

**GUIDELINES FOR FACULTY CURRICULUM VITAE
DEPT OF WOOD SCIENCE & ENGINEERING
June 2004**

Purpose

Beginning with the CY2000 annual report, WS&E faculty began using a common curriculum vita to report annual and historical accomplishments. The purpose of these guidelines is to describe this common format. It is hoped that using this vita will, over time, be easier and more efficient for faculty to maintain and help departmental faculty review committees with the post-tenure and interim review process. The format is based on the format requirements found in the OSU Promotion and Tenure Guidelines and Faculty Handbook. Hence, faculty who maintain this CV annually will find little additional effort needed when they prepare their promotion and/or tenure dossier.

While there are benefits to a standard format, faculty accomplishments do not always fit neatly into predetermined categories. Hence it is expected that faculty may need to create new categories, or not use others. In any event, the underlying principle of the CV format is to fairly and completely document accomplishments using unambiguous descriptors that are meaningful to other faculty and administrators. It is a professional record and must be an effective communications tool--as such, clarity should generally be prized over brevity. This is a professional record, accuracy and completeness reflect on you.

Scope

The CV for untenured faculty and fixed-term Instructors or Assistant Professors should include all professional accomplishments at OSU. Accomplishments prior to employment at OSU may be included if they reflect scholarship, teaching skill and other information that would be helpful to a faculty review committee, Dean or Department Head.

The CV for tenured or fixed term Associate Professors will normally include all accomplishments since employment at OSU. That is the standard used for the dossier of those seeking promotion to Professor. However, some Associate Professors and Professors may choose to include only their accomplishments during the past five years or so as a manageable way to begin this new documentation process.

This format may be used by Research Assistants/Associates at the direction of their supervisor.

Supplement

The common does not allow a narrative communication to the DH that is important to the annual review. Faculty should add these comments in the annual supplement. A suggested format will be identified each year. This supplement will be part of your annual report to the Department Head, but is generally not rolled up for post-tenure or P&T reviews, or passed to the Dean.

Annual Goals and Other Materials

Annual Goals, Research Objectives and Program Vision statements will supplement the CV as part of your annual report to the Department Head and Dean.

Standard Curriculum Vitae Format for Professorial Faculty

I. Name, Rank, Title; other optional personal information

II. Education and Employment History

A. Education (Institution, degree, discipline, graduation year)

B. Employment (Dates, positions, locations, etc)

III. Teaching, Advising, and Other Assignments

A. Instructional Summary

1. For-Credit Courses

a) Instructor or co-instructor

(Course, credits, year, term, number of students--this works well in a table format).

b) Guest Lectures

2. Non-Credit Courses and Workshops

a) Major Organizational or Delivery Responsibilities

(Extension programs and Continuing Ed. Events--program title, date, location, number of attendees, audience, your role, other helpful information)

Examples: "Drying Western Juniper". 1997. Western Juniper Steering Committee. Western Juniper Forum '97, Bend. OR. April 21. Participants: wood products industry personnel, non-profit organization personnel, landowners, OSU Extension Agents and Specialists, resource professionals. Attendance: 150. Program Co-Organizer, Moderator, and Co-Instructor

Plywood Manufacturing. May 2000, Corvallis, 59 participants, Industry production supervisors, QC, 3-day OSU continuing ed. short course, Program co-organizer, instructor.

b) Instructor (same as above, do not duplicate)

"Structure of Wood" in Plywood Manufacturing Short Course. May 2000, Corvallis, 59 participants, Industry production supervisors, QC, 75 minute presentation

c) Other Teaching Activities (describe briefly)

3. Curriculum or Course Development Activities and Other Instructional Innovations

(New resident instruction, CE, or Extension courses, significant curriculum development activities, distance education, technology or other pedagogical innovations, slide sets, significant workshop materials)

4. Significant Team or Collaborative Efforts (not identified above)

Example: Team leader and editor for development of *Conifers of the Pacific Northwest* publication. Project initiated November, 1997. Six authors contributed. A panel of three reviewed document. Draft text available November 1998. Publication expected fall, 2000.

5. Graduate Students, Postdoctoral Trainees and Other Staff

a) Major Professor or Principal Mentor

(student, degree, date began, expected or achieved completion date)

b) Supervised post-doctoral trainees, visiting scientists, and others

(Name, dates of supervision)

b) Service as Committee Member

(student, degree, program, expected completion date, role (GCR or committee member))

6. Summary of Student/Client Evaluations and Impact Assessments

(for resident instruction, the usual format is a matrix with the 10 questions on one axis and courses identified by number and term on the other.; or a similar form using the first two questions from SET output)

(for CE and Extension events, a similar table may be used consistent with the format of the evaluation results) (because of the importance of this information, you are encouraged to add additional information about other student/client evaluation or teaching impact assessment processes such as post- or follow-up testing.

