of students who attended is not known report the approximate number of students.

 Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Students** | **Level** | **Type of Course****Lecture/Seminar/****Workshop/ Online Course/ Introduction Course (Mandatory)** | **Name of Course** | **Years** |
|  |  |  |  |  |

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1. **Supervision of Graduate Students**

Students' achievements should include details such as: prizes for excellence, continuation of doctoral studies or post-doctoral studies, academic appointments and scientific publications accomplished under your guidance (in a joint publication, please refer to the appropriate number from the list of publications).

Click the **Tab** button while the cursor is on the last row to add rows to the table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student’s Achievements**  | **Year of Completion /****in Progress** | **Degree** | **Title of Thesis** | **Name of Other Mentors** | **Name of Student**  |
|  |  |  |  |  | **Master’s Students** |
|  |  |  |  |  |  |
|  |  |  |  |  | **Ph.D. Students** |
|  |  |  |  |  |  |
|  |  |  |  |  | **Post Doctoral Fellows** |
|  |  |  |  |  |  |

1. **Miscellaneous**

This section relates to relevant information that has not been reported up to this point. You are required to account for prolonged breaks in teaching or in performing academic activities and describe any circumstances that can account for a delay in advancing in your academic activities (e.g., illness, maternity leave, immigration, significant change in academic field, significant time needed to establish research activities). In the absence of any pertinent information, this heading should be deleted.

**Part 2 - List of Publications**

**General instructions:**

* Begin this part on a new page;

• Make sure that each publication is accurately reported under the appropriate heading;

• Complete bibliographical details should be entered including the name of the article as it appears on the publication, the complete title of the journal or publication (do not use abbreviations), volume, pages and year;

• The names of all the authors of the publication must be stated in the order in which they appear in the publication itself. Highlight your name in bold font for all publications listed;

• If one of the co-authors is your student, indicate by adding # next to his / her name;

• In order for a book or scientific article to be considered as accepted for publication it must fulfill the following conditions:

- The complete manuscript has been approved for publication in its current form and does not require any additional changes.

-The editor or publisher has provided a letter unequivocally confirming that the manuscript has been accepted for publication in its current version;

• The publications in each section should be numbered and listed in ascending chronological order (from earliest to latest). Publications that have been "accepted" should be numbered sequentially among the "published publications";

• The following data should be provided for each listed article[[1]](#footnote-1):

1) Citation index accepted by the department and approved by the Rector (e.g., Impact Factor (IF) according to the ISI, MCQ according to the MathSciNet, etc.) for the relevant year of publication;

2) Journal ranking in the field[[2]](#footnote-2) (R) (e.g., 3/54) and the quartile or ranking (Q) (e.g., Q1, Q2) during the year in which the article was published and in accordance with the source accepted by your department and approved by the Rector (e.g., JCR, SJR, MathSciNet, W&L LJR, etc.). When no other indices are available, indicate “V” if the journal appears in the Council for Higher Education listings

* You may include any other rating/index relevant to your area of study;

3) If a publication is not written in English, specify the language in parentheses following the details of the publication.

4) When a publication appears in different publication platforms or editions or in a different language, list it as a sub-item of the original publication (e.g., 8a, 8b, 8c), which should be inserted slightly to the right;

5) When an article is also published as a chapter in a book, note this in both sections and write in parentheses: "See also ..." or "appears also as ...";

6) When an article in a peer-reviewed journal is based on a previously published conference paper, note and refer to this in both sections.

# **PUBLICATIONS**

Indicate the total number of citations for your research activity (without self-citations) as shown in ISI.

In the absence of citations in the ISI, include the data provided through Google Scholar (and specify that this source has been used). In disciplines in which a different citation index (e.g., MathSciNet) is internationally accepted, the number of citations from this index should be noted.

1. **Ph.D. Dissertation**

**Title:**

**Date of submission:**

**Number of pages:**

**Language:**

**Name of supervisor:**

**University:**

**Publications: item no. from the following list (for example: B2, D12, etc.)**

Choose from one of the three examples below when reporting a joint publication. Alternatively, add a comment appropriate for your field to explain the order in which the authors are listed. In the case of non-relevant comments (including publications written by a single author), delete the comment.

