

SCHOOL OF MEDICINE CURRICULUM VITAE

The curriculum vitae should contain the following information:

1. **Personal Data:** Place of birth; citizenship, if applicable; date of birth optional.
2. **Education:** University of undergraduate and graduate degrees (indicate dates).
3. **Postgraduate Training:** Internship, residencies, fellowships (place and dates).
4. **Faculty Positions Held:** (place and dates).
5. **Hospital Positions Held:** (place and dates). Do not duplicate #3 above.
6. **Honors:** Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDA's, Young Investigator Awards, Teaching Awards, etc.
7. **Board Certification:** General Medical and Specialty Boards (indicate date received).
8. **Current License(s) to Practice:** States and dates.
9. **Professional Organizations:** Include offices held.
10. **Teaching Responsibilities:** List specific courses, specific responsibility and percentage of responsibility if shared course. Indicate role in teaching committees. List recent CME. List trainees during last 5 years, if primary mentor.
11. **Editorial Responsibilities:** Mention only Editorial Boards. Do not mention occasional reviewing duties.
12. **Special National Responsibilities:** Study sections, Training Grant Committees, American Heart Associations and other similar responsibilities.
13. **Special Local Responsibilities:** University and Hospital committees. Do not duplicate teaching committees listed in #10.
14. **Research Funding:** Active/pending, project number (PI versus co-investigator), source, title of project (and/or subproject), dates of approval/proposed project, annual direct cost/percent effort, Include training grants.
15. **Bibliography** (use the format in (a) for (b) through (f)):
 - a) The first section should be Manuscripts in Refereed Journals with authors listed in the order they appear in the original publication. Include manuscripts in press (i.e., accepted for publication). Number these articles consecutively and include the first and last page number of each article.
 - b) The second section: Book chapters
 - c) The third section: Published books, videos, software, etc.
 - d) The fourth section: Other publications, e.g., in non-refereed journals and letters to the Editor.
 - e) The fifth section: Manuscripts submitted, listed separately with date of submission. Do not list manuscripts in preparation or work in progress.
 - f) List Abstracts in a final section.
16. **(Optional) Other:** National invitational lectures, etc.

All of the headings should appear on the C.V. regardless of whether or not the candidate has information for each category. For example, if a candidate does not have research funding, there should be a statement indicating that there is no current funding.