

Guidelines for Standardized Curriculum Vitae

SUNY Upstate Medical University

Personal Information

- Name
- Home Address
- College of Medicine Address

Education

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

Academic Appointments

- List ranks, institutions, and dates of appointment

Employment History

List positions, institutions, and dates of appointment

Certification and Licensure

*Include identification numbers, dates, and location.

Grants

*List in this order:

- o Grants funded
- o Grants approved

*Include title of grant, name of the PI, type of grant, dates, funding source(s), dollar amounts for total project and subproject (if applicable), identifying number (if applicable) and your role on project.

Teaching Activities (*If you are using this CV for promotion packet, you may just state: "Please see Educator's Portfolio." If you are using it for other reason, and Educator's Portfolio will not be attached, provide the following information:

- Undergraduate medical teaching
- Postgraduate medical teaching
- Graduate teaching including thesis supervision and graduate student committee membership
- 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

*List grouped by the following categories:

- In peer- reviewed journals
- In non peer-reviewed journals
- Contributions to books, including chapters
- Book reviews, Editorials, Letters to the editor, etc.
- Other forms of scholarship as defined in the FAP Document Appendix A

*Include publications only if published or accepted for publication or submitted and under review. Do not list papers in preparation.

* List authors in original sequence;

* Place an asterisk after each trainees 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.

Presentations

* List the title of the talk and the author(s), list venue (e.g., Annual meeting of the APA), city and date. Note that a “presentation” is an oral talk, not a poster (list those below). Note if this was a keynote and/or invited lecture.

*List in the following categories:

- International presentations
- National presentations
- State/regional presentations

Posters

* List the title and author(s) of the poster, venue, date and location of the meeting.

*List in the following categories:

- Posters at International Meetings
- Posters at National Meetings
- Posters at State/regional Meetings

Panels: describe role, topic, meeting, date

Service to the Profession and Community

*Service is defined as service to the Department, University, Region, State, Nation or World. In order for the activities to be considered they must involve medical, basic science or related expertise).

*List in the following categories:

- Professional society service
- National committees
- State/regional committees
- University service
- Departmental service

*For committees please indicate your role (member, chair, etc), the organization

and the dates of service.

*For work as a consultant 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

Special Honors and Awards

* Include dates

Other Information

*Include additional information deemed pertinent to this CV