CUIMC Format for *Curriculum Vitae* (CV)

You are encouraged to follow the CV format described in this document to facilitate accurate reporting and interpretation of your academic accomplishments.

Please note the following:

- ***Sections 1 – 5 + 12 are mandatory***. Other sections and subsections can be edited to describe accomplishments appropriately and clearly.
- For the sections of <u>W</u>ork Experience (3), <u>E</u>ducation (4), <u>T</u>raining (5) and <u>G</u>aps (6), you are required to use the following format as proposed by the National Committee for Quality Assurance.
    - Beginning month & year for your current CUIMC position, or, if new faculty, the month & year when you will begin your position.
    - Beginning & ending month & year for each previous position (work, training, education).
- List entries in <u>reverse</u> chronological order (most recent first) in all sections.
- Include a header containing your name and the page number.
- Only include an item <u>once</u> in the CV, even if it may apply to more than one section.
- <u>Local</u> refers to home institution; <u>regional</u> refers to city, state, and nearby states.
- Include concise, bulleted <u>annotations</u> to help communicate the significance of selected key accomplishments.
- Define <u>abbreviations</u> when first used within each section.
- Carefully proof for typos and format inconsistencies.

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1) Date of preparation of CV

2) Personal data:

- **Name**
    Include any other names you may have used.

- **Contact Information**

    Do not include SSN, gender, race, religion, political affiliation, marital/parental status, or disability status.

3) Academic Appointments, Hospital Appointments, and Other Work Experience:

Include beginning month & year for current (if new faculty, expected start date) for your CUIMC position.

Include month & year of hire and end for each previous position.

Include official title and university, institution or organization for each position including your current position.

Include military service, as applicable.

4) Education:

Include month & year for degree program start date and degree awarded date.

Include degree and degree institution.

If Ph.D. or equivalent degree, include thesis title, name of advisor and citation of publication.

5) Training:

Include month & year of training start and finish.

Include training position, discipline/specialty, and institution for residencies, fellowships and postdoctoral appointments.

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6) Explanation of any gaps in work/training/education:

Include brief descriptions of any gaps in work/education history that are greater than six months.

7) Licensure and Board Certification, *as applicable:*

List separately by category.

Include both active licenses and inactive licenses.

Include the state and year of licensure.

Do not list DEA numbers.

<u>*Categories:*</u>

- **Licensure**
- **Board qualification**

8) Honors & Awards:

Include professional <u>awards</u>, <u>election</u> to selected professional societies, important <u>invited</u> lectureships, and <u>special</u> appointments. Include year received and name of awarding institution.

Annotate, as needed (e.g., description, selection process, number of recipients per year)

9) Administrative Leadership and Academic Service:

- **Academic Service**

  Include involvement on local, regional or national/international committees or service activities

  Include month(s) & year(s), your role, type of activity, name of committee, and name of institution or organization.

- **Administrative Leadership at CUIMC and NYP**

  *Include involvement on CUIMC, CU or NYP committees or service activities. Include month(s) & year(s), your role, title (if applicable), type of activity, name of committee, and name of institution or organization**.***

10) Professional Organizations and Societies:

List separately by category and by local, regional, national and international levels. Include data such as learner evaluations communicating the quality of educational contributions, if possible.

- **Memberships and Positions**
- **Consultative**
- **Journal Reviewer**
- **Editorial Board**

11) Fellowship and Grant Support:

List separately by category.

Include dates, grant title, name of granting institution/organization, grant number, direct support funds, and your role.

Include the PI if other than yourself.

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Categories:

- **Active Research Funding**
- **Past Support**
- **Pending Funding**

12) Educational Contributions:

List separately by category and whether at a local, regional, national and international level.

Include data such as learner evaluations communicating the <u>quality</u> of educational contributions, if possible.

Categories:

- **Direct Teaching/Precepting/Supervising**
  Include year(s), type and scope (i.e., contact hours) of teaching, type and number of learners, and your role.
  (Examples include lecturing, facilitating small groups, ward attending, and bedside teaching).

- **Advising and Mentorship**
  Include year(s), nature of advising/mentoring, name of mentee, current status of mentee, and mentee accomplishments, when possible.
  (Examples include graduate student, postdoctoral researcher, medical student, resident, fellow, etc.)

