UNIVERSITY *of* MARYLAND
SCHOOL OF MEDICINE
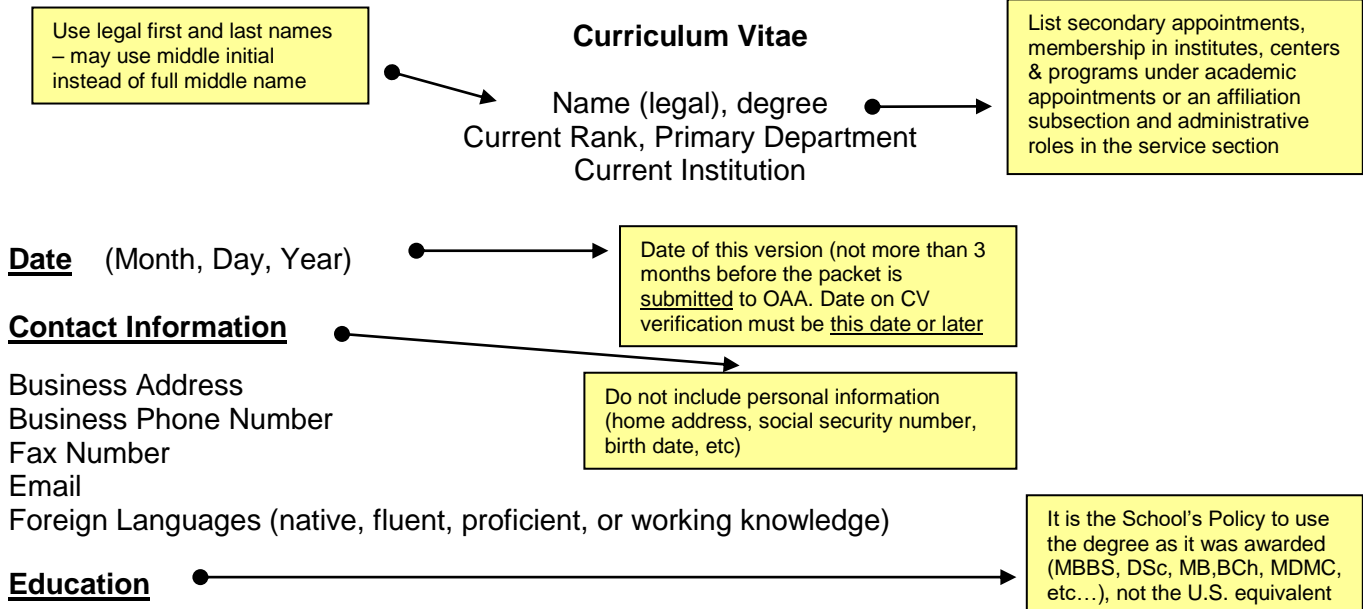
Curriculum Vitae Standard Format Guidelines

General Guidelines:

- These guidelines are not a template **(a sample CV follows after the guidelines) don't use bullets**, indent when needed
- The *SECTIONS* of the CV should follow this <u>specific order</u> (*omit heading if not applicable*)
- Use subheadings when necessary to make key information easier to identify
- One inch margins are recommended
- Use a page header or footer with Name and page # on every page <u>except</u> the first one
- List all information in **chronological** (oldest to newest) order within each section or subsection
- All years from the date the undergraduate degree is received to the present must be accounted for with no gaps. Briefly explain non-employment gaps on a separate page behind the CV
- *Be consistent with format – dates on the left margin (except as noted in sample CV), text aligned within sections, no gaps of space,* one font, style and size throughout document, *etc…*

> Use legal first and last names – may use middle initial instead of full middle name

> List secondary appointments, membership in institutes, centers & programs under academic appointments or an affiliation subsection and administrative roles in the service section

Curriculum Vitae

Name (legal), degree
Current Rank, Primary Department
Current Institution

<u>Date</u> (Month, Day, Year)

> Date of this version (not more than 3 months before the packet is <u>submitted</u> to OAA. Date on CV verification must be <u>this date or later</u>

<u>Contact Information</u>

Business Address
Business Phone Number
Fax Number
Email
Foreign Languages (native, fluent, proficient, or working knowledge)

> Do not include personal information (home address, social security number, birth date, etc)

<u>Education</u>

> It is the School's Policy to use the degree as it was awarded (MBBS, DSc, MB,BCh, MDMC, etc…), not the U.S. equivalent

- List chronologically all undergraduate and graduate education.
- Include start and end years, name of degree, name of institution, and major (Title of Thesis required for fellow candidates who have received a PhD. May also include Thesis Advisor).

