**Personal Information**

* Name
* Home Address (optional)
* School of Medicine Address and Email contact

**Education**

* Degrees, Awarding Institutions, Dates, Specialty
* Postgraduate Training Fellowships
* Residencies
* Traineeships

**Employment History/Academic and Administrative Appointments**

* List positions, ranks, and dates of appointment

**Board Certification and Licensure**

* Include identification numbers, dates, and location.

**Professional Society Membership and Leadership**

**Grants**

* List in this order:
	+ Grants funded
	+ Grants approved
	+ Grants submitted but not funded in the last six years
	+ Consultant role
* Include title, name of the PI, type of grant, your role on project, dates, source(s), dollar amounts for total project and sub-project (if applicable) and identifying number (if applicable).

**Teaching Activities** (list here, detail in educator’s portfolio)

* Undergraduate medical teaching
* Postgraduate medical teaching
* Graduate teaching including thesis supervision and graduate student committee membership.
* Other mentorship such as advising of learners, learning community faculty, etc.
* Contributions to CME
* Curriculum development including materials produced, research on teaching methodology, and outside consultation provided on medical graduate education.

**Publications, other forms of creative work and scholarship**

* Include publications only if published or accepted for publication. Do not list submitted work or projects in process.
* If possible, follow AMA[[1]](#footnote-1) format;
* List in order of most recent publications first
* List authors in original sequence;
* Place an asterisk after each trainee name if you were their primary mentor;
* If you are listed as the corresponding author but are not the first or last author signify your role as corresponding author with double asterisks;
* For continuing appointment, see tenure guidelines for annotation requirements;
* List publications by the following categories:
* Peer-reviewed journals
* Non-peer-reviewed journals
* Contributions to books including chapters
* Book reviews, Editorials, Letters to the editor etc.
* Other forms of scholarship—Please see [Standards and Criteria Policy](https://upstate.ellucid.com/documents/view/10241/?security=c6a9ba56a22ccfbacd0d9bd4d401633a304cf63e), III. Definition of Scholarship

**Abstracts of Presentations**

* List dates and locations of meetings, titles and author(s)

**Other Presentations** Organize in categories of local, regional, national, and international

* Papers (meeting, title, author(s), date)
* Panels (role, topic, meeting, date)
* Exhibits (title, meeting, date)
* Visiting professorships or lectureships (place, date, time)
* Other invited presentations/lectures/workshops

**Community Service Including Professional Societies**

Community service is defined as service to the Department, University, Region, State, Nation or World. Activities should involve medical, foundational science or related expertise. Consider organizing service by levels, as above.

* For committees, please indicate your role (member, chair etc) and the dates
* For consultant work, please include dates and locations
* For grant or manuscript review and editorial appointments, please include dates
* For administrative activities, please include department, division, clinic, service or team responsibilities and dates
* Presentations to the public-please include dates, forum, and title of presentation

**Media and Online Materials/Presentations**

* Include significant highlights of radio, television, digital media

**Patents/Trademarks**

**Special Honors and Awards**

* Include dates

**Other Information**

* Include additional information deemed pertinent to this Vitae
1. American Medical Association Manual of Style 11th edition, Williams & Wilkins, 2020. https://academic.oup.com/amamanualofstyle [↑](#footnote-ref-1)