Date: 9.26.19

To: Information Technology and Management Faculty
Subj: Faculty Vitae for ABET Self-Study submission

We need to collect faculty vitae for submission with our ABET Self-Study. These vitae must follow a very specific format which will may require you to do some serious editing to be compliant. We will send out specific instructions for submission of your faculty vitae in an email about the middle of November. Please complete your ABET-formatted vitae by November 30 and submit it as requested by our email by December 2.

1. Format

    a) 2 pages maximum

    b) 1 inch margins

    c) Times New Roman 12 point type

2. Content (as per the *ABET CAC Self-Study Questionnaire 2020-2021*)

    a) Name (Optionally you may include contact information on the same line)

    b) Education – degree, discipline, institution, year

    c) Academic experience – institution, rank, title (chair, coordinator, etc. if appropriate), when (ex. 1990-1995), full time or part time

    d) Non-academic experience – company or entity, title, brief description of position, when (ex. 1993-1999), full time or part time

    e) Certifications or professional registrations

    f) Current membership in professional organizations

    g) Honors and awards

    h) Service activities (within and outside of the institution)

    i) Briefly list the **most important** publications and presentations from the past five years – title, co-authors if any, where published and/or presented, date of publication or presentation

    j) Briefly list the most recent professional development activities