<u>Post Graduate Education and Training</u>

- List chronologically all training positions (internships, residencies, post doctoral fellowships, etc...).

> Do not repeat them under employment

- Include start and end years, institution, and mentor (if applicable) for each position.

<u>Certifications</u> (If applicable)

- List all board and/or specialty certifications with years received.

> Do NOT include the certificate number

<u>Medical Licensures</u> (If applicable)

> Do NOT include the license number

- List all medical and/or other state/federal licensures with year issued and status (*active* or *inactive*).

Military Service (If applicable)

- Provide rank, location of service and dates.

Employment History ●━━━━━━━━━━━━━━━━━━━━➤

Academic Appointments

- List chronologically the years (beginning and end), title, department and institution for all volunteer, part-time, full-time faculty positions attained by appointment, promotion and/or change.
- If tenured, give year when tenure was awarded.

Other Employment

- Include other paid positions, giving position held, department, institution, & location.

Professional Society Memberships

- Report years and type of membership for each professional society (current or past) Leadership positions in the societies should be listed in Administrative Service section

Honors and Awards

- List chronologically: year awarded, name of award and/or awarding institution, and nature of award if not apparent
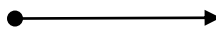
Clinical Activities (If applicable) ●━━━━━━━━━━━━━━➤

- Include years on left margin when applicable
- Describe clinical expertise (include description of any specific clinical techniques)
- Describe scope of clinical practice:
  - Site of primary practice and size (Hospital, VA, affiliated hospital, etc…)
  - Total number of patients/procedures conducted in a given time period
  - Number of referrals received
  - Responsibilities with practice (leadership/administrative roles)
  - Total time spent in clinical duties
- Describe innovative techniques that have changed or influenced practice.
- Describe any modifications to clinical enterprise
- Describe development of any clinical programs

Administrative Service

Institutional Service

- List years, committees serviced or chaired; including: department committees, SOM committees, hospital committees, VA committees, special assignments, etc…
- Include a subsection for each institution if there are numerous activities at several institutions
- List significant administrative roles. ●━━━━➤

For example:
2006   Medical Director, Generic Health Clinic, University of Maryland Medical Center
            **Oversees staff of 20 and budget of $4.2 million. Provides oversight to quality of care, seeing over 50,000 patient visits per year

Local and National Service

- Separate local service from national service if numerous listings for each.
- List years of service, role, and name of organization. ●

Italicize journal names if you were a reviewer or on an editorial board.

- Clearly identify any key conferences that you organized.
- Include estimated number of reviews per year after each journal. Ex: (2x/yr)

For example:

2000 Member, Membership Committee, American Board of Physicians
2001 Editorial Board Member, *Journal of Neuroscience*
2002 Member, Alcohol and Toxicology Study Section, NIH
2003 Ad Hoc Reviewer, *Journal of Biological Chemistry (2x/yr)*
2004 Examiner, American Board of Internal Medicine
2005 Convener, Gordon Conference, Baltimore, Maryland

Teaching Service

- List chronologically all current and past teaching responsibilities, keeping basic sciences separate from clinical sciences.
- **Separate student teaching from resident teaching**
- Quantify/detail teaching responsibilities by including course numbers, hours/week spent in the classroom number of students in course.
- List significant mentoring activities (especially if no formal teaching experience) and detail number of students/fellows/residents supervised and time spent with each
- Include role and nature of responsibilities if not self-evident.
- For clinical duties outline major clinical activities including attending, rounds, clinics etc…

For example:

2005 Attending Physician In-patient Service, 1 resident, 2 interns, 2 jr. students, 1 fellow
      8 hours/day, 2 months/year