- **Educational Administration and Leadership**
  Include year(s), scope (i.e., contact hours), leadership role, and nature of the program.
  (Examples include directing or teaching a course, clerkship, training program, or chairing curriculum task force.)

- **Instructional/Educational Materials used in Print or other Media**
  Include year(s), scope (i.e., contact hours), type of product/innovation, type of learner, your contribution, intended audience, and how the material is used.
  If published in print or web, include citation.
  (Examples include curricula, syllabi, tutorial classes, teaching exhibits, simulation programs, web-or CD-based educational material, training videos/DVDs.) *Please add any links or website URLs that include materials.*

- **Community Education**
  (Examples include medical journalism and media presentations.)

- **Continuing Education and Professional Education**
  Include nature of the activity, scope (i.e., contact hours), type and number of learners, and your role.
  (Examples include community health lecturer, organizer of/participant in health outreach events.)

13) Report of Clinical Care and Public Health Interventions

List separately by category and for local, regional, national and international.

- **Clinical Practice or Public Health Activities**
  Include year(s) of practice, name and location of practice, type of activity, level of activity (e.g., sessions, days or hours per week or month).
  (Examples include inpatient or ICU attending, special procedures, ambulatory practice, public health program design, implementation and evaluation.)

- **Clinical or Public Health Innovations**
  Include time of innovation launch, title/location of innovation, your role, short description of the influence of the innovation on clinical care or practice management.
  (Examples include novel approaches to diagnosis, treatment or prevention of disease, development and application of technology to clinical and population health care and development of models of care delivery.)

- **Clinical and/or Public Health Administration and Leadership**
  Include year(s), leadership role, and description of activity/program.
  (Examples include in patient safety initiatives, clinical programs, clinical supervision and practice, procedural innovations, developing clinical care protocols/pathways.)

- ***Additional Clinical or Public Health Service Activities***
  Include year(s), role, and description of activity/program.
  (Examples include public health or community medical service, medical care delivered at international sites, telemedicine, medical journalism, innovative partnerships.)

14) Patents & Inventions:

List separately by category:

- **Patents**
  Include all inventors, title of invention, patent number.

- **Patent Applications**
  Include all authors, title of invention, patent application number.

15) Publications:

Number publications, in reverse chronological order, by category.

Include all authors in the sequence in which they appear on the publication; complete title of publication; name of journal; year of publication; volume number; and inclusive pagination (e.g., 444-459). (Reordering of authors, omission of names, or the use of "et al" is not permitted.)

Include only material that is published or accepted for publication. Do not include manuscripts that have been submitted or in preparation.

For publications in a book or symposium issue of a journal: List authors in the sequence in which they appear in the publication; complete title, as published; editors; name of book; publisher; city; year; inclusive pagination.

Bold your name *wherever it appears in the author list. Indicate with an asterisk (*) all publications for which you are a senior author. Indicate if you are a co-first-authors with an annotation.*

Categories:

- **Peer-Reviewed Research Publications in Print or other Media**

- **Other Peer Reviewed Publications in Print or other Media**
  Describe the type of material, provide citation (if applicable) and clarify how the material is used locally, regionally, nationally or internationally. Describe your contribution.)
  (Examples include clinical guidelines and reports.)

- **Reviews, Chapters, Monographs, Editorials**

- **Books/Textbooks for Medical or Scientific Community**
  Indicate if you were author or editor.

- **Meetings/Invited oral and poster presentations**

- **Case Reports**
- **Letters to the Editor**
- **Other Media**
- **Thesis**
- **Other Non-Peer Reviewed Publications in Print or Other Media**
  (Examples include proceedings of professional meetings, published abstracts or poster presentations.)
- **Non-authored Publications.**
  (Examples include publications in which faculty members are formally acknowledged for her/his contributions.)

16) Invited and/or Peer-Selected Presentations at Regional, National or International Levels:

Number presentations, in reverse chronological order, by regional, national, and international level, and by category, as applicable.

Include for each presentation your name, role, title of presentation, name of organizing institution, year.

(Example categories include grand rounds, hospital lectures, seminars, presentations at professional meetings, being panelist or moderator.)