

OUHSC *Faculty Leadership Program*

CV Guide



University of Oklahoma Health Sciences Center

Office of the Vice Provost for Academic Affairs & Faculty Development

Office of the Senior Vice President and Provost

The University of Oklahoma Health Sciences Center

Provost and Senior Vice President M. Dewayne Andrews, M.D., MACP

College of Allied Health
College of Dentistry
College of Nursing
College of Public Health
College of Pharmacy
College of Medicine
School of Community Medicine—Tulsa
Graduate College

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OUHSC Guide for Preparing Your Curriculum Vitae for Academic Advancement

Introduction

Your college may have a preferred format for the advancement dossier curriculum vitae. If so, please compare it to the headings and descriptions noted in this guide from the Office of Academic Affairs and Faculty Development. The items included here are based on the OUHSC Faculty Handbook and review of the promotions and tenure standards of each OUHSC college. However, as a document for use institution-wide, some items emphasized by your department or college may not be noted here. Your CV may include items not noted here, but if so, it is advised to include them under one of the noted headings and avoid using “other” as a category.

This GUIDE provides headings and descriptions of the items that should be presented in your curriculum vitae (CV) for academic advancement. The GUIDE is for your use to organize the information in your CV by the headings and sections that represent the academic mission and your career pathway. Organizing your CV in this manner will facilitate clear presentation of your accomplishments during review by your College Promotion and Tenure Committee and the OUHSC Campus Tenure Committee.

Instructions

Review the CV template GUIDE which follows with a copy of your current CV in hand. Note any items not addressed in your CV. Use the major headings at minimum. Please use those subheadings that are relevant for your professional career progression to date and the academic career pathway you have selected.

Questions or feedback about using this GUIDE to prepare your curriculum vitae for academic advancement review should be directed to Dr. Valerie N. Williams, Vice Provost for Academic Affairs & Faculty Development.

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Guide for Preparing the Standardized Curriculum Vitae for Academic Advancement

Complete name with degrees and contact information.

EDUCATION and TRAINING

No heading. Following your name include your office contact information immediately below. List department name, office address, room number, city and state. Telephone and fax number, and faculty member's e-mail address.

List the education and formal training you have received, in chronological sequence by inclusive dates, most recently completed listed first and concluding with college degree. Include degree earned, institution, and state. Training would include fellowship/postgraduate or postdoctoral programs.

PROFESSIONAL EXPERIENCE

Academic:

Administrative:

Hospital/Agency:

Other Organizations
(public/private):

List positions held by the job title. Begin with the most recent or current position. If any position was less than full time indicate the percent of your commitment. Include roles and position titles for the subheadings noted. For each listed position, in addition to the title note the inclusive dates, institution/organization, and state/location.

This section is for the chronological listing of jobs held and not committee roles. Those will be addressed under the Service heading.

U.S. MILITARY EXPERIENCE

If relevant include your rank, status, and length of military service. Skip this heading if not-applicable.

CERTIFICATION or BOARD STATUS

Date achieved and type. Skip this heading if not-applicable.

LICENSES

List date issued, state, and current status as active or inactive. *Do not include any license numbers; DEA numbers.* Skip this heading if not-applicable.

SCHOLARSHIP

Research Funding:

- Current
- Pending
- Completed

List grants and contracts. Include current, pending, and past/completed funding. For each listing the following should be clearly noted:

- Project title, your role (such as principal investigator, site PI, investigator, etc.), and percent effort.
- Funding agency/organization and grant number.
- Direct cost amount supported.
- Inclusive dates/project duration.

If students, residents, fellows, post-docs, or junior faculty were mentored as part of funded research indicate by a notation.

Teaching Materials Developed

List in date order by most recent. Include the title, type of material developed. Note if materials were peer reviewed; indicate date and review source.

Scholarly Activities and Creative Achievements

List training grants, contracts, entrepreneurial activities, patents, and other achievements that give rise to intellectual property. For each listing the following should be clearly noted:

- Project title, your role (specify principal investigator, project director, evaluator, project faculty, or indicate other title).
- Your percent effort.
- Funding agency/organization and contract/award number.
- Project budget or direct cost amount supported.
- Inclusive dates / project duration.

If students, residents, fellows, post-docs, or junior faculty were mentored as part of the funded training grant or contract indicate by a notation.

PUBLICATIONS

Include **only** items published, in press or accepted. Provide an accurate citation. Highlight your name among listed authors by *italics*, **bold** or underlining. Campus Tenure Committee requests publications consecutively numbered beginning with most recent as #1 to #X oldest.

If you served as the mentor for a student or junior colleague and are in the last author position indicate with an asterisk (*) at your name and a notation immediately under the publications heading as follows:

**Indicates mentor*

Peer Reviewed or refereed

Include here original works, review articles or similar items which have been subject to peer review and subsequently published in scientific and scholarly journals that have editorial boards and a system of critical review for all submissions for publication in hard copy or electronic form. List as would be cited in a reference.

Non-refereed and other publications

Original works appearing in non-refereed publications refer to those which do not routinely use a system of critical review before publication. For example articles solicited by the journal publisher are often non-refereed and may be published in hard copy or electronic form. List as would be cited for a reference.

Book Chapters

List as would be cited in a reference.

Books

List as would be cited in a reference highlighting your role as an author or editor.

Non-authored publications

A specialized category typically relevant for clinician scientists or clinicians involved in large multi-site clinical trials. Include this as a subheading if you were formally acknowledged in a publication for contributions.

