

The curriculum vitae should contain the following information. Note: All of the headings should appear on the C.V. regardless of whether or not the faculty member has information for each category. For example, if a faculty member does not have research funding, “no current funding” should be indicated.

Please note:

(1) Each page of the CV should (a) be numbered and (b) include the date that the document was last updated. (When printing, do not use a printer setting that automatically includes the current date.)

(2) Any lists provided in sections 2-16 should be in chronological order (not reverse chronological order). For example, when using chronologic order 2005 comes before 2011.

1. **Contact Information:** Name, office address, and phone number and/or home address (optional), phone and/or cell phone number (optional) and work email address.
2. **Personal Data:** Place of birth; citizenship, if applicable; date of birth optional.
3. **Education:** University of undergraduate and graduate degrees (indicate dates).
4. **Postgraduate Training:** Internship, residencies, fellowships (place and dates).
5. **Faculty Positions Held:** (place and dates). Note: A faculty position is at an academic institution, such as the University of Washington School of Medicine. A faculty position is not at a hospital.
6. **Hospital Positions Held:** (place and dates). Do not duplicate #3 above. Note: “Seattle Children’s Hospital” is the correct name and spelling of that institution.
7. **Honors:** Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDA’s, Young Investigator Awards, Teaching Awards, etc.
8. **Board Certification:** General Medical and Specialty Boards (indicate inclusive dates of initial certification and inclusive dates of any maintenance of certification).
9. **Current License(s) to Practice:** States, dates, and license numbers.
10. **Professional Organizations:** Include role(s) in the organization and offices held (inclusive dates).
11. **Teaching Responsibilities:** Include teaching activities with:
 - (a) Medical studies and students in allied health professionals. If applicable, group specific courses by venue (e.g., UW SOM), providing course number, course title, number of credits, years, number of students, and specific responsibility and percentage of responsibility/time commitment in the course. When appropriate use as table structured similarly to the following:

Table: UW SOM courses taught

Course	Title	Credits	Years	Stu- dents	Responsibility
Peds 665	Clinical Clerkship	12	1999-2007	3 per 3 week rotation	100% for 2 three week rotations per year
XXXXX	Seminar	1	2003, 2007, 2012, 2014	40-60	2003, 2007, 2012: 1 lecture
Peds 499	Undergraduate Research	6	2004/2005	1	Individual research advising—100%-- 6 credits total
XXXXX	XXXXXX	3	2012-present	25-30	Instructor (100%)

(b) Pediatric residents. A suggested format for resident teaching responsibilities:

Seattle Children's Hospital, Pediatric Medicine Inpatient Service Clinical preceptor for pediatric residents & medical students.	1999-2008
University of Washington, Newborn Nursery Clinical preceptor for pediatric residents & medical students.	1999-

A suggested format for resident mentoring responsibilities over the past five years:

<i>Mentorship for Residents</i>	<i>last 5 years</i>	
XXXXX, MD Barriers to primary care access and utilization among Hispanic families seeking care at ED.		2008-2010
XXXXXXXX, MD Use of digital storytelling to change behaviors relevant to child safety among native Alaskan women in a group perinatal home.		2008-2010

(c) Subspecialty fellows. A suggested format for fellow teaching responsibilities:

Guest lecturer: "Writing for Publication in Biomedical Sciences" HSERV 592H Health Research Training Seminar – 1 lecture	2013 -
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A suggested format for primary mentoring responsibilities over the past five years:

<i>Mentorship for Fellows</i>	<i>last 5 years</i>	
XXXXXXXX, MD MPH Thesis Committee.	Pediatric Critical Care	2007-2009
XXXXXXXX, RN Master's Thesis Committee.	Nursing	2010
XXXXX, MD Scholarship Oversight Committee.	Pediatric Emergency Medicine	2010-2012

(d) Other venues, including –but not limited to- grand rounds, lectures in lecture series, teaching in CME activities, teaching workshops. Indicate role in university-related teaching/curriculum committees.

12. **Editorial Responsibilities:** Mention Editorial Board activity. Do not mention occasional reviewing duties.
13. **Special National Responsibilities:** Such as NIH study sections, training grant committees, advisory committees, and other similar responsibilities.
14. **Special Local Responsibilities:** University and Hospital committees. Do not duplicate teaching committees listed in #10.
15. **Research Funding:** Active/pending, project number (role: PI versus co-investigator), source, title of project (and/or subproject), dates of approval/proposed project, annual direct cost/percent effort, Include training grants. Include past funding following the above format.

16. **Bibliography** in the following order, using –when possible- the format presented in (a) for all items:

- a) Manuscripts in Refereed Journals (including published articles and manuscripts accepted for publication (i.e., in press), using for each article a standardized bibliographic citation format that includes the first and last page number. Note that the authors must appear in the same order as in the original publication. Number the articles consecutively and use bold font for your name. Include PMID for each citation.
- b) Book chapters
- c) Published books, videos, software, etc.
- d) Other publications, e.g., letters to the Editor, publications in non-refereed journals, group and collaborative authorship* on peer-reviewed publication, and peer-reviewed curricula**.

*Group and collaborative authors: A named group is identified as a “co-author” in the byline on a manuscript; however, (a) the list of the members of the group appears only within the article (and not in the actual author list), and (b) in the PubMed citation the faculty member’s name appears in the list of collaborators. The citation should be followed with a brief description of your role as collaborator/group author. Group-authored publications could be listed in a subsection entitled: Peer-Reviewed Collaborative Authorship.)

**Peer-reviewed curricula could be listed in a subsection entitled: Peer-Reviewed Curricula. The example that the Department of Pediatrics is most familiar with at this time is the AAMC-MedEdPORTAL. Citations should be structured in as follows and followed by the explanatory note:

Au, Au, Au. Title. Accepted for publication, MedEdPortal. Published XXXX (date). Available from www.mededportal.org/publication/XXXX

Note: AAMC-MedEdPORTAL Publications were designed to serve as a prestigious peer reviewed publishing venue through which educators both receive recognition for their educational scholarship works and promote these works through worldwide dissemination. With an editorial structure similar to a traditional print-based journal, publications follow a peer review policy that mirrors practices employed by established biomedical print journals and employs a rigorous external peer review process which is based on accepted standards of scholarship and utilizes invited expert reviewers to conduct all reviews. An educational resource successfully peer-reviewed and published through MedEdPORTAL is comparable to a peer-reviewed research paper published through a reputable print-based journal. (Excerpt from MedEdPortal/AAMC Educational Scholarship Guide, available at www.mededportal.org)

- e) Manuscripts submitted, listed separately with date of submission. Do not list manuscripts in preparation or work in progress.
 - f) Abstracts (for no more than the last five years). Use the following format: (1) authors in the order they appear in the abstract; (2) the title of the abstract; (3) name and location of the meeting to which the abstract was submitted; (4) whether the abstract was accepted for plenary, platform, or poster presentation, and the name of the presenting author; (5) date of the meeting.
17. **Other:** For invited lectures, divide them into regional, national, international. Use the following format: (1) Describe your role (Invited speaker/panelist/etc); (2) Title of presentation/ seminar/symposium/etc; (3) Name of organization (university, hospital, professional society, government committee, etc) to which talk was given; (4) location (city and state if US ; city and country if non-US); and (5) dates

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