

To produce a CIF, candidates may use either of the following platforms:

- A) [Digital Measures \(https://inside.southernct.edu/assessment-and-planning/digital-measures-activity-insight\)](https://inside.southernct.edu/assessment-and-planning/digital-measures-activity-insight). Direct link: <https://www.southernct.edu/faar>.
 - a. Enter information into the appropriate categories on the “Activities” page.
 - b. Click on “Reports” at the top of the screen and click on the appropriate link.
 - c. Digital Measures produces a Word document using the information the candidate has entered. Revisions can be made to the document if necessary.
- B) Microsoft Word
 - a. Download the appropriate Word document template from the links found under the “Candidate Information Form” heading on the Faculty Senate’s “[Faculty Evaluation](https://inside.southernct.edu/faculty-senate/faculty-evaluation)” page (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>).
 - b. Fill out the form using Word.
 - i. To produce additional rows in any of the tables, right click in the appropriate row.
 - ii. After the menu appears, click on or hover over “Insert.”
 - iii. Click on the appropriate option (i.e. “Rows above,” or “Rows below”). See the screenshot on the next page for clarification.

AutoSave OFF | CIF_Instructional_v2_0 — Saved to my Mac

Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | Zotero | Acrobat | Table Design | Layout | Tell me | Share | Comments

Paste | Arial | 10 | A⁺ | A⁻ | Aa | B | I | U | x₁ | x₂ | Normal | No Spacing | Heading 1 | Styles Pane | Dictate | Sensitivity | Create and Share Adobe PDF | Request Signatures

CANDIDATE INFORMATION FORM INSTRUCTIONAL FACULTY

Name	Department		
APPLYING FOR	YR EMPLOYED	YRS IN RANK	PRIOR SERVICE CREDIT (CBA 4.4.2)

ACADEMIC BACKGROUND

[Degree at Institution], [Name of Institution]	[Year Completed]	[Emphasis/Discipline/Major]
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ACADEMIC EXPERIENCE

INSTITUTION	DEPARTMENT	RANK
[Start Y... Institution/Organization]	[Department]	[Title/Role]

WORK EXPERIENCE

PLACE	POSITION
[Institution/Organization]	[Title/Role]

Cut ⌘X

Copy ⌘C

Paste ⌘V

Smart Lookup... ^⌘L

Synonyms ▶

Translate... ^⌘T

Reply To Comment

Delete Comment

Resolve Comment

Insert ▶

Delete Cells...

Split Cells...

Borders and Shading...

Cell Alignment ▶

Table Properties...

Hyperlink... ⌘K

New Comment

Add Follow Up (Preview)

iPhone

Take Photo

Scan Documents

Import Image

Columns to the Left

Columns to the Right

Rows Above

Rows Below

Cells...

Table...

Page 1 of 6 | 154 words | English (United States) | Focus | 212%