General note: This CV format covers all types of information that a promotion committee might wish to know about a candidate. Not all candidates need all the items. Therefore, candidates may delete any items that do not apply to their situation (there is no need to keep the section and add "not applicable"). For example, someone who does not teach may delete the section on teaching, and someone who does not have clinical responsibilities may delete the section for clinical information.

CURRICULUM VITAE

NAME

I. PERSONAL DATA

Instruction: Do not put Social Security Number on CV.

II. EDUCATION

Year Degree Institution

III. POST-GRADUATE EDUCATION

Year Degree Institution

IV. ACADEMIC APPOINTMENTS

Month, Year Degree Institution

V. OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENTS

VI. CERTIFICATION AND LICENSURE

A. Certification

Board Date Number

B. Licensure

State Date Permanent/Temporary Number

VII. HONORS AND AWARDS

VIII. PROFESSIONAL AFFILIATIONS (INCLUDING OFFICES HELD)

Year Organization

IX. AREAS OF RESEARCH INTEREST

X. CURRENT PROJECTS

XI. TEACHING ACTIVITIES

Information on presenting teaching activities

The document Teaching Portfolio (also linked from the P&T homepage) 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. (Note: The Teaching Portfolio was originally designed for applications to the Academy of Distinguished Educators, and it must be adapted for use in the P&T Portfolio. See the special notes in the document about the necessary adaptations.

A. Classroom, Seminar, or Teaching Laboratory

year course title & number req. # length % responsibility

B. Clinical Teaching (in ward, clinic, OR)

year where teaching occurred

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

A. Conferences, Grand Rounds, Journal Clubs, etc

Year Type of activity

B. Teaching Committees

C. Student Counseling

D. Formal Study to Improve Teaching Abilities

E. Current Research Concerning Teaching

F. Bibliography Concerning Teaching

G. Other, including development of curriculum or new teaching materials, methods of evaluation, program supervision, etc.

XIII. OTHER PROFESSIONAL ACTIVITIES (BOARDS, EDITORSHIPS, ETC.)

XIV. CLINICAL ACTIVITIES

A. Inpatient

B. Outpatient

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

This section is for academic and professional service related to specialty and/or research area. For service to community, see "XXII. Community," below.

A. School of Medicine

B. University

C. UVA Hospitals

D. Department

E. National

F. State

XVI. FINANCIAL RESOURCES (GRANTS AND CONTRACTS)

A. Federal

Title: Period: Amount:

B. State

C. Other

XVII. PHYSICAL FACILITIES

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.

XVIII. PERSONNEL CURRENTLY SUPERVISED

XIX. MASTER'S AND PH.D. THESES DIRECTED AND POSTDOCTORAL FELLOWS SUPERVISED

XX. PAPERS PUBLISHED OR IN PRESS

Instructions on how to list journal articles in this section of the CV

Instructions are given here for (1) format, (2) citation analysis (journal impact factors and rankings, number of citations), (3) describing the candidate's contributions to papers when the candidate was not the first author or the corresponding author, (4) identifying the candidate's trainees or students who were co-authors, and (5) identifying electronic publications/citations.

1. **Format.** Here are examples of what the Promotion and Tenure committee wants to see in the Publications section of the CV. The citation information given below

is fictitious although the impact factors (IF) and rankings of the journals cited are factual. The order of the authors should be exactly as it is in the journal. Examples:

Schmaltzcroft* C., Schniklefritz, PE, and **Candidate, A.B.** A new class of dopamine receptors in the median eminence. *Neurosci* 51:1234-1246, 2000. Cited 23 times, IF = 6.096, Rank 17 of 194 Neuroscience journals.
Over half the experiments were done in Dr. Johnson's lab by his technician.

Candidate, A.B., Schmaltzcroft, C.,and Schniklefritz, PE*. Dopamine inhibits firing of pyramidal cells in neocortex. *J. Neurosci.* 67:234-245, 2001. Cited 13 times, IF = 8.045, Rank 12 of 194 Neuroscience journals

*Schmaltlzcroft, C., **Candidate, A.B.**, and Schnicklelfritz, P.E. Quantification of dopamine receptor density in the cerebellum. *J. Neurobiol*. 56:123-456, 2003. Cited 5 times, IF = 3.145, Rank 54 of 194 Neuroscience journals
Dr. Johnson provided the antibodies used to estimate dopamine receptor density, and the experiments demonstrating antibody specificities were done in his laboratory.

2. **Citation analysis (journal impact factors and rankings; number of times article has been cited).** The Health Sciences Library has tools for finding the impact factors and rankings for journals and the number of citations of the articles. See information and links on the library's Promotion and Tenure Short Cuts. See also How Do I Find the Impact Factor for a Journal? from the library's resources page.

3. **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 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.

4. **Identifying 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.

5. **Identify electronic publications.** Publications that appear in electronic format only should be identified by inserting the phrase (electronic publication) [the words electronic publication set inside parentheses] at the end of the publication's title and giving the url for the article or item.

A. Peer Reviewed

B. Books and/or Chapters

Instruction: Identify invited chapters.

C. Health Ed/Videos, etc.

Instruction: If an item is available online, give the URL; if available only through purchase, give the source where it can be ordered; if available in UVA libraries, give ordering information.

D. Short Communications

E. Abstracts

Instruction: Use an asterisk (*) to identify abstracts that were presented.

* Abstract Presented

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

XXI. TECHNOLOGY TRANSFER ACTIVITY

FOR ASSISTANCE IN COMPLETING THIS SECTION, YOU MAY CONTACT THE UNIVERSITY OF VIRGINIA PATENT FOUNDATION (WWW.UVAPF.ORG) AT 434.924.2175 OR PATENTS@VIRGINIA.EDU.

A. Inventions

Please list all technologies disclosed to the U.Va Patent Foundation (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 at www.uvapf.org/disclosure.

B. Registered Copyrighted Materials

Please list all works of authorship under issued registered copyright on which you are listed as an author.

C. Licensing Activity

Please 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.

D. Other

Please list any other contributions you have made to technology transfer-related activities, including entrepreneurship and impact on economic development.

XXII. INVITED LECTURES AND SYMPOSIUMS

XXIII. COMMUNITY

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.