

**National Graduate Institute for Policy Studies (GRIPS)  
Guide to create your Curriculum Vitae (CV) for a faculty position**

**The National Graduate Institute for Policy Studies (GRIPS) kindly  
requests your Curriculum Vitae (CV) to encompass the following items in  
a flexible format.**

**【Items that need to be included in your CV】**

1. Name and other basic information
  - Name
  - Work or home address (any address where we can reach you).
  - Email address.
  - Date of birth
  - Gender (this is optional)
  - Your photo.
  - Area of expertise (both major fields and more specific fields, such as economics, in particular, regulatory policy).
2. Education
  - The name of the program/course you participated, the name of the educational institution, and the period during which you attended each program/course.
  - The name and the date of the degree obtained.
3. Employment
  - The name of the organization you worked at, the job title you had, and the period during which you held each post.
4. Teaching experience
  - The titles and level of courses you taught, and your positions when you taught them (as a professor, visiting faculty, guest-speaker, etc).
  - Teaching experience outside of universities (e.g. training instructors in organizations), if any.
5. Details of awards, honors, punishments, disciplinary history
  - The name of the awards and honors you received and when you received them.
  - If you have been given any disciplinary action in the past due to sexual violence, including harassment of students, be sure to provide the nature of the action and the specific reason(s) for the action(s).
  - After providing the details for items 1 through 5 above, kindly incorporate the following sentence into your CV and sign below.

“I agree that the information contained in this form is true and correct and that any false statements may result in cancellation of employment or disciplinary action.”

6. Details of your academic research and summary of work

- Details of your research, such as Books, Published Papers, Book Chapters, Working Papers, Presentations at academic conferences, etc.
- Whenever applicable, please specify whether each paper is authored singly (please also specify the names of the co-authors) or collaboratively, and indicate if each paper has undergone peer review.
- “Summary of work” is only necessary if you have achievements in the practical administration field. Please provide information only on those that are strongly related to the teaching and research that you expect to conduct at GRIPS.

**【Optional items that can be included in your CV】**

1. List of research grants received
2. Editorial appointments/referee services
3. Language
4. Professional affiliation

\* Once you are appointed as a faculty member of the University, the necessary information regarding your academic and professional background, degrees, areas of specialization, and academic achievements will be posted on GRIPS’ website.