UW SCHOOL OF MEDICINE
CV Format for Faculty

Instructions:

- Your curriculum vitae should include all of the categories listed below, in the order shown.
- If a category does not apply, indicate "none" or "n/a" after the heading.
- Information should be presented in chronological order from oldest to newest.

Categories:

1. **Personal Data:** Legal Name (optional: Place of birth; citizenship)

2. **Education:** University of undergraduate and graduate degrees (indicate places and dates including month and year).

3. **Postgraduate Training:** Internship, residencies, fellowships (places and dates including month and year, oldest to newest).

4. **Faculty Positions Held:** (Rank, department, places and dates including month and year, oldest to newest).

5. **Hospital Positions Held:** (places and dates including month and year, oldest to newest). Do not duplicate #3 above.

6. **Honors:** Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDAs, Young Investigator Awards, Teaching Awards, etc. Include dates of awards, oldest to newest.

7. **Board Certification:** General Medical and Specialty Boards (indicate initial date received and recertification dates, if applicable).

8. **Current License(s) to Practice:** States and dates including month and year.

9. **Diversity, Equity and Inclusion Activities (optional):** List partnerships with community-based organizations, research in health disparities, mentoring underrepresented trainees or faculty, and teaching related to diversity and inclusion

10. **Professional Organizations:** Include dates of membership and offices held.

11. **Teaching Responsibilities:** List specific courses, specific responsibility and percentage of responsibility if shared course. Indicate role in teaching committees.   (Optional: List trainees during last 5 years, **if primary mentor**, providing names, dates of training, and current employment.)

12. **Editorial Responsibilities:** Include positions on editorial boards. Do not include occasional reviewing duties (i.e., ad hoc reviewing duties). Include dates.

13. **Special National Responsibilities:** Study sections, Training Grant Committees, and other similar responsibilities. Include dates and organization.

14. **Special Local Responsibilities:** University and Hospital committee membership. Do not duplicate committees or leadership activities listed elsewhere. Include dates and organization/entity.

15. **Research Funding:** Sources, dates and dollars. Include Training Grants.

16. **Bibliography** (use the format described in (a) for (b) through (f)):
    - Bold or underline your name in each citation
    - Begin a new numbering sequence for each subsection [a-f]; do not continue numbering sequence from subsection (a) into the other subsections
    - All publications in the subsections should be numbered chronologically (oldest to newest.)
    - Include subsection title for each section, i.e. Peer reviewed manuscripts, Book Chapters, MedEDPortal publications.

    a) **First section:** Manuscripts in refereed journals with authors listed in the order they appear in the original publication. Include manuscripts in press (i.e. accepted for publication). Number these articles consecutively and include the first and last page numbers of each article. Include PMID numbers.

    b) **Second section:** Collaborative Authorship (group authorship meeting the International Committee of Medical Journal Editors authorship criteria)

    c) **Third Section:** MedEDPortal or other peer reviewed curricula

    d) **Fourth Section:** Book chapters

    e) **Fifth section:** Published books, videos, software, etc.

    f) **Sixth section:** Other publications e.g. in non-referred journals and letters to the editor.

    g) **Seventh section:** Manuscripts submitted, listed separately with date of submission. Do not list manuscripts in preparation or work in progress.

    h) **Final section:** List Abstracts (last 5 years).

17. **Invited talks, including CME presentations**
    a. National/international
    b. Regional
    c. Local

18. **Other employment** – Only include if gaps in activities listed above.