

## **CURRICULUM VITAE**

### **PERSONAL DATA**

Name

Citizenship

Do not include information such as date of birth, gender, marital status, spouse, children's names or ages, etc.

### **ADDRESS**

Professional Address

Telephone Number

Fax Number

E-mail Address

***Use a consistent chronological order for the following sections. Past to present is most common.***

### **EDUCATION**

List year, school, and degree earned.

### **POSTDOCTORAL TRAINING**

List any type of special leaves, sabbatical leaves from academic appointments for research. Include the dates, type of leave, and location.

## **ACADEMIC APPOINTMENTS**

List dates, title, and institution of all academic appointments.

Examples include:

Lecturer

Instructor

Assistant Professor

Associate Professor

Professor

Clinical Instructor – Professor

Research Investigator

Assistant Research Scientist

Senior Associate Research Scientist

Senior Research Scientist

## **ACADEMIC ADMINISTRATIVE APPOINTMENTS**

List dates, title, and institution.

Examples include:

Dean  
Associate Dean  
Assistant Dean  
Department Chair  
Section Head  
Director

## **CLINICAL/HOSPITAL APPOINTMENTS**

List dates and types of appointments.

Examples include:

Staff Physician  
Physician Volunteer  
Medical Director  
Assistant Medical Director  
Director

## **CONSULTING POSITIONS**

List dates and types of consulting positions held; these are usually affiliations with industry.

Examples include:

Membership on Advisory Boards  
Regular and occasional consultant to pharmaceutical companies  
Consultant to government agencies (Department of Agriculture, etc.)

## **SCIENTIFIC ACTIVITIES**

List dates and names of journals or institutions.

Examples include:

*Ad hoc* reviewer of manuscripts or grants  
Editorial Boards  
Study Sections  
Membership in programs such as the Cancer Center or Cellular and Molecular Biology

**GRANT SUPPORT (Refer to Section VI : Research and Scholarship)**

List past, current, and pending grant support. Dates and funding amount (specify direct cost or total cost, and annual or total project period)

For each grant include:  
Funding institution  
Grant title  
Percent effort

**Names of Principal Investigator**

Candidate's role on the grant (such as overall PI, site PI, or candidate's specific role)  
Direct costs/year  
% Funded salary support

**CERTIFICATION AND LICENSURE**

Include year and type of Board Certification, Fellowship certification, BLS/ACLS, etc.

Licensure: List date and states for medical licenses, DEA registration, etc.

**MILITARY SERVICE**

List dates and types of military service, including Reserves.

**HONORS AND AWARDS**

List date and name of honor or award received: these can be international, national, regional, state, local or institutional awards and honors.

Examples include:

University of Minnesota Regents' Award  
Senior Fellow, Minnesota Society of Fellows  
Honorary Doctor of Science Degree, Purdue University  
American Medical Association: Physicians' Recognition Award  
Distinguished Professorships  
Visiting Professorships  
Honorary Lectureship

## **MEMBERSHIPS AND OFFICES IN PROFESSIONAL SOCIETIES**

List dates and names of professional societies in which you are a member. If you have served as an officer, list the office held and the dates of service.

## **TEACHING AND MENTORING ACTIVITIES (Section VII: Teaching)**

### **EXTRAMURAL INVITED PRESENTATIONS**

List invited international, national, and local presentations, lectures, and seminars. Include the titles, institution, and date.

Example:

"Integration of Stress Response Networks in Bacteria," keynote address, symposium of Stress Proteins and Heat Shock Response, Cold Spring Harbor, New York, April 29-May 2, 1991.

### **OTHER PRESENTATIONS**

Any other presentation presented at professional meetings.

### **COMMITTEE AND ADMINISTRATIVE SERVICE**

These include national, regional, state, university, medical school, hospital, and community committees and administrative services. Also, note if you served as chair, co-chair, etc. Include dates.

Examples include:

#### National

Scientific Advisory Committees, NIH

National Board of Medical Examiners Text Committee

#### University

Senate Assembly

President's Advisory Commission on Women's Issues

#### Medical School

Executive Committee

Advisory Committee on Appointments, Promotions, and Titles

Task Forces

Planning Committees

Search Committees

Admissions Committees

### Department

Planning Committees  
Promotions Committees  
Search Committees

### Community Service

Science Fair Judge  
Red Cross  
(many faculty members prefer not to include this as part of their CVs)

### **PATENTS**

List patent name, number, and date of issue.

### **ANNOTATED BIBLIOGRAPHY**

List completed Publications of Scientific Journals under the headings below.

Number the publications under each heading. Each publication should include the full title, complete list of authors (underline/bold your name), journal title, journal volume, page numbers (inclusive), and date of publication.

Peer-Reviewed Publications  
Non-Peer-Reviewed Publications  
Articles Accepted for Publication  
Articles Submitted for Publication  
Electronic Publications  
Educational Videos-Physician Education Material  
Books  
Chapters in Books  
Abstracts, Preliminary Communications, Clinical Papers  
Research Publications in Non-Scientific or Clinical Journals

Examples of role in multiple author publications:

Guarantor of integrity of entire study  
Developed Study concept  
Developed Study design  
Defined intellectual content  
Conducted literature research  
Conducted experimental studies

Data acquisition  
Manuscript preparation  
Manuscript editing  
Manuscript review

All of the above convey independence of action. If a participant, but someone else is the leading person responsible, so state.

**Finally, remember to:**

- Number pages
- Include end note with date of last revision
- Spell check and proofread