Headings for the U of A CURRICULUM VITAE for Promotion Dossier

Name & Contact Information (no specific format; <u>all other areas should be chronological – oldest to newest</u> with dates aligned to the left margin for all sections)

Chronology of Education **Month/Year, no gaps** (Include any leaves, military, etc.)

- All colleges and universities attended
    - Institutions, degrees and dates awarded
- Title of doctoral dissertation/master's thesis and name of director/advisor
- Major field(s)
- Board Certifications & Licenses

Chronology of Employment (Include active and Shared Appointments at UA) **Month/Year, no gaps**

Honors and Awards (**Do not** include grants, **do** include Visiting Professorships, Teaching Awards, Patents, etc.)

- Honorary membership in a society (e.g. Fellow, American College of Cardiology)

Service/Outreach (Limited to time in current rank) List year "2015" or years "2015-2017" or "2018 –" for current
Create a separate section for each of the following categories:

- 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.

Publications/Creative Activity (**Break out by Published or Accepted in Chronological Order** [oldest to newest]**)**
*Place a * to the left of any publication title substantially based on work done as a graduate student. Provide English translations of titles for foreign publications. Include all publication information, including page numbers and the sequence of co-authors' names.* **Bold** *candidates name, include PMID and spell out acronyms.*

- Scholarly books and monographs (distinguish scholarly works vs. textbooks)
- Chapters in scholarly books and monographs
- Refereed journal articles, published or accepted in final form
- Other peer-reviewed publication; electronic publications

Work in Progress (May include publications and other creative activities)

Media (May include performances, exhibits, shows, recordings, CD's, web-based material, patient education material)

Conferences/Scholarly Presentations (Limited to time in current rank)
Create sections for iinvited and submitted presentations. Provide presentation title, group/meeting and location for each

- Colloquia, Seminars, Symposia, Conferences [Peer reviewed abstracts can be added at the end]
    - The first section should be invited talks
    - Each section can be divided into regional, national or international

Awarded Grants and Contracts (If grant title is not descriptive, a 1 or 2 line description can be added)
List dates & percent effort on grant; role [PI, Co-PIs]; all co-PIs; source and amount; include a pending section

- Categorize by: Federal, State, Industry, Private Foundation
- Use NIH formatting - NIH Example can be found here:
  https://grants.nih.gov/grants/funding/phs398/competing_othersupport.pdf

List of Collaborators and their Organizational Affiliations

Collaborators include all individuals who have within 60 months preceding the submission of this dossier co-authored on projects, books, articles, reports, abstracts, papers or grant proposals.

- Alphabetical (last name, first name) list of collaborators on grants and publications from last five years
- The candidate's Graduate, Postdoctoral, Thesis Advisors or Sponsors

Signed Statement by Candidate

The candidate's signature should appear on the last page of Section 5 with the following statement:

Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing tenure and promotion may lead to dismissal or suspension under ABOR Policy 6-201 J.

Common CV Questions

Question: What if I don't have any information for a specific heading, e.g. *Awarded Grants and Contracts* or *Media*?

Answer: The heading can be removed or you can put N/A under the heading

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Question: Where does my teaching and mentoring activities go on the CV?

Answer: Teaching and mentoring information do not go on the UA Dossier CV but in a separate section of the Dossier where the candidate can list courses, individual student content (advising, mentoring, clinical instruction, dissertations directed & in progress), teaching awards, instructional innovations and collaborations as well as provide supporting documentation such as syllabi and course materials.

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Question: What format should my publication be in?

Answer: APA format is acceptable, but always list all authors and **bold** your name. You can include your ORCID (https://orcid.org) in this section.