General Guidelines (see each section for additional details)

This guide may be used as a template (instructions are provided in blue and should be

deleted if this guide is used as such).

All entries must be in **chronological order**, oldest to newest (not reverse chronological order).

The SECTIONS of the CV should **follow this specific order** (**omit headings if not applicable**).

After the first use of an organization name, use acronyms (e.g., UMSOM, UMMC, JHUSOM, etc.).

Use page header or footer with Name and page # on every page except the first one.

Do **not include** personal information, license numbers, or certification numbers.

Do not use bullets.

Do not use tables to format data.

Do not use section breaks.

Skip only one (1) line between sections.

Do not leave hanging headers – move headers to the top of the next page if the information it

 describes begins on the next page.

Do not duplicate entries – report each entry in only one category.

All years from the date the undergraduate degree is awarded to the present must be accounted

for with no gaps. Briefly explain non-employment gaps on a separate page after the CV (see

 final page of these guidelines for an example).

Throughout CV and in all mission areas (clinical, service, teaching, and research) describe

 work that advances diversity, equity, inclusion, and antiracism, ensuring appropriate DEI

 wording.

(v8, 3-18-2024)

**Curriculum Vitae**

Name, Degree/s

Academic Title/Rank, Department of (official name)

University of (current institution)

Use legal first and last names. The middle initial may be used instead of the full middle name.

List visiting appointments, secondary appointments, and membership in Institutes, Centers, and

Programs under academic appointments.

List administrative roles in the Service section.

Do **NOT** include association / membership acronyms here, only terminal degrees for which the

Dean’s Office has transcripts on file or included in the appointment packet.

**Date** Month, day, year

The date of this version must not be more than 3 months before the packet is submitted to OAA. The date on the CV Verification must be **this CV date or later**.

**Contact Information**

Business Address: Department of xxxxx

Street address, Building, Room number

 City, State Zip code

Business Phone Number: (999) 999-9999

Fax: (999) 999-9999

Email: active email address

Foreign Languages: Language (native, fluent, proficient, or working knowledge)

**Education**

It is the School’s policy to use the degree as it was awarded (MBBS, DSc, MBBCh, MDCM,

etc.), not the U.S. equivalent.

All years from the date the undergraduate degree is awarded to the present must be accounted for with no gaps (see final page of document for examples).

9999 - 9999 B.S., Biology, Duke University (*magna cum laude*)

9999 - 9999 M.D., University of Arizona School of Medicine (UASOM)

9999 - 9999 Ph.D., Neuroscience, Columbia University, Thesis Advisor – name

 “Title of thesis”

9999 - 9999 M.P.H., Epidemiology, Johns Hopkins University School of Public Health

 (JHUSPH)

**Post Graduate Education and Training**

9999 - 9999 Internship, Program name, Institution name

9999 - 9999 Residency, Program name, Institution name

9999 - 9999 (Clinical/Research) Fellowship, Program name, Institution name

**Certifications**

9999 Diplomate, American Board of (*specialty*)

9999 Diplomate, American Board of (*subspecialty*)

**Medical Licensures**

9999 New York (inactive)

9999 Maryland (active)

**Military Service**

9999-9999 Rank, service, location of service

**Employment History**

Academic Appointments

Title/rank, department, institution (for all volunteer, part-time, or full-time faculty positions

attained by appointment, promotion, or change). If tenured, provide year tenure was awarded (see example below).

Do **not** include Chair, Director, or other administrative appointments in this section (see

Administrative Service section).

If currently employed by a non-academic institution, include equivalent academic rank.

Faculty appointments must be attributed only to university academic departments – **not** hospitals

or clinical systems such as VA, UMMC, UMMS, UMCC, etc.

All years from the date the undergraduate degree is received to the present must be accounted for

with no gaps (see example of gap explanation at the end of this document).