7. Faculty Peer Teaching Evaluations.

(Date, scope and brief summary of results)

8. Undergraduate advising and other student mentoring.

(Description of activities, number of students and role that you played)

9. Teaching or Extension Professional Development Activities and Accomplishments

(short courses, seminars, grants, etc)

10 Other Assignments

(including administrative appointments, temporary details, etc.)(describe responsibilities and accomplishments)

IV. Scholarship and Creative Activity

A. Publications

1. Refereed Journal Articles and other Publications.

(authors as printed, date, title, journal or publication title, complete citation including volume and page numbers)(identify as “in press”if the work has been accepted for publication, “in review” if the work has been submitted to the journal, “in editing” if the work has been submitted to Forestry Publications.

Example:

DeBell, J. D., B. L. Gartner, and J. J. Morrell. 1999. Within-stem variation in tropolone content and decay resistance of western redcedar. *Forest Science* 45: 108-114.

2. Books and Book Chapters

(authors, date, title, publisher, city, number of pages)(authors, date, title, -- In— book title, editor, publisher, city, pages inclusive)

Example:

Starkey, E.E., P.J. Happe, M.P. Gonzalez-Hernandez, K. Lange, and J.J. Karchesy. 1999. Tannins as nutritional constraints for elk and deer of the coastal Pacific Northwest. In *Plant Polyphenols 2. Chemistry, biology, pharmacology, ecology*. G. G. Gross, R.W. Hemingway, and T. Yoshida, ed.. Kluwer Academic / Plenum Publishers, New York. pp 897-908.

3. Peer-reviewed Articles and other Publications.

(same information as refereed journal articles and publications)(include peer-reviewed outreach publications or proceedings here)

Leavengood, S. and J.E. Reeb. 1999. Statistical Process Control, Part 2: How and Why SPC Works. EM8733. Performance Excellence in the Wood Products Industry Series. OSU Extension and Experiment Station Communications. 27 p.

4. Non-refereed Journal Articles or Outreach Publications, etc.

(complete citation information including authors, date, citation information including magazine title, publisher or location, pages inclusive)(include articles in trade publications, newsletters, newspaper columns and articles, poster displays, etc)

Fell, David, and Hansen, E. 1999. Target Engineered Products to Builders Most Likely to Innovate. *Wood Technology*. 126(4):22-25.

Brown, T.D. 1999. Lumber Quality Control – Commitment or Lip Service, *Timber Processing Magazine*. May pp. 22-26.

Leavengood, S. 1999. Articles in the Forestry and Forest Products section of the *Klamath Ag Review*, monthly newsletter for the Klamath County Extension Office. Published 10

times annually. Distribution: 1100-1300.

- Small-Diameter Timber Utilization - Part One. January.
- Small-Diameter Timber Utilization - Part Two. February.
- Small-Diameter Timber Utilization - Part Three. March.
- Small-Diameter Timber Utilization - Part Four. April.
- Wood, Moisture, Shrinking, and Swelling. May.
- New Wood Technology Self-Study CD-ROM. June.
- Hybrid Poplar in Klamath County - The Sequel. September.
- Hybrid Poplar in Klamath County - Update. October.
- The American Society for Quality Comes to Klamath Falls. November

5. Non-Refereed Abstracts and Proceedings

(Authors, date, title, "Abstract" or "Proceedings of", conference/meeting title, publisher, if not obvious, pages inclusive)(use 'in-press' if appropriate)

Pruyn, M. L., B. L. Gartner and M. Harmon. 1999. Patterns of metabolic activity within the sapwood of Douglas-fir (*Pseudotsuga menziesii*, [Mirb.]). *Bulletin of the Ecological Society of America* 80 (Suppl.): 170.

Mankowski, M.E. and J.J. Morrell. 1999. Effect of substrate type and moisture requirements in relation to colony initiation in the carpenter ant species. International Research Group on Wood Preservation Document No. IRG/WP/99-10320. Stockholm, Sweden, 10 pages.

Reeb, J. E. and M. Milota. 1999. Moisture content by the oven-dry method for industrial testing. Proceedings, 50th Annual Meeting of the Western Dry Kiln Association. Portland, OR., pp. 66-74.

Waltz, Jr., M.E., T.E. McLain, T.H. Miller, and R.J. Leichti. 1999. Brace analysis methods for discrete compression webs. In, *Proceedings of Pacific Timber Engineering Conference*. March 14-18, 1999. Rotorua, New Zealand. New Zealand Forest Research Institute Limited, Rotorua, New Zealand. Vol. 2. pp 56 - 64.

