

Curriculum Vitae for compliance with HB 2504.

1. Definition from Chapter 4, Subchapter N, THECB.

Curriculum Vitae—A document that summarizes the career and qualifications of the regular instructor, including at least the following;

- (A) all institutions of higher education attended with degree(s) earned;
- (B) all previous teaching and administrative positions relevant to higher education, including the names of the institutions, the position, beginning and ending dates, and brief description of the position's responsibilities; and
- (C) a list of significant professional publications relevant to the academic positions held, including full publication data for each entry. [publications include discipline-related refereed papers/publications, books/book chapters, juried creative performance accomplishments, and notices of discoveries filed/patents.]
- (D) The curriculum vitae may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. It need not include personal information about the instructor, such as the home address or personal telephone number.

2. Instruction from THECB

The curriculum vitae of each instructor of each section shall be posted. This and all other required course information must be

- (1) accessible from the institution's Internet website home page by use of not more than three links;
- (2) searchable by keywords and phrases;
- (3) accessible to the public without requiring registration or use of a user name, a password, or another use identification;
- (4) available not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered; and
- (5) updated as soon as practicable after the information changes.

3. Recommendation from HB2504 committee: have faculty turn in electronic vitae with their annual reports (brag sheets). These should be forwarded to and inventoried by deans, and must be in pdf format.