

UNIVERSITY OF MICHIGAN MEDICAL SCHOOL CURRICULUM VITAE GUIDELINES

A Curriculum Vitae, commonly referred to as CV, is a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. The CV in its literal Latin translation means race of life.

This outline is provided to faculty members as a guide to compiling the curriculum vitae. Delete section headings that do not apply to you. Few faculty will utilize all categories listed herein, but it may be useful to see the full range of activities expressed in CV's. Please bear in mind that there is no single, perfect format, and that a given accomplishment might be listed under one of several headings, depending on the nature of the accomplishment and which areas you particularly want to emphasize. The general sequence of the CV is as follows: education and training; certification and licensure; academic, administrative, and clinical appointments; research interests; grants; honors and awards; memberships in professional societies; editorial positions, boards, and peer-review service; teaching; committee, organizational, and volunteer service; consulting positions; visiting professorships, seminars, and extramural invited presentations; patents; and bibliography (peer-reviewed journals and publications, non peer-reviewed publications; book chapters, books, other media, and abstracts). Please use dates as month and year (e.g. 5/2003-6/2005).

Many people will be reading your CV in the appointment or the promotional processes and standard spacing, titles, and fonts make this easier for them, which is always a good thing when you are asking for a review of your work. The Medical School preferences are:

1. Font for Header - Name, Present Title, University Address, Telephone Number, Email Address - should be size 12.
2. Font for Titles of sections should be size 14.
3. Font for body of CV should be size 12.
4. Font for the footer is automatically configured when using the footer option (9 or less). Footer should include name, date of CV, and page. Place low at bottom of each page.
5. The CV should not include social security number, date of birth, gender, marital status, spouse, children's names or ages, etc.
6. If a section doesn't apply just omit it, rather than including the heading and writing "none."
7. The CV should avoid gaps in the timeline. All gaps, after finishing medical school, of more than 60 days in length should be accounted for under the Training or Appointment headings, whichever is appropriate.

Faculty Name
Present Title (full university official title)
University Address
Telephone Number
Email Address

Education and Training

Comments

1. These career attributes should be chronologic and sequential. As noted under bullet seven on previous page Include all years to avoid gaps with college years and degree, medical school, and graduate school. The month or specific date of degree conferral is preferred since many third parties request these in credentialing processes. A time line is useful.
2. Ph.D. –field, institution, and year of conferral should be noted.
3. Residency – title, institution, field of training, and dates (month and year) of start and completion.
4. Post doctoral fellowships – title, institution, field, and dates (month and year) of start and completion.
5. Military – branch, locations, ranks, duty type, separation status, present status, and years.

Certification and Licensure

Comments

1. List year and type of board certification, and certification number.
2. List year, states of licensure and license number for medical licenses.

Academic, Administrative, and Clinical Appointments

Comments

1. A chronological employment history since education and training should be evident.
2. If Administrative Appointments are extensive or if explanations and descriptions are included, list as a separate section (Administrative Portfolio).
3. If Clinical Appointments are extensive, list separate as section (Clinician's Portfolio).

Examples include:

Academic Appointments (rank, specific track, and month and year achieved):

Clinical Lecturer, Assistant Professor, etc.

Clinical Instructor, Clinical Assistant Professor, etc.

Research Investigator, Research Assistant Professor, etc.

Administrative Appointments:

Dean, Associate Dean, Assistant Dean, Department Chair, Associate Chair,
Section Head, etc. (with relevant dates-month and year).

Clinical Appointments:

Staff Physician, Physician Volunteer, Medical Director, Assistant Medical Director,
Service Chief, etc. (with relevant dates-month and year).

Research Interests

Comment – A brief numerated description of major areas of investigation (usually 5 areas or less).

- Grants** – a) Present and Active (if applicable)
b) Previous Grants (if applicable)
c) Submitted Grants (if applicable)

Comment – List chronologically – sponsor and grant number, title, PI, inclusive dates, your role, and funding amount.

Honors and Awards (if applicable)

Comments

1. List these major awards chronologically by name of honor and award received. These can be international, national, regional, state, local, or institutional awards and honors.
2. Departmental teaching awards can be listed here or alternatively be listed in Educator's Portfolio.

Memberships in Professional Societies (if applicable)

Comment – List dates and names of professional societies in which you are a member. If you have served as an officer, please list under Committee Service.

