Executive Vice President for Academic Affairs
משנה לנשיא לעניינים אקדמיים

To: Members of the Senior Academic Staff

From: Executive Vice President for Academic Affairs

CV Editing

Greetings,

A CV submitted to the appointment and promotion committees at the Technion is the academic identity card of the staff members. Its structure is well defined (see attachment). True, it is dull and cannot contain the spectrum of colors that characterizes a person, but it is important that it remains that way. Rest assured that the Technion committees are well experienced and can correctly evaluate the achievements of a staff member by reading the vast and varied material contained in an appointment or promotion file, including a simple, practical and homogenous CV document.

Experience teaches that in editing a CV document, it is important to draw special attention to the following points:

- **Academic appointment** is a product of an academic proceeding ending with the issuance of an appointment letter (usually signed by a provost, VPA or the like). Please make sure to note such appointments solely.
- In **research interests** section it is enough to write down a few key words, and in any case not more than two or three sentences.
- **Technion activities** - in general, only specify activities accompanied by an appointment letter on behalf of an authority outside the mother faculty, or systematic facultative functions (Deputy Dean, Head Technion Infrastructure Center etc.).
- **Research students** - write down the names of all instructors while mentioning the function (Main Instructor/Associate). You should mention alongside the graduates' names their present professional status, if known (postdoc of …, staff member of …, researcher/manager at … company).
- **Grants -** be accurate about the name of the financing plan, include names of all associates and their status as defined by the financing fund and specify the amount provided to the researcher. Differentiate between competitive grants and commercial ones.
- **Conferences -** two categories that should be listed under separated headings:
  - Conferences to which the staff member was invited (usually funded by the conference organizers). These are usually "ordinary" ordered lectures and there is no need to mention anything other than the title of the lecture, the name of the conference, its location and date. More rarely are keynote or plenary lectures and then it should be noted in parentheses; Plenary lectures appear as such in the

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conference program and are (usually, not always) 45-60 minutes long. A lecturer invited to give a plenary lecture knows this; If there is any doubt, then this is not a plenary lecture.

- Conferences for which an offer was submitted to contribute a presentation in the form of a poster or a lecture. Departmental seminars may not be listed under ″Conferences″.

- An item in a list of publications – the ″ **Refereed papers in professional journals** ″ section will include only the names of the authors (it is advisable to underline names of research students of the staff member), the name of the article and reference. There is no need to list an impact factor of the journal, nor to include publication on publications in the list of publications (″featured in″, ″selected as″, ″highlighted in″ and so on), just as the review regarding one article or another in the relevant community should not be added to the list of publications. An article that won a prize should be noted in the list of awards rather than in the list of publications.

- The same section – ″ **Refereed papers in professional journals**″ – will include publications in categorized journals (JCR of WoS and Scopus of Scimago); The Technion Libraries Portal has a page concentrating links to scientific evaluation databases and it is possible, of course, to use the faculty library on these subjects. Publications in non-categorized journals will appear in the Research reports and other publications section.

Sometimes staff members feel the need to add a few words or details that are not customized to the document template. Section 17 (Notes) of the latest version of the document allows this; There is a place there (one page at most) to write whatever you wish.

Kind Regards,

Professor Shimon Marom

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