9999-9999 Instructor, Department of Neurology, University of North Carolina, Chapel Hill

9999-9999 Assistant Professor, Department of Neurology, UMSOM

9999-present Member, Center for Vaccine Development, UMSOM

9999-present Associate Professor (secondary), Department of Epidemiology, UMSOM

9999-present Associate Professor (tenured 9999), Department of Neurology, UMSOM

Other Employment (*paid* employment)

9999-9999 Research assistant, Neuroscience, Columbia University, New York

**Honors and Awards**

9999 John Doe Award, UASOM, awarded for distinguished performance in medicine

9999 Jane Doe Award, Columbia University, awarded for distinguished clinical performance as an intern

**Clinical Activities**

Keep details *brief* and in lists instead of in paragraphs of text.

Describe clinical expertise (include description of any specific clinical techniques)

Describe scope of clinical practice:

Site of primary practice and size (hospital, VA, affiliated clinic, etc.)

Total number of patients/procedures conducted in a given time period

Number of referrals received

Leadership/administrative practice roles

Total time spent in clinical duties

Describe activities that advance diversity, equity, inclusion and antiracism, such as development

of a community clinic geared toward underserved populations, or integrating health equity and social justice content into health education programs.

Describe innovative techniques that have changed or influenced practice.

Describe any modifications to clinical enterprise.

Describe development of clinical programs.

Clinical Expertise

Board certified neurologist

Additional board certification in the sub-specialty of movement disorders

Clinical focus in the area of infections and environmental exposures in the etiology of Parkinson’s disease.

Scope of Clinical Practice

9999-present Role, Hospital/Clinic name (type of clinic)

~180 patients per year

Practice/leadership/administrative role/s

35% FTE

Development of Clinical Programs

List in chronological (oldest to newest) and with a *brief* description

**Professional Society Memberships**

9999-9999 Membership title, Organization name

9999-9999 Member, American Public Health Association

9999-present Fellow, American Academy of Neurology

**Administrative Service**

List committees served or chaired, including department committees, SOM committees, hospital

committees, VA committees, special assignments, etc. Be specific as to the location of the service (use full acronym such as UMSOM, UMES, UMROI, etc.).

List Chair/Co-Chair services separately from general memberships.

Include a subsection for an institution *if* there are five (5) or more activities at that organization.

For Associate Professor and Professor ranks only – when listing significant administrative roles,

it is helpful to include a *brief* explanation of any “outcomes” that were a result of your

efforts.

Describe service that advances diversity, equity, inclusion and antiracism, such as serving on

SOM or hospital DEI Committees (e.g., Departmental DEI Champion, integrating health

inequity and social justice content into the educational curriculum, etc.), participating in

recruitment efforts focused on underrepresented students, trainees, faculty, or senior

leaders (see example DEI sub-section below).

Include the most recent completion of the Everyday Bias for Health Professionals workshop.

**Institutional Service**

UNC, Chapel Hill

9999-9999 Member, Patient Safety and Quality Assurance/Improvement Committee

9999-9999 Interviewer, Medical School Admissions Review Committee

9999-9999 Faculty Co-Founder, Graduate Students in the Neurosciences Group

 *Collaborative group organized to support and advance each other’s work.*

UMSOM

9999-9999 Member, Institutional Review Board

9999-9999 Representative, School of Medicine Council

9999-present Director, Special service

9999-present Interviewer, Medical School Admissions Committee

9999-present Faculty Mentor, Student National Medical Association Annual Conference

Diversity Equity, Inclusion (DEI) and Antiracism Awareness

9999-present Annual Title IX and Non-Discrimination Training (UMB)

9999 Unconscious Bias for Healthcare Professionals (UMSOM)

9999 Everyday Bias for Healthcare Professionals (UMSOM)

9999-present FPI Annual Compliance Awareness Training for Physicians and Providers

**Local Service**

List years of service, role, and name of organization.

Clearly identify any key conferences that you organized.

Describe local and national (below) service that advances diversity, equity, inclusion, and

antiracism, such as participating in DEI activities that support DEI Initiatives in SOM or

national organizations (e.g., working with underrepresented youth/students to promote

STEM careers).