Editorial Positions, Boards, and Peer-Review Service (if applicable)

Comments

1. For editorial positions and boards list publication name, your position, and years of service.
2. For peer-review service list journal and years of service if applicable.

Teaching

Comment – Educator's portfolio can supplement or replace this section. But if incorporated into the CV – the teaching section can include the following:

1. List students, trainees, clinical fellows, or postdoctoral fellows. This need not be exhaustive. A lengthy list belongs in the educator's portfolio.
2. Dissertation committees or chair service.
3. List intramural lectures, didactic courses, curriculum development, and other relevant teaching activities.

Committee, Organizational, and Volunteer Service (if applicable)

Comment – These include international, 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 and organize as below.

- a. Institutional
- b. Regional
- c. National
- d. International
- e. Volunteer Service (Community and Humanitarian)

Consulting Positions (if applicable)

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

Examples include:

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

Visiting Professorships, Seminars, and Extramural Invited Presentations

Comments

1. Visiting professorships, seminars and extramural invited presentations should be listed in separate sections chronologically. Identify the event sections as a visiting professorship, seminar, invited presentation, or other extramural teaching event.
2. Visiting professorships and seminars are not simple guest lectureships, but comprise a diverse educational experience for the host institution generally involving a full day or more.
3. List name of professorship, seminar, or invited presentation, host institution, city and state and dates.

Patents (if applicable)

Comment – List patent name, number, and date of issue. A brief description can follow.

Bibliography

Peer-Reviewed Journals and Publications

1. Chronologically ordered and numbered, beginning with the first. These are communications in named publications that have a vigorous peer review process for their main substance. These are the influential primary avenues of communication and forums including electronic publications that impact the relevant fields. These are accepted or published papers. Inclusion of submitted or “in revision” papers is only appropriate for junior level appointments.
2. An original peer-reviewed publication typically describes an original scholarly observation, hypothesis, research, or theory. If your contribution is an editorial, letter, practice guideline, or review, please describe it with an appropriate underlined descriptive phrase.
 - a.) When a *publication has a long list of authors* it is efficient to list first three authors and last author with your name in the middle followed by its position as a fraction. Then in brackets **concisely explain your role**.
 - *E.g.* Washington G, Adams J, Jefferson T...your name (7/25)...Smith HG. [I performed micro-array studies and edited final paper.]
 - b.) Regarding scholarly contributions to *publications without authorship*. Faculty members may contribute substantively in terms of study design, analysis, or writing to a team that produces a publication without receiving visible authorship. Such large projects may be listed here in this subsection and described as a *publication without authorship* offering the faculty member’s role described in brackets. This type of contribution to a publication doesn’t include mere provision of patients, samples, or supplies.

- *E.g. Large group authorship*; UK collaborative randomised trial of neonatal extracorporeal membrane oxygenation. The Lancet 348:75-82, July 13, 1996. [D. Field – I chaired the Steering group.]
- *E.g. Small group authorship*; The first Japanese case of variant Creutzfeldt-Jakob disease showing periodic electroencephalogram. The Lancet 367:874, March 11, 2006. Case Report. [M. Yamada – Chaired the vCJD Working Group and the CJD Surveillance Committee. I and the other 3 authors did not wish to be public so as to protect patient confidentiality.]

Non Peer-Reviewed Publications

1. These publications are generally well recognized in most fields as being lower in impact than the primary communications and journals in a given field. They serve a useful purpose and some may even have a level of peer-review, but they tend to be low in influence and not primary sources of interchange and new ideas. Newsletters and lay press may be included here.
2. Chronologically ordered and numbered, beginning with the first.
3. Describe if review article, letter to editor, editorial comment, book review, or electronic publication.

Book Chapters

1. Chronologically ordered and numbered, beginning with the first.
2. List authors of chapter, title of chapters including title of book, edition, authors of book, publisher, location, and dates.

Books

1. Chronologically ordered and numbered, beginning with the first.
2. List authors of book, title of book, edition, publisher, location, and dates.

Other Media

1. Chronologically ordered and numbered, beginning with the first.
2. Describe if original contribution, review article, letter to editor, editorial comment, web sites, software, patient educational material, and book review, etc.

Abstracts

1. Chronologically ordered and numbered, beginning with the first.
2. If you have more than 5-pages give selections, summary or most recent abstracts.