



MEMORANDUM

TO: All Instructional Faculty
FROM: Dr. Dan Edelman, Interim Associate Provost, Vice President for Academic Affairs 
DATE: January 29, 2013
SUBJECT: Updated Curriculum Vitae (CV) for SACS Reporting Purposes

According to SACS reporting requirements we are mandated to maintain faculty files with current curriculum vitae (CV) and transcripts in an electronic version. SACS recently updated its requirements and now necessitating us to produce a report linking access to each faculty members' CV, transcripts, and other professional documents (i.e. certifications, licenses, etc.). Although most of you have provided your academic department with your CV with regard to the HB 2504 requirements, that version may not have been as complete as SACS requires. Therefore, please provide your department head a complete and current version of your CV in a .pdf format, via email **no later than Tuesday, February 5th**. To ensure uniformity, please save the .pdf file with your last name followed by CV (i.e. JonesCV). We believe that we can obtain transcripts from our files. However, when necessary, we may ask for additional documentation.

We request that department heads send one email from their department with a separate attachment for each faculty member to April Barnes at April.Barnes@tamuc.edu by **Friday, February 8, 2013**.

Your CV should include *at least* the following information:

1. Full name and title.
2. Professional contact information (office telephone number, work address, and institutional email address). Personal information is not required.
3. Degrees earned and higher education institutions attended.

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4. All previous teaching positions held, including the names of the institutions, the position, and beginning and ending dates.
5. All significant professional publications, including full citation data for each publication.

Thank you for your assistance with this request. If you have any questions please contact April at (903) 886-5126 for assistance.