***General note*:**This CV format covers all types of information that a promotion committee might wish to know about a candidate. You will not need all sections but please try to keep the numbering of the major sections. If a section is not applicable, please use "N/A."



**Items should be listed in reverse chronological order.**

***Delete all instructions (in Times New Roman font) in your final CV.***

# CURRICULUM VITAE

**NAME**

1. **PERSONAL DATA**

Name, degrees

Title(s)

Department

Office Address

Work Phone

Email

***Instructions***:Do not put social security number, photo or family info on CV.

***Optional****:* To assist with name pronunciation, it may be helpful to provide a phonetic transcription, the pronunciation in an audio file, or a link to a UVA Health “meet the doctor” video.

1. **EDUCATION**

|  |  |  |
| --- | --- | --- |
| Degree, Discipline | Institution | Years |

1. **POST-GRADUATE EDUCATION**

|  |  |  |
| --- | --- | --- |
| Program, Discipline | Institution | Years |

1. **ACADEMIC APPOINTMENTS**

|  |  |  |
| --- | --- | --- |
| Rank, Department | Institution | Years |

1. **OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENTS**

|  |  |  |
| --- | --- | --- |
| Rank or title, Department | Institution | Years |

1. **CERTIFICATION AND LICENSURE**

# Certification

|  |  |  |
| --- | --- | --- |
| Board | Number | Years |

# Licensure

|  |  |  |  |
| --- | --- | --- | --- |
| State | Number | Permanent/Temporary | Years |

1. **HONORS AND AWARDS**

|  |  |  |
| --- | --- | --- |
| Award title | Institution | Year |

1. **PROFESSIONAL AFFILIATIONS (INCLUDING OFFICES HELD)**

|  |  |  |
| --- | --- | --- |
| Position | Institution | Years |

1. **RESEARCH ACTIVITIES**
   1. **Areas of Research Interest**

***Instructions***:Limit these research descriptions to 2 or 3 sentences. Details descriptions should be in the appropriate portfolio.

* 1. **Current Projects**

***Instructions***:For multi-institutional projects or trials, indicate if your role is for the local site or for the overall project.

* 1. **Research Collaboration/Team Science**

***Instructions***: Please identify the collaborators. For multi-institutional projects or trials, indicate if your role is for the local site or for the overall project.

1. **TEACHING ACTIVITIES**

***Instructions*: *Information on presenting teaching activities* -** [The Teaching Portfolio](https://faculty.med.virginia.edu/facultyaffairs/teaching-portfolio/) gives information about documenting teaching activities. It is primarily designed for creating portfolios, but the ideas can be applied to presenting condensed information in the CV.

# Classroom, Seminar, or Teaching Laboratory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course title and # | Your role | Contact hours | %Responsibility | Year(s) |

# Clinical Teaching (in ward, clinic, OR)

|  |  |  |
| --- | --- | --- |
| Where teaching occurred | Types of trainees | Year(s) |

# Teaching Evaluations Summary

***Instructions*:** Even though teaching evaluations should be in your teaching portfolio, it is helpful to list average evaluation scores from courses, clerkship and resident/fellow teaching, etc. Provide scores since last promotion review.

1. **TEACHING ACTIVITIES OTHER THAN CLASSROOM OR CLINICAL, INCLUDING TEACHING OF UNDERGRADUATE (PRE-BACCALAUREATE), GRADUATE, POSTDOCTORAL STUDENTS AND CONTINUING EDUCATION MEDICAL STUDENTS.**

# Conferences, Grand Rounds, Journal Clubs, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of activity | Audience | Your role | Institution | Organizer and/or Location | Year |

# Teaching Committees

* 1. **Learner Counseling**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mentee Name | Program | Institution | Mentee Level/Rank | Year |

|  |  |  |
| --- | --- | --- |
| Your role | Project mentored | Mentee’s next and/or current position/accomplishment |

*List only those with a significant time investment that are outside of classroom teaching duties.*

