REQUIRED CURRICULUM VITAE FORMAT

NAME

ACADEMIC APPOINTMENTS

List all prior academic appointments (include name of university, location and inclusive dates of appointment) in chronological order.

Note: If the applicant holds a current faculty appointment at another institution, per Faculty Handbook regulations, for full-time and voluntary applicants, a letter of resignation must be provided before appointment can be finalized. (A letter of intent to resign upon endorsement will be accepted from Professor and Associate Professor candidates).

HOSPITAL APPOINTMENTS

List clinical appointments, name of hospital(s) location and inclusive dates of appointment, chronologically.

Note: Faculty employed full-time at MSSM must resign all other hospital appointments (however can maintain adjunct or consultant status).

EDUCATION

Include degree(s), along with the date received and institution(s) where granted.

*When listing postdoctoral training, include level of training (i.e., internship, residency), institution attended and inclusive dates. **Please include the names of primary mentors involved in graduate, post-doctoral and/or fellowship training.***

CERTIFICATION

For physicians: specify certifying agency (i.e., national boards) and date certified

LICENSURE

For physicians: specify initial date of licensure, state, and license number.

HONORS/AWARDS/PATENTS

List major honors, awards and patents. Include dates obtained.

OTHER PROFESSIONAL APPOINTMENTS

What should be listed here:

- Elected positions in professional societies
- Appointed membership to editorial boards *(service as an occasional reviewer of manuscripts should not be included)*
- Intramural/extramural committees (*e.g.appointments to study sections and other scientific review committees) service on ad hoc committees should not be included unless candidate is currently at the Assistant Professor level*

HOW TO LIST: Please list in chronological order, including membership dates

ADMINISTRATIVE LEADERSHIP APPOINTMENTS

If applicable, under this section please list leadership appointments, briefly highlighting any initiatives and their implementations. Please list dates.   This applies (but is not limited) to the following venues:

INTERNAL:

- Clinical: assignments to direct and/or establish a clinical program, service or clinical diagnostic laboratory. *(If available, please provide data on patient volume, the positive impact on patient population, the extent that the entity serves other departments within the institution)*
- Teaching: acting as course director or co-director in the Medical School; new curriculum development, or major changes to existing curriculum. If candidate modified an existing course, briefly describe how this impacted the quality of the course (*If applicable, please provide data on student enrollment and append a summary of course evaluations to the CV).*
- General Administration: if appointed to lead an intramural school and/or hospital committee formed to improve operational procedures and/or new policy implementation, describe direct involvement and outcomes to date.

EXTERNAL:

if assigned a leadership position in a committee formed by either a government body, or by a society in which candidate holds a membership, please briefly describe the mission of the committee and indicate whether it resulted (or will result) in recommendations for policy changes.

TRAINING RECORD

Please prepare in the exact grid format as shown below. ***Please note that this grid should only be included on CV if candidate was solely or primarily responsible for learners' education in a particular discipline***. *If candidate's involvement with trainees was sporadic (e.g., contact with all the residents in your department), please record this information in the grid under "Teaching Activities."*

NAME	LEVEL OF TRAINEE	ROLE IN TRAINING & INCLUSIVE DATES OF TRAINING	TRAINING VENUE	TRAINEE'S CURRENT STATUS & EMPLOYMENT
	Graduate student, Postdoctoral fellow, Resident, etc.	Mentor, research collaborator, thesis supervisor, etc.	Laboratory, etc.	List trainees' current academic status if possible

GRANTS AND CONTRACT SUPPORT

Grant information must be listed in the below grid format and all must contain all required information. Please do a separate grid for past, present and pending grants.

List Funding Source, Project title & Number	Role in Project	Dates	Direct Costs	Supplemental Info
	List the name of PI *If not PI:* • *Indicate your role on the project, e.g., co-PI, investigator etc.* • *Provide a brief description of your role in the project* • *List the percentage of time effort*	*List inclusive dates of project*	*Please list the total award, along with current year direct costs*	*For current grants that are close to expiration (1 year or less) indicate here if and when renewal will be sought* *For Pending grants, please list priority score and percentile if available.*

CLINICAL TRIAL PARTICIPATION

If applicable, list participation in Clinical Trials in the following grid format. Please provide all requested information.

PROJECT	Role in Project	Dates	Award	Other Info
Identify sponsor, project title and GCO #	Identify role in project, e.g., PI; briefly describe role; provide % time/effort	List inclusive dates of project	Award Amount	If multi-center trial, indicate whether MSSM is primary site. Indicate whether level I, II, III or IV trial.

TEACHING ACTIVITIES

List scope of teaching responsibilities within the department and, if applicable, the institution (i.e., participation in CME courses, lectures).

For candidates being nominated primarily as educators at the Associate Professor level or above, it is recommended that teaching activities listed on the CV be structured as in the example provided below:

Teaching Activity/Topic	Level	Role	Number of Learners	Number of hours per week,/month/year	Years Taught
2nd Year Intercession/ Infectious Diseases	*Medical School Course*	*Lecturer*	*95*	*4 hours per year*	*2003*
Journal Club	*Department Level*	*Director*	*32*	*4 hrs/month*	*2000-2003*
Inpatient Rounds	*Department Level*	*Teaching/ Attending*	*6*	*3 mos per year*	*2000-present*

PUBLICATIONS

Format: Publications must be numbered, in chronological order, and must be in the National Library of Medicine format. Please categorize publications under the following headings: :

- Peer Reviewed Original Contributions
  (Articles that are in-press can be included if the acceptance letters are provided. Do not list articles in-preparation)

- Other Peer Reviewed Publications - which can include:
  - Case Reports
  - Opinions
  - Letters
  - Review Articles

- Invited Contributions

- Books and Chapters in Books

- Non-Peer Reviewed Publications

- ***NOTE: Abstracts may be included, but as an addendum at the end of the CV***

Concerning Authorship:
1. *If bibliography includes any significant publications in which candidate appears as a middle author, it is recommended that the candidate document his/her contribution(s). This can be annotated directly under the particular citation or listed as a separate category at the end of the CV. Consistent with the guidelines of the International Committee of Medical Journal Editors, the candidate should document if there was:*
   - *Substantial contributions to conception and design of study*
   - *Substantial contributions to data acquisition*
   - *Substantial contributions to data analysis and interpretation*
   - *Drafting article or revising it critically for important intellectual content*
2. *Candidates for the rank of Associate Professor (including reappointments) and Professor: please asterisk major publications since last appointment, promotion or reappointment. (These publications should be commented on in the chair statement.)*

INVITED LECTURES/PRESENTATIONS
Please limit list to Invited talks given at meetings and at other institutions, and information must include:
- *Topic*
- *Date*
- *Institution and venue where given.*

MEDIA RESOURCE EDUCATIONAL MATERIALS
Please specify the extent of participation in the creation and implementation of
- educational videos, CD-Roms and other educational software (include the dates produced if possible)
- List all Web-based publications, tutorials (e.g., Department Website)