9999 Consultant, Maryland Advisory Board on Neurology

9999-9999 Program Committee Member, Maryland Board of Neurology Annual Meeting

9999-present Reviewer, State of Maryland Community Association

**National Service**

Include estimated number of reviews per year after each journal. Ex: (2x/year)

Italicize *journal* names.

9999 Member, NIH Study Section, Name of study section

9999-present Ad Hoc Reviewer, *Journal name (2x/yr), journal name (4x/yr), journal (1x/yr)*

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)*

9999-present Member*,* American Neurological Association Inclusion Diversity Equity Antiracism Social Justice (IDEAS) Task Force

**International Service**

9999-present Member, International Society of Neuroimmunology (ISNI)

**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, and number of students in course.

List significant mentoring activities (especially if no formal teaching experience), detail the

number of learners supervised, and time spent with each. **Do not list each mentee by**

**name**. Instead, provide a summary of the number and type of mentees/ advisees and the amount of time involved in mentoring them.

For clinical supervising/teaching, outline major activities such as attending, clinics, etc.

Describe teaching and mentoring activities centered on diversity, equity, inclusion, and antiracism,

such as application of material learned in DEI trainings to promote an inclusive environment; DEI or social justice-focused lectures to students, residents, or peers; facilitating ‘Problem Based Learning’ or other sessions that address DEI; presenting or hosting teaching rounds or conferences that include DEI topics; preparing DEI or social justice curriculum materials; building a course reading list incorporating concepts and scholarship on issues of gender, race, and other perspectives relevant to the course; mentoring under-represented (UR) groups of learners or students in SOM pipeline programs. A DEI sub-section may be added (see above).

Undergraduate Student Teaching/Mentoring/Advising

9999 Teaching Assistant, Biology (BIO 101), Duke University

 25 students -- 4-hour lab weekly over 16-week semester

9999 Mentor, Summer Research Training Program, School name/acronym

1 undergraduate -- daily contact for the summer

9999-9999 Mentor, UNC Chapel Hill

2 undergraduates -- 1-2 hours/week over 3- to 4-year span

Graduate / Post-Graduate Teaching

9999-present Advisor

 1 PhD student per semester (fall, spring) -- 1 hour/week

9999-present Research Mentor

2 post-graduates -- 4 hours/week each

Medical Student Teaching/Mentoring

9999-9999 Small Group Leader, Name of course (course number), School name/acronym

5-7 2nd year medical students -- 3-4 contacts hours/year

9999-present Lecturer, Cardiovascular Physiology, Integrative Physiology (MPHY501.601), UMSOM

 150 1st-year medical students – 3 contact hours/year

9999-present Mentor for medical student, UMSOM

1 regular (no less than quarterly) meetings with medical student

Resident and Fellow Teaching

9999-present Name of course (course number), School name/acronym

4-8 2nd year residents -- 48 contact hours/year

9999-present Name of course (course number), School name/acronym

2-3 Infectious disease residents and fellows -- 1 contact hour/year

9999-present Attending Physician, general In-patient Service, UMSOM

 1 fellow, 2 residents, 2 medical students – 8 hours/day, 2 months/year

**Research Activities**

Research Interest: Indicate research interest/s or focus

Describe research activities that advance diversity, equity, inclusion, and antiracism such as

involvement in research that focuses on health disparities or social determinants of health; filling a key role in clinical or basic science research that impacts UR populations.

##### **Grant Support**

List grants/contracts **chronologically by start date** in separate sections (active, pending, completed).

Separate contracts from grants.

List all extramural and intramural grants.

**For every active grant or contract listed you must provide the following information:**

Effective dates: mm/dd/yy – mm/dd/yy (full beginning & end)

Role and % Effort in each project (be very specific and give precise role designated on

approved grant: PI, Co-Inv, Site PI, MPI, collaborator, etc.)

Name of PI *if other than you* (in parentheses)

Project title

Type of grant or contract (e.g., R01, collaborative project, multi-center trial, private

foundation, etc.)