For example:

2006 Lecturer, Cardiovascular Physiology
      Integrative Physiology Course (MPHY501.601)
      150, 1st year medical students – 3 contact hours/yr

Grant Support

Active Grants

Pending Grants ●

**For Associate Professor and Professor promotions only – if a grant proposal is pending, the "pink sheets" or reviewers' comments may be submitted together with any assessment of likelihood of funding

Completed Grants

- List grants chronologically by start date in separate sections for active, pending or completed.
- Pending grants - include only grants that have actually been submitted, including date the grant was submitted

The percent effort on all active grants should not add to more than 99% total (unless VA grants are involved)

- **List all extramural and intramural grants**
- Separate contracts from grants
- **For every grant or contract listed you must provide the following information:**
  o Effective dates: mm/dd/yy – mm/dd/yy (beginning & end)
  o Role and % Effort in each project (be very specific and give precise role designated on approved grant; PI, Co-Inv, MPI, Site PI, collaborator, etc…)
  o Name of PI if other than you

- o Project title
- o Type of grant and/or contract (e.g., R01, collaborative projects, multi-center trials, contract, private foundation, etc…)
- o Funding agency (note whether or not grant is peer-reviewed)
- o Date submitted if grant is pending (status, if known)
- o Include the costs and indicate if they are direct or indirect costs and if they are for the current year and/or for the total grant period (provide costs for your portion of grant if applicable)
- o If not PI, include a one line explanation of role

For example:
02/01/98 – 06/30/02   (PI, 20%)
"Effects of Aspirin on Hypertension"
VA Merit Review Award
Annual Direct Costs: $137,500
Total Direct Costs: $550,000

For example:
07/01/07 – 06/30/11   (Co-Inv, 10%; PI - J.Schmoe)
"Effects of Aspirin on Hypertension"
NIH/NIA R01 AB12345
Annual Direct Costs: $100,000
Total Direct Costs: $500,000
If not PI, a one line explanation of role should be included here

Patents, Inventions and Copyrights (If applicable)

- List all patents, inventions and/or copyrights issued, indicating which
- Only include patents that have received a number.

Publications

- Publications should be **numbered** within each section; **single spaced** (even between listings) and listed in **chronological** (oldest to newest) order.
- Separate publications according to the following headings (you may use additional subsection headings as you deem necessary):
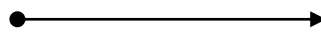
Peer-reviewed journal articles ⟶ Be sure to separate all non-peer-reviewed articles from peer-reviewed articles.

Submitted or In-Revision Peer-reviewed journal articles
(Articles being prepared for initial submission, but not yet submitted, should **not** be included on the CV)

Non-peer-reviewed journal articles

Web based journal articles

Books

Book Chapters

Abstracts and/or Proceedings

Other Brief communications (letters to editor, etc…)

Published Multimedia (including software, audio, videotapes, etc…)

For all publications in all sections:

- Include last names and initials of all authors and <u>underline</u> or **bold** own name in each reference
- It is the School's general practice that the FIRST AUTHOR is the PRIMARY AUTHOR (person who had primary responsibility for the day-to-day activities of the project) and the LAST AUTHOR is the SENIOR AUTHOR (person who is the overall director of the research project) **If this is not the case then mark as such:**
    - denote the primary author with an asterisk (*)
    - denote the senior author with a pound symbol (#)
    - Note if official 'co-first' authorship was on the title page of the publication
- Provide <u>complete</u> bibliographic information (title, name of source, volume, page numbers, year, etc…)
- Do not list publications that are "in preparation"
- "**In Press**", "**Accepted**", "**Submitted**" or "**In Revision**" articles: Include in the appointment or promotion packet, a letter or email of acceptance from the journal editor indicating the specific article has been accepted for publication (*For APT Committee level reviews only*).
- If not first or senior author on a publication but made a significant contribution, include a one line description of the role after the listing.

<u>Major Invited Speeches</u>

- Separate and **chronologically** list all local, national and international invited lectures.
- **Number them continuously through subsections** (and single space between them).
- Specify title of presentation, inviting organization (Medical school, hospital, local or national society, etc…), location, and date (year).

