

UNIVERSITY OF COLORADO SCHOOL OF MEDICINE

FORMAT FOR CURRICULUM VITAE

1. Personal history or biographical sketch

- Begin with “Current Position” --- include title(s) and professional address (with email and FAX)
- Optional: Marital status, spouse’s name, children
- Do NOT include birth date or Social Security Number

2. Education

- In chronologic order, list institutions attended and degrees (Begin with college or university)
- Include internship, residency, fellowships, post-doctoral training
- Do not include CME or other courses; this information may be included in a teacher’s or clinician’s portfolio (<http://www.uchsc.edu/sm/sm/offac.promotion.htm>).

3. Academic appointments

- List these chronologically (including dates)
- Include full-time and adjunct faculty positions

4. Hospital, government or other professional positions

- List positions chronologically
- May divide into sections (hospital, government, etc.)
- Include military service, if applicable
- May list consulting positions

5. Honors, special recognitions and awards

- Graduate school honors and distinctions
- Clinical, teaching, research or service awards
- Elected and honorary society memberships
- Honorary fellowships

6. Membership in professional organizations

- List organizations (and dates)
- Include offices held and other leadership positions

7. Major Committee and Service Responsibilities

- Group (as appropriate) under headings: Departmental, SOM, university and hospital
- Include state and national committees, tasks forces, boards and commissions
- List important community service or public health activities
- Note leadership positions, key responsibilities

8. Licensure and board certification

- Include dates of state certification, board certification and recertification
- Do NOT list medical license numbers

9. Inventions, intellectual property and patents held or pending

10. Review and referee work

- Service on editorial board (Include dates)
- Grant review committees and study sections
- Service as ad hoc reviewer for journals professional societies or scientific meetings (State dates, journals, meetings)

11. Invited extramural lectures, presentations and visiting professorships

- As list lengthens, may divide into headings: Local, regional, national, international

12. Teaching record

- *In separate sections*, list major presentations to medical (or other undergraduate) students, graduate students, house officers
- List course numbers and dates
- State ward/clinic attending duties (e.g., “2000-03: Supervision and bedside teaching of residents, high-risk hypertension clinic - 6 hours/week”)
- Key administrative positions (course or training program director) and dates
- List specific accomplishments (course development, innovative syllabus, etc)
- Teaching awards may be listed here or in Section 5
- All supporting details should be provided in separate teacher’s portfolio www.uchsc.edu/sm/sm/offac.promotion.htm.
- Trainees and mentees may be listed here; however, it is preferable to list them, with a summary of their accomplishments, in your teacher’s portfolio

13. Grant support

- List all grants awarded; list active grants first
- Include your role (e.g., principal investigator, co-investigator), funding source (and grant number), dates, percent effort, and total direct costs
- As list lengthens, may divide into headings as appropriate (current and prior funding, whether competitive, by type of funding agency, etc)

14. Bibliography

- Check all bibliographic citations for accuracy
- Number all publications (beginning with the earliest) and list in order of publication
- Underline your name (or highlight in bold) as it appears in author list
- Include, *in separate sections*, the following items:
- Papers published in peer-reviewed journals (may include in-press and accepted articles)
- Books and monographs
- Book chapters, invited articles & reviews in non peer-reviewed journals
- Other publications, non-published documents, reports, research or policy papers, lay press articles (must be complete and available for review)
- Other “products of scholarship” (software, CD’s, case simulations, videos, etc.)
- Letters to the Editor
- Scientific abstracts published or presented at scientific meetings
 - List meeting, journal reference and type of abstract (plenary, oral or poster)
 - Divide into headings (Competitive, non-competitive)
- Do not list manuscripts that have been submitted or that are “in preparation”