**Note:**

**For joint publications**

**1) The order of the listed authors is according to their relative contribution (unless otherwise specified).**

**2) The authors contributed equally (unless otherwise specified).**

**3) First author is the main contributor, last author is usually the group head; the rest appear according to their relative contribution (unless otherwise specified).**

**Abbreviations:**

**I.F. = Impact Factor (Source & Year article published)**

**R = Ranking (Source & Year article published in most relevant field)**

**Q = Quartile (Source & Year article published in most relevant field)**

**V = Vatat List (The Council for Higher Education) – when no other indices are available**

https://www.haifa.ac.il/images/pdf/minuim\_vehaalaot/List\_of\_competitive\_Grants\_Register\_according\_to\_VATAT.pdf

**# = My student**

**## - A student (not under my direct supervision)**

1. **Scientific Books (Refereed)**

- Text-books should be included in ‘Other scientific publications’.

 - Books that have been translated into another language or revised should be listed as a sub-section of the original book. For example, if the original is listed as 1, and then the additional revision or translation should be listed as 1..a;

- Books that have not yet been completed (including books that are part of a book contract) should be referred to at the end of section K under the subheading of 'In Preparation';

- Provide complete bibliographical details, author's names and publication platforms, for book reviews written on books that you have written.

**Authored Books**

 **Published**

**Accepted for Publication**

The numbering of the items that have been "accepted" should continue sequentially from the numbering of the items in the "published" section and an estimated number of pages should be noted.

**Edited Books and Special Journal Issues**

**Published**

**Accepted for Publication**

**C. Monographs (Refereed)**

**Published**

**Accepted for Publication**

**D. Articles in Refereed Journals**

Articles that have been translated into another language or revised should be listed as a sub-section of the original article.

Articles that appeared earlier as a conference publication should be referred to according to the number in which they appear in section F.

**Published**

**Accepted for Publication**

**E. Articles or Chapters in Scientific Books (Refereed)**

**Published**

**Accepted for Publication**

**F. Articles in Conference Proceedings**

Refer to the number of an article in section D (articles in refereed journals) for an article that is based on a conference proceeding.

Extended Abstracts / Abstracts should be listed under separate sub-headings.

**Published**

**Accepted for Publication**

**G. Patents**

**H. Entries in Encyclopedias**

Next to encyclopedia entries, note whether they have been reviewed. If they have all been reviewed or none of them have been reviewed, add this information as a comment following the section title.

**I. Other Scientific Publications**

This section can include publications such as abstracts, book reviews, review articles, scientific reports. These publications can be divided into sub-sections as needed.

**Published**

**Accepted for Publication**

 **J. Other Works and Publications**

This section is appropriate for reporting publications in non-scientific publications, opinion pieces, teaching aids, and study programs, etc. Sub-sections can be used as needed.

**K. Submitted Publications**

The information in this section should be organized according to the different types of publications (books submitted, articles submitted, etc.).

Provide as many details as possible, such as: the title of the journal, the name of the book publisher and the estimated number of pages.

Works in preparation should not be included here, rather they should be noted at the end of the next section.

**Books**

**Articles**

**Chapters**

**Patents**

**L. Summary of my Activities and Future Plans**

This section represents a kind of “academic business card”. Provide a brief explanation about the area of your research, a description of the main theme of your scientific work so far, your current research projects and add a description of your plans for future research programs (your academic vision). The purpose of this section is to present the cohesiveness of your work. It is recommended that the length of the section not exceed two pages.

**In Preparation**

Works in preparation should be placed here.

**Books**

**Articles**

**Chapters**

1. If needed, the library provides assistance in retrieving these data. For further information, contact Ms. Orna Rosh via Outlook (orna@univ.haifa.ac.il). [↑](#footnote-ref-1)
2. The general ranking for your discipline should be reported (e.g., 4/200). In the case of available sub-categories, you may also report these rankings (e.g., 4/20). [↑](#footnote-ref-2)