

You will see a list of options on the "Activities Database Main Menu" and the guide below will help you select the correct DM screen to enter your CV information. The headings in blue correspond to the **CUNY faculty CV format** and the headings in red are the **DM screens** where you will input the data. **Helpful hints** are in yellow.

CUNY CV = 1. EDUCATION

DM Screen: General Information → Education

CUNY CV = 2. FULL-TIME ACADEMIC EXPERIENCE

DM Screen: General Information → Academic, Government, Military and Professional Positions

Criteria: 1. Full/Part Time? Is equal to "Full Time" and Experience type is equal to "Academic"

CUNY CV = 3. PART-TIME ACADEMIC EXPERIENCE

DM Screen: General Information → Academic, Government, Military and Professional Positions

Criteria: 1. Full/Part Time? Is equal to "Part Time" and Experience type is equal to "Academic"

CUNY CV = 4. NON ACADEMIC EXPERIENCE

DM Screen: General Information → Academic, Government, Military and Professional Positions

Choose experience type; most times should be "Professional" NOT "Academic"

CUNY CV = 5. EMPLOYMENT RECORD AT BARUCH

DM Screen: General Information → Academic, Government, Military and Professional Positions

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. A) BOOKS

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Book, Scholarly New"

Criteria: Current Status must be one of "Published," or "Accepted"

Books in this section of the CV are considered "Book, Scholarly-new,"

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. B) PAPERS IN PROFESSIONAL JOURNALS 1) Articles

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Journal Article, Professional Journal"

Criteria: Current Status is either "Published" or "Accepted"

All journal entries in this section of the CV should be Peer-reviewed or Refereed, unless otherwise stated, so from the drop-down menu select "Yes"

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. B) PAPERS IN PROFESSIONAL JOURNALS 2) Proceedings

DM Screen: Scholarship/Research → Presentations

Criteria 1. Published in Proceedings? Is equal to "Yes"

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. C) CHAPTERS IN BOOKS

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Book Chapter"

Criteria: 1. Current status is either "Published" or "Accepted"

You'll need to enter the title of the chapter AND the name of the book

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. D) GOVERNMENT REPORTS OR MONOGRAPHS

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Monograph"

Criteria: 1. Current status is "Published" or "Accepted"

There is no option to select "Government report" here, so click on "monograph"

CUNY CV = 6. PUBLICATIONS IN FIELD OF EXPERTISE. E) BOOK REVIEWS

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Book Review"

Criteria: 1. Current status is "Published" or "Accepted" and contribution type is "Book Review"

The info about the reviewed book, including authors, editors, year published, publisher, etc. should all be entered in "Title of Contribution" box in order for it to appear on the CV generated from DM

CUNY CV = 7. OTHER PUBLICATIONS

DM Screen: Scholarship/Research → Intellectual Contributions

Criteria: 1. Current status is "Published" or "Accepted" and Contribution Type is "Book Review" or "Other" The contribution type is not considered "scholarly"

CUNY CV = 8. PRESENTED PAPERS, LECTURES, AND EXHIBITIONS AND PERFORMANCES. A) Conference Presentations and Seminars

DM Screen: Scholarship/Research → Presentation

Don't include the quotation marks in the title

CUNY CV = 8. PRESENTED PAPERS, LECTURES, AND EXHIBITIONS AND PERFORMANCES. B) Performances & Exhibitions

DM Screen: Scholarship/Research → Artistic and Professional Performances and Exhibits

CUNY CV = 9. WORK IN PROGRESS. A) Papers submitted to journals for consideration

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Journal Article, Professional Journal"

Current Status is "Submitted"

CUNY CV = 9. WORK IN PROGRESS. B) Other completed papers

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Other"

Current Status is "In Preparation; Not Yet Submitted" or "Revising to Resubmit"

CUNY CV = 9. WORK IN PROGRESS. C) Research in Progress

DM Screen: Scholarship/Research → Intellectual Contributions → Contribution Type: "Other"

Current Status is "In Preparation;" "Not yet submitted" or "Working Paper"

You can leave status and research type blank if not specified

CUNY CV = 10. PROFESSIONAL HONORS, PRIZES, FELLOWSHIPS

DM Screen: General Info → Awards and Honors

CUNY CV = 11. GRANTS-IN-AID

DM Screen: Scholarship/Research → Contracts, Grants, and Sponsored Research

Input amount awarded if listed on CV

Select awarding organization only if known

CUNY CV = 12. INSTITUTIONAL SERVICE. A) Service to the Department

DM Screen: Service → Department

CUNY CV = 12. INSTITUTIONAL SERVICE. B) Service to the School

DM Screen: Service → School

CUNY CV = 12. INSTITUTIONAL SERVICE. C) Service to the College

DM Screen: Service → College

CUNY CV = 12. INSTITUTIONAL SERVICE. D) Service to the Graduate Center

DM Screen: Service → Graduate Center

CUNY CV = 12. INSTITUTIONAL SERVICE. E) Service to the University

DM Screen: Service → University

If date of service is listed as "present," enter the start date and leave the end date blank

CUNY CV = 13. OFFICES HELD IN PROFESSIONAL SOCIETIES

DM Screen: General Information → Professional Memberships

CUNY CV = 14. OTHER PROFESSIONAL ACTIVITIES AND PUBLIC SERVICE

DM Screen: Service → Public OR Professional

CUNY CV = 15. TEACHING ACTIVITIES AT BARUCH A) Courses Taught

DM Screen: Teaching → Scheduled Teaching

Under "Course Name," enter course name AND description

Select "Undergraduate" or "Graduate" under "Course Level" box

CUNY CV = 15. TEACHING ACTIVITIES AT BARUCH B) New courses/programs developed

DM Screen: Teaching → Scheduled Teaching

Criteria: 1. New course preparation? Is equal to "Yes"