Funding agency (note whether the grant was peer-reviewed)

Include 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). Provide whole dollar amounts, **no** pennies.

If not PI, include a ***one-line explanation*** of role.

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

are involved).

###### Active Grants or Contracts

mm/dd/yy - mm/dd/yy PI, 65%

 *“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: K. Quarter)

 *“Title of grant”*

 NIH R01 MH99999

Annual Direct Costs: $99,999

Total Direct Costs: $999,999

*Briefly describe specific role on grant since not the PI*

99/99/99 – 99/99/99 Site-PI, 15% (PI: K. Quarter)

 *“Effects of Aspirin on Hypertension”*

 VA Merit Review Award

Annual Direct Costs: $137,500

Total Direct Costs: $500,000

*Briefly describe specific role on grant since not the PI*

Pending Grants or Contracts

For pending grants, list only grants that have actually been submitted and include the date of

grant submission and status (if known).

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 or Contracts

9999-9999 PI, 25%

*“Title of grant”*

 University of Maryland Intramural Grant

Annual Direct Costs: $99,999

Total Direct Costs: $99,999

9999-9999 Co-Inv 20% (PI: K. Quarter)

 “*Title of grant*”

NIH, NIMH, R01MH 1234567-89

Annual Direct Costs: $499,999

Total Direct Costs: $999,999

*Briefly describe specific role on grant since not the PI*

**Patents, Inventions and Copyrights**

List all patents, inventions and/or copyrights issued, **number them**, and indicate the type.

Only include patents that have been assigned a number.

1. **Smith SC**, inventor; Ace Surgical R&D Inc., assignee. Flexible endoscopic grasping device and positioning tool assembly. United States patent US 99103456. 9999 Aug 1.

**Publications** *(if you published under a previous name, indicate that here)*

Publications should be **numbered** within each section; **single spaced** (even between listings) and

listed in **chronological** (oldest to newest) order.

Publication citations in this list should be in **NLM (National Library of Medicine**

[**https://www.nlm.nih.gov/bsd/policy/cit\_format.html**](https://www.nlm.nih.gov/bsd/policy/cit_format.html)**)**. This is the same format found on

PubMed. Make sure citations are complete and up to date before submitting.

Separate publications according to the headings below and in the same order.

Include last names and initials of all authors and underline -or- **bold** own name in each reference.

If there are more than six authors, list the first six authors, followed by et al.

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:**

* 1. denote the primary author with an asterisk (\*)
	2. denote the senior author with a pound symbol (#)
	3. Note if official ‘co-first’ authorship was on the title page of the publication

**Provide complete bibliographic information**.

Separate all non-peer-reviewed articles from peer-reviewed articles.

Do not list publications that are “in preparation”.

“**In Press**”, “**Accepted**”, “**Submitted**” or “**In Revision**” articles: include in the 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.

Peer-reviewed journal articles

1. Smith AA, **Jones S**, Doe NJ, Yang NG, Johnson DC, Quarter K. Title of Article. *Journal Name*. 9999 Jul; 96:148-150. *(determined analytic method, ran analyses, provided statistical interpretation)*
2. Taylor SF, France JJ, **Jones S**, Thompson R, Samuelson V 3rd, Martin SS. Peripheral Neuropathies Represent a Spectrum of Diseases with Different Etiologies. *J of Amer Neuropathy*. 9999 Mar 16, 6(18):30-67. doi: 10.1014/j.amneurop.9999.01.022.
3. Davis BB, Samuelson V 3rd, **Jones S**, Yang NG, Thompson R. Impact of Neuropathy on the Human Psyche. *J of Journals*. 9999 Sept 1, 10(4):323-327. Epub 9999 June 5. PMID: 1234567.
4. **Jones SC**,Smith AA, Doe NJ, Cooper SL, Martin SS. Randomized trial of various drugs used to treat diseases. *J Neurol Dis*. 9999 Oct 13, 8(3), 10-17. doi: 10.1010/jneuroldis-9999-111122. Epub 9999 Jul 5. PMID: 1313131.
5. Rose ME\*, **Jones SC**\*, Melick J, Marion DW, Hamadi LS, Schering JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 9999;135(1-2):40-6. (\* = *co-first authors*)
6. **Jones SC**, Jefferson JJ, Golden HN, Smith AA, Quarter, K. Title of Article. *Journal Name*. 9999 (In Press).