PUBLICATIONS

Review Articles

Typical examples are non-peer reviewed articles such as published scientific reviews for mass distribution.

Abstracts

- Posters
- Published
- Oral Presentations

List as would be cited in a reference. Note where presented including sponsoring organization, location and date. If the abstract was published so indicate. If not published indicate if the abstract was presented by a poster or by oral presentation.

Commentary

Examples include editorials, position papers, background papers.

PRESENTATIONS

- Local
- Regional
- National
- International

Include original invited lectures and oral presentations noted as they would be cited if referenced. For each presentation indicate title, sponsoring organization, location where presented, and date. If the presentation was subsequently published by a sponsoring organization for hardcopy or electronic distribution so note.

These presentations are typically to include those delivered to audiences that are not your regular students or departmental colleagues.

TEACHING

Course participation

- Department
- College
- Campus
- Other

Include at least the past six years. If teaching occurred at other than OUHSC, indicate the institution and location. Include specifics wherever possible such as inclusive dates, course number or seminar/ teaching session title. Specify students instructed (such as medical students by year; allied health, pharmacy, dentistry, nursing, public health, graduate, and so forth). Include contact/classroom hours or credit hours when applicable and your role such as instructor/co-instructor, course coordinator, etc. If role has been continuous note starting date to present and frequency of offering.

If teaching is typically not in a classroom note any formal presentations given in addition to identifying the mentored setting such as surgery, patient rounds, or laboratory.

Mentoring and Advising

List students mentored for thesis or dissertation work and include your trainees for at least the 6-years past. Note the period of training and any awards or support provided.

Indicate service on student committees or as chair for master's or doctoral candidates thesis and/or dissertation committees. Include student mentoring/advising.

Separately list, by name, early career faculty or novice peers you have mentored with inclusive dates.

Career Advising

List departmental or college assigned career advising activities with which you have been involved for medical students, graduate medical education (GME) trainees, graduate students, or postdoctoral students/fellows. Include descriptions of the career advising activities, years in which

TEACHING

activities occurred, and numbers of students and/or GME trainees involved.

Contributions to Continuing Education

List sabbaticals you sponsored. List other continuing education offerings given by you for discipline or interdisciplinary audiences and include title, date, location.

PROFESSIONAL SERVICE

- Department
- College
- Campus and University

Clinical/Patient Care provided by a physician or other clinician faculty member. If clinical services are provided indicate type of practice, estimate of time commitment to these duties and quantify or note volume of patient referrals or relevant process or outcome indicators. Provide inclusive dates for listed items.

Clinical Leadership provided in faculty role can be noted and may include your involvement in service planning, coordinating, delegated supervision, or systematic facilitation/guidance of clinic team or health professionals, support staff and/or personnel tasks focused on patient satisfaction/health care service delivery improvement. Provide inclusive dates for listed items.

Committee Service (non-education focused) listings should include the committee title and service dates. If you held a leadership position so note.

Educational Administration and Leadership listings would include roles held for educational planning, coordinating courses or seminars, providing supervision and direction of undergraduates, interns, residents, graduate and postdoctoral students, fellows, or for interdisciplinary teaching. Provide inclusive dates for each listing.

Local/Regional Service

Service provided outside of the University of Oklahoma to professional organizations and relevant community organizations. Include dates and list offices held or leadership roles, consulting provided/ term of service. Examples include serving as an editor, grant reviewer or in other capacities for a local or regional organization.

Editor, Editorial Board, Journal Reviewer

Note journals and dates, number of reviews completed can be listed in parenthesis. Include if *ad hoc* reviewer with date of first service for each listed item.

National/International Service

This notation is for roles other than as a reviewer. Note involvement in professional organizations and societies. Include offices held or leadership roles, consulting provided. Include dates or term of service as relevant for each listed item. Examples include serving on study sections or as a reviewer for granting agencies, leadership roles in national/international organizations.

PROFESSIONAL SERVICE

Service to other organizations

Include service provided at academic institutions other than the University of Oklahoma with inclusive dates of service.

Community Service

Include service to lay and other relevant community organizations; list inclusive dates of service and any leadership roles.

HONORS and AWARDS

Include awards, honors, special recognition received. Include the award title/type and date. A very brief explanation of the award significance may be included if not clear from award title, such as in awards named after individuals significant within a field but potentially unknown beyond those peers.

MEMBERSHIPS

Professional and scientific memberships should be listed with inclusive dates. Offices held or leadership positions should be noted.

PROFESSIONAL GROWTH AND DEVELOPMENT

Continuing education completed should list short courses, conferences, or similar events attended. Include those particularly relevant to improving your knowledge/skills in education, research or service. If the list is extensive include especially those items most recent and/or relevant to your teaching, research and/or service roles.

Sabbaticals or formal course work in progress. Include dates and hosting organization. If the course of study resulted in nationally recognized/formal certification or a degree do not list here; include under education and training.

OTHER

Other offers a category for listing items that do not appropriately fit any of the preceding headings. Any items listed should be relevant to academic career advancement or your professional expertise. Provide dates for each listed item.

Last Updated Date

Note when CV was last updated. This is helpful if there is a need to submit a new CV during the advancement process due to a significant achievement added while review is on-going. Notation ensures a common reference so that the correct copy of the CV is provided to reviewers.

Format Notes

Include a FOOTER (preferred) or HEADER with your name, department, and the page number on every page.

Use a simple FONT typeface with print size 10 to 12.

Questions about preparing the CV for academic advancement can be directed to your Department Chair, the Dean's Office of your college of the OUHSC Office of Academic Affairs & Faculty Development.

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