

CV GUIDELINES: COM-ANNOTATED VERSION OF VICE PROVOST'S P&T GUIDELINES

SECTION 4: CURRICULUM VITAE AND LIST OF COLLABORATORS

Please use headings and subheadings found below (in black) ***and follow all guidelines carefully.***

Anything in red italics is specific to the College of Medicine.

This format is not required for initial hires, but it is desirable. Since this format is used for all promotions, mandatory reviews, retention, special reviews, etc., the sooner the prospective faculty member puts CV in this format, the better.

Please follow chronological order (earliest to most recent date) throughout the dossier beginning with the earliest date in each section. When listing education, employment and service, list activities with dates aligned on the left margin, i.e.:

7/01 – Present American Medical Association, member

Publications and presentations should be in chronological order and follow standard formatting for such citations.

Chronology of Education

No lapse of months/years from college graduation forward – include maternity leave, military, etc.

- All colleges and universities attended
- Institutions, degrees and dates awarded
- Title of doctoral dissertation/master's thesis *and* name of director/advisor – *(PhDs only)*
- Major field(s)

- Board Certifications and Licenses*** *This is a good location for this information, if required (include month/year)*

Chronology of Employment *(month/year, no gaps)*

Honors and Awards

Do not include grants in this section. Do include Visiting Professorships, Teaching Awards, Patents, Honorary membership of society: Fellow, American College of Cardiology, etc.

Editorial Board membership may go here or below in “Other committees” – either is ok

Service/Outreach *(limited to period in current rank)*

For initial hires, include ALL years.

Format: Year “1998” means only member for that year, “1998 – 2002” means member for those years, “1998 – “ dash means still active member

- Local/state outreach *Memberships on local/state committees, organizations*
- National/international outreach *Memberships on nat'l/internat'l committees, organizations*
- Departmental committee(s) *Example: Dept. of Medicine Executive Committee, etc.*
- College committee(s) *Example: College of Medicine Curriculum Committee, etc.*
- University committee(s) *Example: Ombuds Committee, etc.*
- Other committees (internal or external) *Boards (Editorial Boards), discussion groups, etc.*

SECTION IV: CURRICULUM VITAE (cont.)**Publications/Creative Activity (Published or Accepted in Chronological Order)**

Place an * to left of the title of any publication substantially based on work done as a graduate student. Provide English translations of titles for foreign publications. Include page numbers.

List for ALL years (for both initial appts. and promotions)

Publications should be numbered, in chronological order from earliest publication.

Spell out acronyms in titles (refer to Index Medicus/PubMed) and include PMID.

Bold candidate/faculty member's name.

- Scholarly books and monographs (distinguish scholarly works vs. textbooks)
- Chapters in scholarly books and monographs (distinguish scholarly works vs. textbooks; distinguish chapters presenting original research of candidate, not reported elsewhere, from chapters reporting prior research, reviewing the state of the field, etc.)
- Refereed journal articles, published or accepted in final form
- Electronic publication; peer-reviewed: yes no

Work in Progress *This may include publications and other creative activity.*

Media

- Performances
- Exhibits
- Shows
- Videotapes

CDs, web-based materials, etc. can be included in this section.

Patient education materials should go here as well.

Conferences/Scholarly Presentations

Limit to period in current rank. Distinguish between invited from submitted presentations.

The first section should be invited talks at regional/national/international meetings.

List all presentations in chronological order.

For each, provide the presentation title, name of group or meeting, and the location (city/state).

- Colloquia – *Small lay talks/groups/meetings community, local: Lion's Club, etc.*
- Seminars – *Local scientific presentations, AHSC Cardiothoracic Surgery Weekly Seminar, Grand Rounds*
- Symposia/Conferences – *National, international conferences*
- Peer reviewed abstracts can be added here at end.**

Awarded Grants and Contracts

List percent effort on grant; role (PI, Co-PI); all co-PIs; source and amount

- Federal
- State
- Industry
- Private foundations

(See NIH Template for sample of information required:

http://grants1.nih.gov/grants/funding/phs398/competing_othersupport.pdf

Divide grants/contracts into categories: Federal, State, Industry, Private Foundation

Include title; Source: Ex: NIH, Pfizer Pharmaceutical, Flinn Foundation; Role [PI, Co-PI, Investigator, etc.] and percent of effort or Person Months on grant (either is acceptable); Total \$ amount of grant for life of grant; Years of grant (Month/Year – Month/Year).

SECTION IV: CURRICULUM VITAE (cont.)

*If title is non-descriptive, include 1 line description/purpose of grant.
Include this information for "Pending Grants" as well as funded grants.*

List of Collaborators on Grants and Publications from Last Five Years

Collaborators include all individuals who have within 60 months preceding the submission of this dossier coauthored on projects, books, articles, reports, abstracts, papers or grant proposals, including coeditors of journals, compendia, or conference proceedings.

- List of collaborators on grants and publications from last five years
- Graduate, Postdoctoral, Thesis Advisors or Sponsors *The candidate's advisors, etc., not those whom they have advised or mentored.*

The promotion and tenure process looks to the conflict of interest principles set by such agencies as NSF and NIH. As noted under Standing Committees in the "Instructions for Deans Directors and Department Heads," an individual who has coauthored grants or publications with candidates within the last five years should not serve as an external reviewer.

Collaborators are defined as individuals who have collaborated with the candidate within the sixty months preceding the submission of the dossier in coauthoring books, articles, abstracts, or papers; submitting grant proposals; or co-editing journals, compendia, or conference proceedings. Collaborators who have worked closely in an ongoing way with a candidate should generally recuse themselves from voting on the candidate when serving on department or college committees or serving as department heads or deans in the promotion and tenure process. If the candidate has not collaborated with anyone in these roles in the last five years, this point should be explicitly noted on the curriculum vitae under "List of Collaborators."

Signed Statement by Candidate

The candidate's signature should appear on the last page of the curriculum vitae with the following statement: *(copy/cut/paste to bottom of CV, and make sure candidate signs it! Just signature block is not acceptable.)*

This is a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J.

SECTION 5: CANDIDATE STATEMENT

Candidate's Statement of Accomplishments and Objectives on Research, Teaching and Service/Outreach (3-5 pages)

(Accomplishments = past, Goals/Objectives = future. The last paragraph of each section or the last paragraph of the entire Statement should address future goals/objectives – this is the aspect most often left out.)

This statement should describe how each area contributes to form a complete picture of the candidate's responsibilities and objectives as a faculty member. It should tie directly to Section II: with Section II being focused on **assignment** and this statement being focused on **results** with a holistic emphasis. Research is understood to include accomplishments and goals. The section on teaching should provide a succinct account of the candidate's philosophy on teaching and advising, what the rewards of teaching and advising are for the candidate, what problems may have been encountered and what improvements may have been made. Service/outreach should include internal and external activities. To the extent possible, the statement taken as a whole should show how the candidate integrates these three areas toward achieving his/her objectives.