

Standard Curriculum Vitae Required for Tenure and Promotion Review
Virginia Commonwealth University, School of Medicine

Effective January 1, 2008, all Virginia Commonwealth University, School of Medicine faculty nominated for tenure and/or promotion must submit curriculum vitae (CV) that complies with the sections and order set forth in the present document. If sections do not apply, omit them. Use subheadings to make key information easy to identify. Use Tahoma typeface and 12 size font. Use one-inch margins on all sides, and present all information in chronological order, except as specifically noted. All instructions are presented in italics.

PERSONAL INFORMATION

Please include fluency or proficiency in foreign languages. Do not include Social Security Number; date of birth, birthplace, citizenship, home contact information, or names of spouse or children.

Name:
Title:
Business/Institution Name:
Business Address 1:
Business Address 2:
City, State, Zip:
Business Phone:
Business Fax:
Business Email:

PROFESSIONAL SUMMARY

Primary Departmental Program Area:

Areas of expertise and interest (*List by keywords; use no more than ten.*):

EDUCATION

➤ POSTGRADUATE

Start with the most recent experience. List internships, residencies, fellowships, and/or other professional training experience: Include dates attended, name and location of institution, and discipline: List awards received, if applicable.

➤ GRADUATE

Start with the most recent experience. List dates attended, name and location of institution, major subject, degree received and year: Include all advanced degrees and honors, if awarded. State title of thesis and name of thesis advisor.

Use the name of the degree, as it was awarded on the diploma (e.g., DSc, MBBS, MDMC)

➤ UNDERGRADUATE

Start with the most recent experience. List dates attended, name and location of institution, major subject, degree received and year: Include honors, if they were awarded.

CERTIFICATION AND LICENSURE

➤ LICENSURE or REGISTRATION

List all states of current and active licensure, but do not include license number. List USMLE, NBME or equivalent licensing exams and dates passed.

➤ CERTIFICATION

List Board certifications and year attained; include expiration dates of certifications. List indefinite if no expiration is applicable.

➤ HOSPITAL APPOINTMENTS

List all institutions where current active privileges are held.

ACADEMIC APPOINTMENT HISTORY

DATES	TITLE/RANK	INSTITUTION
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List title and start with current and progress toward first, academic rank, use inclusion dates and appointment track (e.g., collateral or tenure), name and location of institution (university and school name); joint faculty appointments if any; include appointments to Institutes and Centers of Excellence. If tenured, indicate date that tenure was awarded.

This is an example for listing Academic Appointment History: Director, Community-based Research Program, Department of Family Medicine, School of Medicine, with joint faculty appointment in the Department of Health Administration, School of Public Health, Virginia Commonwealth University, Richmond, Virginia, Associate Professor (Tenure Eligible) July 1, 2004 through June 30, 2007.

EMPLOYMENT HISTORY INCLUDING SIGNIFICANT WORK EXPERIENCE

DATES

RANK/TITLE

INSTITUTION

List all administrative, executive or consulting roles such as program, clerkship, course, center and fellowship director; staff physician or scientist. Include hospital, military, governmental (include Veterans Administration), community and private sector titles. Include military history with rank and dates of service. For all entries, list inclusive dates, title of position, name and location of institution. Start with most recent significant work experience.

This is an example for listing Significant Work Experience: Staff Physician, Division of Endocrinology, McGuire Veterans Administration Medical Center, Richmond, Virginia. July 1, 2005 through June 30, 2007.

SPECIAL AWARDS AND HONORS

(Start with most recent. List election to honorary academic societies (e.g., Alpha Omega Alpha, Phi Beta Kappa), Include competitive fellowships awarded, named lectureships, internal and external awards and honors and sabbaticals with dates.)

MEMBERSHIP IN SCIENTIFIC OR PROFESSIONAL SOCIETIES

Start with most recent. List inclusive dates of membership and elected or appointed offices held.

SCIENTIFIC AND SCHOLARLY ACTIVITIES

➤ EXPERT SERVICES

Start with most recent dates of service. List editorial board positions, study section memberships, journal refereeing, extra-mural grant reviewing, organizing roles in scientific meetings, and visiting professorships. List dates in inclusive fashion. Include services as an editorialist or moderator, when conference proceedings are published.

