

# **SUGGESTED CURRICULUM VITAE FORMAT – June 2022**

## **Personal history or biographical sketch**

Begin with “Current Position” --- include title(s) and professional address (with email).

Do NOT include birth date, birthplace, national origin, marital status, spouse or children’s names, gender, race, religion or Social Security Number.

## **Education**

In chronologic order, list institutions attended and degrees (Begin with college or university)

Include internship, residency, fellowships, post-doctoral training. Do not include continuing medical education or other courses; this information may be included in a teacher’s or clinician’s portfolio .

## **Academic appointments**

List these chronologically (including dates).

Include full-time and adjunct faculty positions.

## **Hospital, government or other professional positions**

List positions chronologically.

May divide into sections (hospital, government, etc.).

Include military service, if applicable.

May list consulting positions.

## **Honors, special recognitions and awards**

Graduate school honors and distinctions.

Clinical, teaching, research or service awards.

Elected and honorary society memberships.

Honorary fellowships.

## **Membership in professional organizations**

List organizations (and dates).

Include offices held and other leadership positions.

## **Major Committee and Service Responsibilities**

Group (as appropriate) under headings: Departmental, SOM, university and hospital.

Include state and national committees, tasks forces, boards and commissions.

List important community service or public health activities.

Note leadership positions, key responsibilities.

## **Licensure and board certification**

Include dates of state certification, board certification and .

Do NOT list medical license numbers.

## **Inventions, intellectual property and patents held or pending**

## **Review and referee work**

Service on editorial board (Include dates).

Grant review committees and study .

Service as ad hoc reviewer for journals professional societies or scientific meetings (State dates, journals, meetings).

## **Invited extramural lectures, presentations and visiting professorships**

As list lengthens, may divide into headings: Local, regional, national, international.

### **Teaching record**

*In separate sections*, list major presentations to medical (or other undergraduate) students, graduate students, house officers.

List course numbers and dates.

State ward/clinic attending duties (e.g., “2000-03: Supervision and bedside teaching of residents, high-risk hypertension clinic - 6 hours/week”).

Key administrative positions (course or training program director) and dates.

List specific accomplishments (course development, innovative syllabus, etc).

Teaching awards may be listed here or in Section 5.

All supporting details should be provided in separate teacher’s portfolio.

Trainees and mentees may be listed here; however, it is preferable to list them, with a summary of their accomplishments, in your teacher’s portfolio.

### **Grant support**

List all grants awarded; list active grants first.

Include your role (e.g., principal investigator, co-investigator), funding source (and grant number), dates, percent effort, and total direct costs.

As list lengthens, may divide into headings as appropriate (current and prior funding, whether competitive, by type of funding agency, etc).

### **Bibliography**

- Check all bibliographic citations for accuracy.
- Number all publications (beginning with the earliest) and list in order of publication.
- Underline your name (or highlight in bold) as it appears in author list.
- Include, *in separate sections*, the following items:
  - Papers published in peer-reviewed journals (may include in-press and accepted articles).
  - Do not list manuscripts that have been submitted or that are “in preparation.”
  - Books and monographs.
  - Book chapters, invited articles & reviews in non peer-reviewed journals.
  - Other publications, non-published documents, reports, research or policy papers, lay press articles (must be complete and available for review).
  - Digital and other “products of scholarship” (software, podcasts, case simulations, videos, etc.).
  - Letters to the Editor.
  - Scientific abstracts published or presented at scientific meetings.
    - List meeting, journal reference and type of abstract (plenary, oral or poster).
    - Divide into headings (Competitive, non-competitive).