<u>Proffered Communications</u>

- List **chronologically** oral or poster presentations that were not by special invitation and did not result in published abstracts.
- **Number them** (and single space between them).

Most Common CV Mistakes:

- Using large margins, bullets, borders, or including personal information
- Omitting information (dates, teaching details, grant details, service details, pending grants)
- Not putting items in **chronological order** (oldest to newest)
- Not separating information into subheadings
- University of Maryland Medical School instead of
    University of Maryland School of Medicine or UMSOM
- Including license numbers (these are confidential and should NOT be included)
- Pagination errors – heading at the bottom of one page, the section beginning on the next page
- Not underlining or putting name in bold in publications
- Incomplete citation information for publications
- Publications listed more than once
- Incorrect numbering of publications (skipping numbers or using the same number for two)
- Including 'in preparation' publications ('In Press', 'Accepted', 'Submitted', and 'In Revision' articles can be included if the letter or email from the editor is submitted with the CV *for APT level reviews)*
- **Not proof-reading** to catch these mistakes

***Sample CV follows on next page**

Revised 10/7/16

SAMPLE CV

Curriculum Vitae
Name, degrees
Assistant Professor, Department of (official department name)
University of (current institution)

Date   August 1, 2016

Contact Information

Business Address:	Department of xxxxx
	Street address, Room number
	City, State zip code
Business Phone Number:	(410) 999-9999
Fax:	(410) 999-9999
Email:	email address
Foreign Languages:	French (working knowledge)

Education

9999 - 9999	B.S., Biology, Princeton University (Magna Cum Laude)
9999 - 9999	M.D., University of Arizona School of Medicine
9999 - 9999	Ph.D., Neuroscience, Columbia University, Thesis Advisor – name
	"Title of thesis" (required for fellow candidates)
9999 - 9999	M.P.H., Johns Hopkins School of Public Health, Epidemiology

Post Graduate Education and Training

9999 - 9999	Internship, Institution Name
9999 - 9999	Residency, Orthopaedic Surgery, Institution Name
9999 - 9999	Fellowship, Neurology, Institution name

Certifications

9999	American Board of (*specialty*)
9999	American Board of (*subspecialty*)

Medical Licensures

9999	Inactive, California
9999	Inactive, New York
9999	Active, Maryland

<u>Employment History</u>

<u>Academic Appointments</u>

9999-9999   Clinical Instructor, Neurology, UNC School of Medicine
9999-present   Assistant Professor, Neurology, UMSOM

<u>Professional Society Membership</u>

9999-9999   General Member, American Psychiatric Association
9999-present   General Member, American Public Health Association
9999-present   Fellow, American Psychiatric Association

<u>Honors And Awards</u>

9999   <u>John Doe Award</u>, University of Texas School of Medicine, awarded for distinguished performance in medicine
9999   <u>Jane Doe Award</u>, University of California, awarded for distinguished clinical performance as an intern

<u>Clinical Activities</u>

<u>Clinical Expertise</u>

Board certified neurologist
Additional board certification in the sub-specialty of multiple sclerosis
Clinical and research focus are in the area of infectious diseases and psychiatry

<u>Scope of Clinical Practice:</u>

9999-present   John Doe Clinic (type of clinic)
                      ~180 patients per year
                      leadership/administrative role
                      35% FTE

<u>Development of any Clinical Programs:</u>

Detail brief and in list, giving years when applicable

<u>Administrative Service</u>

<u>Institutional Service</u>

9999-9999   UMSOM Institutional Review Board
9999-present   Representative, School of Medicine Council
9999-present   Director of special service
9999-present   Interviewer, UMSOM Admissions Committee

Local and National Service

National Service

9999-present *Ad Hoc* Reviewer, *Journal name (2x/yr), journal name (4x/yr), journal name (1x/yr)*
9999-present Abstract Reviewer, *Association name*
9999   Member, NIH Study Section, Name of study section
9999-present *Ad Hoc* Reviewer, *journal name (3x/yr), journal name (1x/yr), journal name (2x/yr), journal name (1x/yr), journal name (4x/yr)*

