

UNIVERSITY OF MICHIGAN MEDICAL SCHOOL CURRICULUM VITAE GUIDELINES

This outline is provided to faculty members as a guide to assist in compiling your curriculum vitae. Please bear in mind that there is no single, perfect format, and that a given accomplishment could be listed under one of several headings, depending on the nature of the accomplishment and which areas you particularly want to emphasize. To ensure the completeness of periodic revisions of your CV, it may be helpful to maintain a file in which you accumulate reminders of activities to be included (e.g.: a flier announcing a presentation; a letter asking you to serve on a committee or congratulating you on an award; a list of titles of newly submitted articles). I hope you find this guide useful. As always, I welcome your comments and suggestions.

Jayne Thorson, Ph.D.
Assistant Dean for Faculty Affairs
University of Michigan Medical School
May, 2003

PERSONAL DATA

Name
Citizenship/Visa Status

Do not include information such as social security number, date of birth, gender, marital status, spouse, children's names or ages, etc.

EDUCATION

List year, school and degree for each.

POSTDOCTORAL TRAINING

List dates by month/year and institutions.

SENIOR POSTDOCTORAL TRAINING

List any type of special leaves, sabbatical leaves from academic appointments for research. Include the dates by month/year, type of leave and location.

ACADEMIC APPOINTMENTS

In sequential order, list dates by month/year, title and institution of all academic appointments. Examples include:

- Lecturer
- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Clinical Instructor - Professor
- Research Investigator
- Assistant Research Scientist
- Senior Associate Research Scientist
- Senior Research Scientist

ACADEMIC ADMINISTRATIVE APPOINTMENTS

In sequential order, list dates by month/year, title and institution. Examples include:

- Dean
- Associate Dean
- Assistant Dean
- Department Chair
- Section Head
- Director
- Co-Director

CLINICAL/HOSPITAL APPOINTMENTS

List dates by month/year and types of appointments. Examples include:

- Staff Physician
- Physician Volunteer
- Medical Director
- Assistant Medical Director
- Director

CONSULTING POSTIONS

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.)

SCIENTIFIC ACTIVITIES

List dates and names of journals or institutions. Examples include:

- Ad hoc reviewer of manuscripts or grants
- Editorial Boards
- Study Sections
- Membership in programs such as the Cancer Center or Cellular and Molecular Biology

GRANT SUPPORT

List recent, current, and pending grant support. For each grant include:

- Funding institution
- Grant title
- Percent effort
- Name of Principal Investigator
- Candidate's role on the grant
- Dates and funding amount (specify direct cost or total cost, and annual or total project period).

CERTIFICATION AND LICENSURE

Include year and type of Board Certification, Fellowship certification, BLS/ACLS, etc.

Licensure: List date and states for medical licenses, DEA registration, etc.

MILITARY SERVICE

List dates and types of military service, including Reserves.

HONORS AND AWARDS

List date and name of honor or award received: These can be international, national, regional, state, local or institutional awards and honors. Examples include:

- University of Michigan Regents' Award,
- Senior Fellow, Michigan Society of Fellows
- Honorary Doctor of Science Degree, Purdue University
- American Medical Association: Physicians' Recognition Award
- Distinguished Professorships
- Visiting Professorships
- Honorary Lectureship

MEMBERSHIPS AND OFFICES IN PROFESSIONAL SOCIETIES

List dates and names of professional societies in which you are a member. If you have served as an officer, list the office held and the dates of service.

TEACHING ACTIVITIES

List dates and **all types** of teaching activities. List international, national and local teaching activities. Examples include:

- Lectures
- Courses
- Mentoring - describe type of mentoring and students (high school, undergraduate, medical, graduate, postdocs, fellows, visiting faculty)
- Departmental Seminars
- Member of Training Program
- Training Grant membership
- Course Director, Asst., Director, Co-Director
- Student Rotations - laboratory or clinical
- Dissertation Committees
- Preliminary Examination Committees
- Membership on a Curriculum Group
- Invited Teaching Presentations
- Teaching Conferences - National, regional, local, in-house
- Curricular or educational materials
- Physician Education Material
- Attending Physician
- Clinical Clerkship Coordinator
- Grand Rounds presentation
- In-patient consulting
- Morning Reports

EXTRAMURAL INVITED PRESENTATIONS

List invited international, national, and local presentations, lectures and seminars. Include the titles, institution and date. Example:

“Integration of Stress Response Networks in Bacteria,” keynote address, Symposium of Stress Proteins and Heat Shock Response, Cold Spring Harbor, New York, April 29-May 2, 1991.

OTHER PRESENTATIONS

Any other presentation presented at professional meetings.

COMMITTEE AND ADMINISTRATIVE SERVICE

These include 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. Examples include:

National:

Scientific Advisory Committees, NIH
National Board of Medical Examiners Text Committee

University:

Senate Assembly
President's Advisory Commission on Women's Issues

Medical School:

Executive Committee
Advisory Committee on Appointments, Promotions, and Titles
Task Forces
Planning Committees
Search Committees
Admissions Committees

Department:

Planning Committees
Promotions Committees
Search Committees

Community Service

Science Fair Judge
Red Cross
(many faculty members prefer not to include this as part of their CVs)

PATENTS

List patent name, number, and date of issue.

BIBLIOGRAPHY

List completed Publications in Scientific Journals under the headings below.
Number the publications under each heading. Each publication should include the full title, complete list of authors, journal title, journal volume, page numbers (inclusive) and date of publication.

Peer-Reviewed Publications
Non-Peer-Reviewed Publications
Articles Accepted for Publication
Articles Submitted for Publication

Electronic Publications
Educational Videos- Physician Education Material
Books
Chapters in Books
Abstracts, Preliminary Communications, Clinical Papers
Research Publications in Non-Scientific or Clinical Journals

Finally, remember to:

- Number pages
- Include end note with date of last revision
- Spell check and proofread

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