

PREPARING FOR THE PRESIDENTIAL SEARCH

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AUGUST 6, 2009

Curriculum Vitae guidelines

Remember that this is not a CV for a faculty or chief academic officer position. Put yourself into the role of a search committee member and think about what you would need to know to assess candidates for the presidency.

- 1) Put key data up front – all contact information you are willing to share will be helpful to the committee, and to the consultant, if there is one assisting with the search. This includes your mailing address, phone number(s), e-mail address(es) and educational credentials.
- 2) Include dates for all information relating to education, professional experience, community service, publications and presentations– and list chronologically starting with most recent and moving backwards
- 3) Include brief descriptions of your work in the Professional Experience section – this is where the CV can be tailored, so that you include information relevant to the preferred qualifications for a particular position (e.g., strategic planning, program development, budget and personnel hiring and oversight responsibilities). Include quantitative information, where relevant, so the committee gets a clear picture of the scope of your responsibilities.
- 4) Fundraising is always on the list of preferred presidential qualifications. So, don't forget to refer to your experience in fundraising with grants, charities, and individuals (always important if you have had this experience). Provide quantitative data when meaningful.
- 5) Community outreach is also a preferred qualification. Listing your Community Service activities will give the search committee some sense of your participation in the community and ability to build community outreach for the institution.
- 6) List publications and presentations last, as an addendum to your "resume." Some committee members will not have an understanding or appreciation of these accomplishments, so do not need to read the list. However, you want to be sure that every committee member sees the key information regarding your professional experience and achievements. You do not need to list classes you have taught, and you can list "selected presentations." However, it is a good idea to provide a complete list of publications, and be sure they are listed accurately.