* 1. **Formal Study to Improve Teaching Abilities**
  2. **Current Research Concerning Teaching**
  3. **Bibliography Concerning Teaching**
  4. **Other, including development of curriculum or new teaching materials, methods of evaluation, program supervision, etc.**

1. **OTHER PROFESSIONAL ACTIVITIES (BOARDS, EDITORSHIPS, ETC.)**

*List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., service on boards: corporate, advisory, publisher, editorial, review panels for grants, journals, or awards, etc.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Position or title | Your role | Institution | Years |

1. **CLINICAL ACTIVITIES**

# Inpatient

* 1. **Outpatient**
  2. **Clinical Productivity Summary**

***Instructions*:** It is helpful to list your RVUs adjusted for clinical effort and compared to benchmarks. Provide adjusted RVUs since last promotion review.

1. **SCHOOL, UNIVERSITY, UVA HOSPITALS, DEPARTMENTS, NATIONAL, AND STATE COMMITTEES & COUNCILS**

***Instructions*:** This section is for academic and professional service related to specialty and/or research area. Service to community, should be listed under “XXII. Community."

# School of Medicine

* 1. **University**
  2. **UVA Hospitals**
  3. **Department**
  4. **National**
  5. **State**

1. **FINANCIAL RESOURCES (GRANTS AND CONTRACTS)**

# Federal

***i. Current***

|  |  |  |
| --- | --- | --- |
| Funding Agency | Grant ID # | Role (PI/MPI/CoPI/Subcontract/consultant |

|  |  |  |
| --- | --- | --- |
| Title of Grant: | Funding Period: | Amount: |

Describe specific roles of grant if not PI:

*Instructions*: Please provide enough information that readers can find the grant listing on public databases. For the amount, please give the amount accessible to you. i.e. contracted to you, rather than the total for the grant

***ii. Pending***

***iii. Completed***

# State

* 1. **Other**

1. **PHYSICAL FACILITIES**

***Instructions***: This section is for faculty who head laboratories or other special facilities. The usual information is sq. ft. of dedicated space, often with breakdowns for lab space, offices for post-doctoral students and staff members, library and/or conference space, and other integral parts of the facility.

1. **PERSONNEL CURRENTLY SUPERVISED**
2. **MASTER’S AND PH.D. THESES DIRECTED AND POSTDOCTORAL FELLOWS SUPERVISED**
3. **PAPERS PUBLISHED OR IN PRESS**

# *Instructions for listing journal articles*

**Important**: Number your list of articles. Instructions are given here for format, annotations including number of citations, journal rank, and the candidate’s contributions to papers when the candidate was not the first or corresponding author, identifying the candidate’s trainees who were co-authors, identifying electronic publications/citations, inclusion of manuscripts not yet accepted for publication, and separating publications since the last promotion or tenure action.

* **Format.** Examples of formatting journal article citations indicating the information required for promotion and tenure reviews. The order of the authors should be exactly as it is in the journal. The citation information given below is fictitious.

1. **Peer Reviewed**

***Instructions****:* Number your publications. See Appendix for formatting of publications:

*\*Senior or Corresponding author*

*Trainees are underlined*

1. **Books and/or Chapters**

***Instructions*:**Identify invited chapters.

1. **Health Ed/Videos, etc.**
2. **Short Communications**
3. **Abstracts**

***Instructions*:**Number your list of abstracts. Indicate if abstract is peer-reviewed. Use an asterisk (\*) to identify the presenting author and underline trainees/mentees. Indicate if presented orally or as a poster.

\* Abstract Presented

***Instructions*:** This footnote should appear at the *end* of the list of abstracts

1. **TECHNOLOGY TRANSFER ACTIVITY**

***Instructions*:** For assistance in completing this section, contact the [University of](https://lvg.virginia.edu/) [Virginia Licensing & Ventures Group](https://lvg.virginia.edu/) at 434.924.2175 or [lvg@virginia.edu](mailto:lvg@virginia.edu).