6.. Computer software or other media.

(Include authors, title, publisher, and brief description)

Leavengood, S. 1999. Internet home page for the OSU Hybrid Poplar Working Group. (<http://dwp.bigplanet.com/poplargroup>)

7. Research and Other Reports

(extraordinary reports sent to clients or funding sources that are available from you, not routine grant reporting, consulting reports, etc.)

Reeb, J. E., J. W. Funck, and S. Leavengood. 1999. Environmental degradation testing of hardwood plywood. for: Columbia Plywood, Klamath Falls, OR. Forest Research Laboratory. 5 p.

8. Patents and Other Intellectual Property

(Describe with dates, including any commercialization activity)

B. Professional Meetings and Presentations

1. Presentations at Professional Meetings

(authors, date, title, organization, location)(when multiple authors, put asterisk on presenter)(indicate if poster presentation)

Milota, Michael R. 1999. Drying wood: The past, present, and future. 6th International IUFRO Conference on Wood Drying. January 25. Stellenbosch, South Africa

Gartner, B*. L., J. Roy, S. Rambal, and B. Thibaut. 1999. Journees d'Ecologie Fonctionnelle, Grand Motte, France, 3/15-17. Poster.

3. Other Presentations (briefly describe title, audience, date, location, etc)

Leichti, R.J. Integration of materials in building and civil structures. FRL Advisory Committee meeting. February 22.

C. Grant and Contract Support

(List PI's in order found on grant application, date, title, funding source, amount, duration)

1. Proposals submitted

(format as above, plus date submitted and status, if known)(This category may be deleted for P&T dossiers, but must be included for annual reports)(It is not necessary to show successful proposals in this category if they are documented below)

Leavengood, S, and L. Swan, 1997. Western Juniper Technology Transfer. OSU Extension Administration Innovative Program Grant. \$3000, Aug, declined 10/97.

2. Grants/Contracts Received (format as above)

Punches, J, J. Funck, C. Brunner, S. Willits, R. Ross and T. Black. 1998. Evaluation of small-diameter timber for value-added manufacturing. USDA Fund for Rural America, \$435,000, 2/98-2/01.

3. Other Research/Teaching/Outreach support received.

(examples include gifts, in-kind contributions, tuition and travel assistance, etc.) (briefly describe)

Leavengood, S. 1998. Training and assistance in statistical process control for McRae and Sons, Bay City OR. Northwest Economic Alliance Board. \$2000 for travel and course expenses.

4. USDA WUR Grant or McIntire-Stennis Projects

(Identify currently active projects by PI, title, duration, type; note that this information may be deleted from vitae for P&T purposes, but must be included in annual reports)

Wilson, J. "Assessment of an approach to life cycle analysis of wood products", 4/1/98-3/31/01, Center Grant

V. Service (describe, including dates and your role)

1. University-level

Senator, OSU Faculty Senate, 1998-2000

2. College or Extension Service

OSU Extension Service, Annual Meeting Planning Committee, 1999

3. Department or Forestry Extension Program

Forest Products P&T Committee, Chair, 1999-2000

4. To Profession

a) Membership/Leadership in Professional Organizations

Society of Wood Science and Technology

Executive Board Director, 2000-2002

Forest Products Society

Chair, Willamette Valley Section , 1998-99

Chair, Marketing Technical Interest Group, 1998-2000

Society of American Foresters

b) Industry Associations, Federal Agencies, etc

USDA NRI Competitive Grant Program, Panel Member, 1998

c) Service as proposal and manuscript reviewer

(be specific about journal/organization, number of reviews and date)

1999 Forest Products Journal -2 mss

USDA NRI Competitive Grant Program-1 proposal

1998 US Forest Products Laboratory, 1-mss

d) Other Service to Professional Organizations

Associate Editor, *Canadian Journal of Forest Research* 1998-present (receive mss, find, obtain and summarize reviews)

Editor, *Wood Design Focus*, 1989-1995 (quarterly, pub by World Forestry Center and Forest Products Society, creative and organizational leadership)

5. Consulting and Other Service Activities

(dates, clients, describe activities and role)(could include significant service to public and non-professionally related activities)

VI. Professional Development (include date and description of event)

1. Sabbatic Leave
2. Course/Training Attended
3. Professional Meetings
4. Other activities

VII. Other Materials

(a catch-all, can be used in P&T for unusual evaluations or activities that don't seem to fit elsewhere)

VIII. Awards, Honors and other Recognitions

(describe awards, sponsoring organization, date, etc.)(Don't be humble!)