Local Service

9999   Consultant, Maryland Advisory Board on Neurology
9999- present Reviewer, State of Maryland Community Association

Teaching Service

Undergraduate Student Teaching

9999   Mentor, Summer Research Training Program
                    1 undergraduate, daily contact for the summer

Medical Student Teaching

9999-9999   Small Group Discussion Leader, Name of course (course number)
                    5-7, 2nd year medical students - 3-4 contacts hours/year

9999-present Mentor for Medical Student
                    1, regular (no less than quarterly) meetings with medical student

Resident and Fellow Teaching

9999-present Name of course (course number)
                    4-8, 2nd year residents - 48 contact hours/year

9999-present Name of course (course number)
                    2-3, Infectious disease residents and fellows - 1 contact hour/year

Post-Graduate Teaching

9999-present Research Mentor
                    1, post-graduate, 6 hours per week

Grant Support

Active Grants:

mm/dd/yy - mm/dd/yy   (PI: 75%)
"Title of grant"
National Institute of Drug Abuse, K23 DA999999
Annual Direct Costs: $999,999
Total Direct Costs: $9,999,999

mm/dd/yy – mm/dd/yy   (Co-Inv 10%) PI: J. Doe
"Title of grant"
NIH R01 MH99999
Annual Direct Costs: $99,999
Total Direct Costs: $999,999
describe specific role on grant since not the PI

mm/dd/yy – mm/dd/yy   (Site-PI, 5%)   PI: J. Doe
"Title of grant"
Center for Disease Control
Annual Direct Costs: $999,999
Total Direct Costs: $999,999
describe specific role on grant since not the PI

Completed Grants:

2004-2007   (PI, 25%)
"Title of grant"
University of Maryland Intramural Grant
Annual Direct Costs: $99,999
Total Direct Costs: $99,999

2005-2007   (Co-Inv 20%) PI: J. Doe
"Title of grant"
NIH, NIMH, R01MH 999999-99
Annual Direct Costs: $999,999
Total Direct Costs: $999,999
describe specific role on grant since not the PI

Publications

Peer-reviewed journal articles

1. Smith, AA, **Jones S**, Doe NJ, Yang NG, Johnson DC. Title of Article. Journal Name. 1995 Jul;96:148-150. *(determined analytic method, ran analyses, provided statistical interpretation)*
2. **Jones S**, Taylor SF, Goldman RS, Thompson R. Title of Article. Journal Name. 1996 Feb 1;39(3):227-229.
3. **Jones, S.,** Lester, J., Goldner, R., Doe J., Smith L, Johnson DC. Title of Article. Journal Name. 2008 (In Press).

Submitted or In-Revision Peer-reviewed journal articles

1. **Jones, S.,** Smith, J., Goldman, S., Doe J., Smith L, Johnson MJ. Title of Article. Journal Name. 2015 (Submitted).

Non-peer reviewed journal articles

1. **Jones, S**. Title of article. Journal Name.1998:13(2):13
2. **Jones, S**, Smith, O. Title of Article. Name of Journal.2000:20(2):149-162.

Book Chapters

1. **Jones S**, Power N, Doe NJ, et al: Title of Chapter, Name of Book, Edited by Smith J, Doe J, New York, Haworth Press, 2007.

Major Invited Speeches (number entire section continuously, through each subsection)

Local

1. **Jones, S**., Title of speech, Inviting organization, Location, 2005
2. **Jones, S**., Title of speech, Inviting organization, Location, 2006

National

3. **Jones, S**., Title of speech, Inviting organization, Location, 2006

International

4. **Jones, S**., Title of speech, Inviting organization, Location, 2007

Proffered Communications

National

1. **Jones, S**. Doe, G., Title, Organization, Location, type of presentation, 2002
2. **Jones, S**. Doe, G., Title, Organization, Location, type of presentation, 2004
3. **Jones, S**. Doe, G., Title, Organization, Location, type of presentation, 2007

George Sample, MD
Explanation of Time Gaps on CV

1998-1999   Preparing for ECMFG exams and transition to the US

2004-2006   Caring for my young children