* 1. **Inventions**

***Instructions*:** List all technologies disclosed to the UVA Licensing & Ventures Group (or previous institution) on which you are listed as an inventor. Indicate the patent status for each technology as: disclosed, provisional patent application filed, full patent application filed (PCT/international or national) or patent issued. Invention disclosure forms are available [online.](https://lvg.virginia.edu/forms)

* 1. **Registered Copyrighted Materials**

***Instructions*:** List all works of authorship under issued registered copyright on which you are listed as an author.

# Licensing Activity

# *Instructions*: List any license agreements involving one or more technologies on which you are listed as an inventor. Include the names of the technology and of the licensee company or institution.

# Other

# *Instructions*: List any other contributions you have made to technology transfer-related activities, including entrepreneurship and impact on economic development.

1. **INVITED LECTURES AND SYMPOSIUM**

|  |  |  |  |
| --- | --- | --- | --- |
| Conference name or institution | Location | Type of presentation | Year |

1. **COMMUNITY**

***Instructions*:** This section is for activities involving the non-academic community in general (nationwide or local) or the local region surrounding the University. Examples might be service or philanthropic activities related to professional interests and activities. For example, faculty members might serve on national organizations outside their professional societies, might be tutors or mentors in local education systems, might serve on city, country, or state commissions or task forces related to their research or clinical interests. Likewise, faculty members might win recognition for contributions to local betterment. These examples are to suggest, not define, the kinds of information that would be appropriate.

**Appendix for formatting publications**

List publications in reverse chronological order, For example::

**3.** Student, C.D., **Candidate, A.B.**, and Collaborator, P.Q.\* Quantification of dopamine receptor density in the cerebellum. *J. Neurobiol*. 56:123-456, 2003. doi: 10.1002/neu.20299. Cited 5 times. Rank 53 of 273 in Neurosciences.

C.D. Student carried out the design and performed the experiments reported in Fig. 1-4.

**2.** Post-Doc, F.G., Research-Associate, E., **Candidate, A.B.**, and Collaborator, P.Q.\* Dopamine inhibits firing of pyramidal cells in neocortex*. eLife* 5:e17063, 2001. doi: 10.7554/eLife.17063. PMCID: PMC4946879. Cited 13 times. Rank: 8 of 94 in Biology.

Dr. Candidate provided the antibodies used to estimate receptor density, and the experiments demonstrating antibody specificities were done by E. Research-Associate. Dr. Candidate contributed to the writing and editing of the manuscript.

**1.** Student, C.D, Collaborator, P.Q., and **Candidate, A.B.\*** A new class of receptors in the median eminence. *Neurosci.* 51:1234-1246, 2000. doi:10.1016/j.neuroscience.2000.01.030. Cited 23 times.

\*indicates senior or corresponding author. Trainees are underlined.

* **Note: *Impact factors and the H-index should not be reported****. Journal ranks are optional. Numbers of citations should be reported.*
* The [UVA Health Sciences Library](https://guides.hsl.virginia.edu/home) can help you obtain the numbers of citations for each publication. For assistance, fill out a [consultation request](https://guides.hsl.virginia.edu/consultation-request).

# Describing the nature of contributions to articles on which the candidate is not the first author or the corresponding author.

* + An asterisk (\*) is used to identify the corresponding or senior author.
  + When the candidate is not the first author or the corresponding author, a brief description should be added giving the candidate’s contribution to the paper.
  + Describe any collaborative/team science consortia.
* **Identify trainees or students who are co-authors.** Co-authors who are trainees or students of the candidate should be identified by either underlining or *italicizing* their names.
* **Identify electronic publications.** Use the doi code or PMCID number.
* **Publications not yet accepted.** You may list manuscripts on pre-print servers, submitted, or under review with indications of their status. Do not list manuscripts in preparation.
* **Separate publications since last promotion.** It is helpful to segregate publications that were accepted for publication since your last promotion review, or since starting your faculty position.