➤ GRANTS AND CONTRACTS: ACTIVE

Start with most recent. List for all active grant; include project number and title, principal investigator name, source of funds, inclusive dates, total funding (i.e.,

direct, indirect, and total), role on project, and percent effort. Indicate whether the grant is part of a center or other overall program grant.

➤ **GRANTS AND CONTRACTS: PENDING-SUBMITTED**

Start with most recent. List for all pending and submitted grant;; include project number and title, principal investigator name, source of funds, inclusive dates, total funding (i.e., direct, indirect, and total), role on project, and percent effort. Indicate whether the grant is part of a center or other overall program grant.

➤ **GRANTS AND CONTRACTS: PAST**

Start with most recent. List for all pending and submitted grant;; include project number and title, principal investigator name, source of funds, inclusive dates, total funding (i.e., direct, indirect, and total), role on project, and percent effort.

➤ **PATENTS, INVENTIONS AND COPYRIGHTS:**

Start with most recent and list. Include dates of approval.

➤ **RESEARCH ADVISING AND MENTORING**

Start with most recent experience and include numbers and types of learners, (e.g., undergraduate medical students, resident physicians, fellows, doctoral students, post-doctoral associates and junior faculty trained and mentored in research and scientific methods.) Include participation on Ph.D. committees and thesis advisory committees. For each graduate student, include degree earned and year. Include the significant scientific accomplishment of mentees, if appropriate.

EXTRAMURAL PRESENTATIONS

List your extramural presentations by category: local, regional, and national or international. In each category, start with the most recent. List month, year, title of talk, type of talk, (e.g., grand rounds, panel discussions, or poster presentation) the organization or institution that may have invited the presentation, the name of the conference, city, state, or country. Specify whether the presentation was invited and whether any awards were earned for a select presentation.

TEACHING, ADVISING AND MENTORING

*Describe educational innovations in a narrative format, and include sample educational portfolio, as an appendix, if desired. (A detailed description of education portfolios may be found in *Advancing Educators and Education*:*

Defining the Components and Evidence of Educational Scholarship, Summary Report and Findings from the AAMC Group on Educational Affairs Consensus Conference on Educational Scholarship. Association of American Medical Colleges, Washington, DC, 2007) Include intramural teaching, advising and mentoring at the student, resident, fellow, graduate student, postdoctoral level or professional level, including continuing medical education conferences given. List activities conducted within the School of Medicine, and other schools within the university. Include both clinical (e.g., Foundations of Clinical Medicine, bedside, ward attending, clinic attending) and non-clinical teaching. Include dates (inclusive), approximate number of contact hours per year, and audience for each listing. List formal university courses taught (note School Name, Department and Course Number). Include guest lectures in other courses. Include administrative leadership positions in education (e.g., Course or Clerkship Director or Associate Dean for Education) with a narrative description of the role. List teaching resources such as teaching tutorials, virtual patients, cases, laboratory manuals, or assessment instruments, peer reviewed and listed in MedEdPortal. List mentees by name; describe mentoring activities (formal and informal) with approximate number of contact hours per year, and accomplishments of mentees, if appropriate. List experience writing questions or delivering oral examinations for organizations such as the National Board of Medical Examiners, United States Medical Licensing Examination (USMLE), or specialty boards such as the American Board of Internal Medicine (ABIM).

List teaching awards received, starting with most recent. Include sources of the awards, (e.g., School of Medicine, VCU) the approximate number of nominees, how the award choice was made, and who made the choice.

Example: 1998 – Present, Attending Physician, Inpatient Service (1 resident, 2 interns, 2 M-3s, 1 PharmD student), 4 hours per day, 2 months per year

Example: 2002-2004, Lecturer, Osteoarthritis, Musculoskeletal Disease Course, M2 Curriculum (180 M2s), 3 contact hours

Example: 2006, Outstanding Teaching Award. School of Medicine, Virginia Commonwealth University. Four faculty were nominated by colleagues with the School of Medicine. Offers of support were received by or Dean's level awards committee who made the selection based upon, established criteria and the strength of evidence.

SERVICE ACTIVITIES

➤ CLINICAL SERVICE

List the most recent dates of service first, in each category of activity.

