

# UNM SOM "Standard Format" Curriculum Vitae for Faculty Tenure and Promotion Dossiers

October 21, 1996

## **Note: this is only a sample. It is not interactive.**

Single-space each entry. Double-space between entries. Print section headings, in order, as shown. Additional sections may be added and irrelevant sections may be omitted as needed.

### **Date**

### **Name and Terminal Degree(s)**

### **Professional Address including Department**

### **Home Address**

### **Licensure(s) with Date(s)**

### **Certification(s) with Date(s)**

### **Educational History:**

- Degree earned, date granted, granting institution and location, major field of study. Put most recent first.

### **Employment History** - principal positions since the terminal degree

- Job title, beginning date-ending date, employing organization and location. Put most recent first.

### **Employment History** - concurrent temporary or visiting appointments, consultantships, etc.

- Position description, beginning date-ending date, organization and location. Put most recent first.

### **Professional recognition, honors, etc.** (teaching, research, service)

- Name of honor, description, date, awarding organization. Put most recent first.

### **Memberships in Professional Societies**

### **Other extramural professional activities**

- Journal editorships, associate editorships, editorial board memberships, with dates.
- Ad hoc reviewing for journals: list journals.
- Reviewing for national funding organizations: specify activity and give date(s).
- Administrative work with professional societies, elected offices held.

### **Invited lectures**

- Year, title of lecture, host institution or organization.

### **Meeting sessions chaired**

- Year, meeting, session.

### **Military Service**

### **Community Service**

## UNM SOM "Standard Format" Curriculum Vitae for Faculty Tenure and Promotion Dossiers

[Start new page.]

### Short narrative description of research, teaching and service interests.

- No more than one page in length; written for a non-specialist colleague.

[Start new page.]

### Scholarly achievements:

- List in chronological order within each separate subsection. The exact order of the elements for each reference is not specified, **but all elements must be given for each item.**

### Books authored or co-authored:

- Author(s) as listed on title page, title of book, publisher, publisher's city, number of pages, date of publication.

### Books edited or co-edited:

- Editor(s) as listed on title page title of book, publisher, publisher's city, number of pages, date of publication.

### Original research or scholarly articles in refereed journals:

- Author(s) **as listed on title page**; title of article; name of journal; volume number, first page-last page number, year.

### Review articles and articles appearing as chapters in edited volumes:

- Author(s) **as listed on title page**; title of article; title of volume; name(s) of editor(s); name and city of publisher; first page-last page number, date of publication.

### Other writings and scholarly products (not abstracts)

- Author(s) **as listed on title page**, title; description of medium, publisher, city, first page-last page number (if appropriate), date of publication.

### Works in progress:

- Divide into subsections by type, as for published work.
- Accepted for publication (Note date of acceptance and probable date of publication)
- Submitted for publication: (Note date of submission)

In preparation:

### Invited or refereed abstracts and/or presentations at professional meetings:

Author(s) **as listed on title page**; title of abstract; name of journal or abstract volume; volume number, first page-last page number, date, meeting title or name of host organization.

### Contributed (unrefereed) abstracts and/or oral presentations at professional meetings:

Author(s) **as listed on title page**; title of abstract; name of journal or abstract volume; volume number, first page-last page number, date, meeting title or name of host organization.

## UNM SOM "Standard Format" Curriculum Vitae for Faculty Tenure and Promotion Dossiers

[Start new page.]

*List in reverse chronological order (i.e., most recent first.)*

- **Current Grant and Contract Funding:**
  - Project Title
  - Principal investigator(s), as listed on title page
  - Percent effort
  - Funding organization
  - Starting and stopping dates
  - Amount awarded for the period listed (direct costs and indirect costs)
- **Past Grant and Contract Funding**
  - Project Title
  - Principal investigator(s), as listed on title page
  - Percent effort
  - Funding organization
  - Starting and stopping dates
  - Amount awarded for the period listed (direct costs and indirect costs)
- **Pending Grant and Contract Funding (proposals submitted):**
  - Project Title
  - Principal investigator(s) as listed on title page
  - Percent effort
  - Proposed funding organization
  - Proposed dates
  - Proposed amounts (direct and indirect costs)
  - Status of review

[Start new page.]

**Mentoring of other faculty in research or scholarship.**

- Name of individual mentored, dates of mentoring activity, type(s) of mentoring activity, outcomes (grants, publications, abstracts, etc.)

[Start new page.]

**Teaching / Education**

- **Ph.D. student mentoring.**
  - Name of Ph.D. recipient or candidate, date degree was awarded or is anticipated, title or anticipated title of dissertation.
- **Masters student mentoring.**
  - Name of MS recipient or candidate, date degree was awarded or is anticipated, title or anticipated title of thesis.
- **Undergraduate medical student mentoring.**
  - Name of student, inclusive dates, type of project or name of program, outcome of mentoring activity.
- **Pre-baccalaureate student and honors student mentoring.**
  - Name of student, dates of mentoring activities, type of activity or name of program, title of honors thesis if appropriate, outcome of mentoring activity.
- **Classroom, laboratory teaching, and tutoring (courses or blocks taught or team-taught):**
  - Year, semester, phase of curriculum, name of course or block; course number; number of students, role in course or block (e.g., number of lectures, labs, small group sessions, etc.).

## UNM SOM "Standard Format" Curriculum Vitae for Faculty Tenure and Promotion Dossiers

- **Resident and fellow teaching and mentoring**
- **Continuing Medical Education**
- **Curriculum development or educational administrative positions**
  - E.g., block leader, committee head, departmental education coordinator, clerkship director. Description; date.
- **Mentoring of Faculty in Education**
  - Tutor training workshops, case-writing workshops, assessment tools, teacher improvement workshops, individual counseling of other faculty members, etc. Name of individual mentored or of activity, dates, outcomes (e.g., evaluations went up, teaching awards received, etc.).
- **Other teaching and student mentoring activities**
  - Perspectives in Medicine, Practical Immersion Experience, and other activities not included above.
  - Year, phase, unit, block, semester (as appropriate)

[Start new page.]

### Service

- **Present patient care activities**
  - List in order, most significant first
- **Past patient care activities**
  - List in reverse chronological order (i.e., most recent first)
- **University, SOM, HSC administrative duties**
  - Dates, name of activity
- **University, SOM, HSC, department committees**
  - Dates, name of committee, role on committee (e.g., chair, secretary, member, etc.)
- **Local, state, regional, national committees**
  - Dates, name of committee, purpose of committee, product of committee, role on committee
- **Mentoring of other faculty members in clinical or other service activities**
  - Name of individual mentored or of activity, dates, outcomes (skills mastered, programs established, etc.).