Submitted or In-Revision Peer-reviewed journal articles

*For APT-level actions*, provide a letter or email of acceptance from the journal editor indicating the specific article has been submitted, needs revisions, or has been accepted for publication.

1. **Jones SC**, Smith J, Goldman S, Doe J, Smith L, Johnson MJ. Title of Article. *Journal Name*. 9999 (Submitted).
2. Smith J, Doe J, **Jones SC**, Hamberg D, Johnson MJ. The Title of this Article. *Journal of Academic Studies*. 9999 (In review)

Non-peer reviewed journal articles

1. **Jones, S**. Title of article. *Journal Name*. 9999:13(2):13
2. **Jones, S**, Smith, O. Title of Article. *Name of Journal*. 9999, 20(2):149-162.

Books

1. Murray PR, Rosenthal KS, **Jones SC**, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 9999.

Book Chapters

1. **Jones S**, Power N, Doe NJ. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 9999.

p. 93-113.

National Collaborations (Consortia papers)

1. Plimpton B, Hamadi LS, Ndumele C, Quarter K, the GENIE Consortium. Powering precision medicine through an international consortium. *Cancer Discovery*, 9999;7(8):818–831.

(*registered participants, ran analysis of data, contributed to manuscript writing and editing*)

Web-based Articles

1. **Smith SC**. Quality improvement initiative in academic medical centers. *Am J Acad Med* [Internet]. 9999 Jun [cited 9999 Aug 12];102(6). Available from: https://journals.lmm.com/amjacmedonline/Fulltext/2022/06321/QI\_Initiative\_in\_Academic\_Medical\_Centers.13.aspx (subscription required)

Abstracts and/or Proceedings

Other Brief Communications (letters to editor, etc.)

Published Multimedia (including software, audio, video, etc.)

**Major Invited Speeches**

Separate and list **chronologically** all local, national, and international invited lectures.

**Number them continuously through subsections** (and single space between subsections).

Specify title of presentation, inviting organization (medical school, hospital, local or national

society, etc.), location, and date (year). Place the information in this order, ensuring that the date is the last piece of information for each entry.

Local

1. **Jones S**, Title of speech, Inviting organization, Regional/local location, 9999
2. **Jones S**, Title of speech, Inviting organization, Local/regional location, 9999

National

1. **Jones S**, Title of speech, Inviting organization, National location, 9999
2. **Jones SC**, Title of speech, Inviting organization, National location, 9999

International

1. **Jones S**, Title of speech, Inviting organization, International location, 9999

**Proffered Communications**

List **chronologically** (oldest to newest) oral or poster presentations that were not by special

invitation and did not result in published abstracts.

**Number them** and single space in between.

National

1. **Jones S,** Doe NJ., Title, Organization, Location, type of presentation, 9999
2. **Jones SC,** Doe, NJ., Title, Organization, Location, type of presentation, 9999

**Legal Name, Degree/s**

**Explanation of Time Gaps on CV**

9999 - 9999 Preparing for ECFMG exams and transition to the US

9999 - 9999 Career break

9999-9999 Traveling

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**Most Common CV Mistakes:**

Using small or large margins, bullets, borders, or including personal information or license numbers.

Omitting information (dates, teaching details, grant details, service details, pending grants).

Not putting entries in **chronological order** (oldest to newest).

Not separating information into subheadings.

Pagination errors – leaving the section heading at the bottom of one page and beginning the

 listing information on the top of the next page.

Not underlining or putting name in **bold** in publications.

Incomplete citation information for publications.

Duplicating publication citations.

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 may 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.