1. **Outpatient Activities** - *Outpatient activities include private outpatient practice within the VCU Medical Center or at off-site locations; practice in hospital-based clinics and inmate clinics; home care and nursing home care; outpatient surgery within the VCU Medical Center and at off-site locations; patient care at dialysis centers; and non-surgical procedures (e.g., endoscopy, echocardiography, EEG/EMG, vascular studies, and bone densitometry.)*
2. **Inpatient Activities** - *Inpatient activities include ward and consult attending at VCU Medical Center, inpatient surgical procedures and post-operative care, hospitalist services, and non-surgical inpatient procedures such as endoscopy, echocardiography, EEG/EMG, vascular studies, and bone densitometry.*
3. **Miscellaneous Activities** - *Examples of Miscellaneous Clinical Service Activities include Telemedicine, informal ("sidewalk") consultations with VCU Medical Center and community physicians and medical care delivered at international sites.*

➤ **SERVICE TO THE PROFESSION**

Start with the most recent service. Include international, national, regional, state, and local services directed at a professional audience. Examples include assignments to committees, workgroups, panels, boards, councils, ad hoc groups, taskforces and other projects for scientific and specialty societies, governmental and quasi-governmental entities, non profit corporations, and others.

➤ **SERVICE TO THE COMMUNITY**

Start with the most recent service. Include international, national, regional, state and local services directed at lay audiences. Examples include assignments to committees, workgroups, ad hoc groups, taskforces, and other projects, that might relate to community outreach including international and national volunteer healthcare activities.

➤ **SERVICE TO THE UNIVERSITY**

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

➤ **SERVICE TO THE SCHOOL OF MEDICINE**

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

➤ SERVICE TO THE DEPARTMENT

Start with the most recent service. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

➤ SERVICE TO OTHER AFFILIATED INSTITUTIONS

Start with the most recent service. Include committee work at affiliated institutions such as MCV Hospital, the McGuire VA Medical Center, Children's Hospital, or Inova. Include committee memberships. Indicate whether the membership was elected, appointees, or volunteer. Provide dates, committees chaired, administrative appointments, and other assignments.

➤ SERVICE TO THE MILITARY

Start with the most recent service. List rank and dates awarded those ranks (e.g. Captain 1990-86, 1st Lt 1986-83, 2 Lt 1983-81) List assignment locations and administrative/clinical titles (e.g., Chief of Hematology Walter Reed Army Medical Center Washington DC 2003-1999, Staff Physician Walter Reed AMC 1999-1996.) Include awards received such as Army Commendation Medal 1981, or Purple Heart 1976.

PUBLICATIONS

List papers in chronologic order. Only list papers published or accepted (in press). Do not list articles submitted or in preparation. When there are multiple authors, the name of the nominee for presentation or tenure should be presented in bold typeface or underlined. Use citation format of Current Contents. List all authors, do not use et al. List all pages inclusive. Publications must be numbered. Letters to the editors should be listed under Other Publications.

➤ PAPERS PUBLISHED IN PEER REVIEWED JOURNALS

Note whether the paper was the subject of an accompanying editorial and provide the citation for the editorial.

➤ CORPORATE AUTHORSHIP OR MULTICENTER TRIALS

List only if results of study were published and the nominee for promotion and tenure was not listed as a named author. Include full and complete citation. Describe the nominee's role in study, (e.g., site investigator, chair of statistics committee.)

➤ EDITORIALS, REVIEWS, COMMENTARIES, INVITED PUBLISHED PAPERS IN PEER REVIEWED JOURNALS

➤ PUBLISHED ABSTRACTS OR PROCEEDINGS

➤ BOOKS, BOOK CHAPTERS AND MONOGRAPHS

For each book chapter, include the authors, title of chapter and inclusive pages. Also include the book title, publisher, date and book authors or editors.

➤ OTHER PUBLICATIONS

Include letters to the editor.

➤ SCHOLARLY WORK PUBLISHED IN OTHER MEDIA

Examples include web site contributions, film, video, and audio

1. Peer Reviewed
2. Non Peer Reviewed

➤ PROFESSIONAL EXHIBITS

➤ PAPERS PUBLISHED IN JOURNALS THAT ARE NOT PEER REVIEWED

➤ LAY PRESS INTERVIEWS OR PUBLICATIONS

➤ PATIENT EDUCATION MATERIAL