

**Wake Forest University
School of Medicine**

Curriculum Vitae Elements

(This is the standard format for use by all faculty members at WFUHS. It is a guide. Use only the sections relevant to your career, training and experience.)

Use your Curriculum Vitae to best reflect how you would like to describe your career and accomplishments. Some elements, such as invited lectures relating to your scholarship, will be best shown in the CV, rather than the Portfolio of Educational Achievements. Activities that best reflect educational scholarship and activities, such as lectures unrelated to research, are better catalogued in the Portfolio of Educational Achievements. You should exercise your best judgment in choosing where to list these items. The office of Faculty Services or the Chair of the Recruitment, Retention, Promotions and Tenure Committee will be able to help, as needed)

NAME:

CURRENT ACADEMIC TITLE:

CURRENT ADMINISTRATIVE TITLE (if applicable):

ADDRESS: Office

Office phone number (including area code)

EDUCATION: (In chronologic order)

School and dates attended (list college through doctoral degrees, include honors and awards - summa cum laude, etc.)

Teaching experience moved to Part II - Portfolio of Educational Achievements

Dissertation or thesis titles (include adviser=s name)

POSTDOCTORAL TRAINING: (In chronologic order)

Institutions and dates (inclusive dates)
(Include internships, residencies, fellowships,)

Program directors/advisors

Funding agency (if any) - title of training program

UNIFORMED SERVICE:

Branch (military, U.S. Public Health Service, etc.)

Dates served

Commission, rank held

Awards (Note: uniformed service related awards may be listed either in this category or in the Honors and Awards category but not in both)

PROFESSIONAL LICENSURE:

List all professional (e.g. medical) licensures including license number, and whether licenses in other states are inactive.

SPECIALTY CERTIFICATION:

List all certifications and subspecialty certifications (include dates) (In chronologic order)

List all recertifications (include dates)

ACADEMIC APPOINTMENTS:

Academic experience (arrange by date, in chronologic order)

Title, rank, institution, inclusive dates (including cross-appointments)

EMPLOYMENT:

General employment history (college to first professional position)

Professional experience

Including private/group/hospital practice, business or industry employment

(Note: listing in the employment category will vary depending on the individual. Individuals may have only academic or only professional experience; certain individuals may have both. The final CV should reflect what is relevant to the individual, deleting categories which are not relevant to the individual's experience.)

PROFESSIONAL APPOINTMENTS AND ACTIVITIES:

Adjunct appointments

Hospital affiliations

Study Sections and other grant review committees

Editorial Boards

Other editorial work

Consultancies

Visiting faculty appointments

INSTITUTIONAL SERVICE:

Hospital, School, Medical Center Committees

PROFESSIONAL MEMBERSHIPS AND SERVICE:

Dates of membership in academic or professional societies, etc

Offices held

Special committees related to memberships

HONORS AND AWARDS:

Awards

Honorary degrees

Elected memberships (National Academy of Sciences, etc.)

PROFESSIONAL INTERESTS:

Research, clinical and/or educational interests

Research or other scholarly work in progress

(Note: may be covered in a brief paragraph)

GRANTS: CURRENT AND PENDING:

List funding agency, start and end dates, amount, title, principal

investigator, % effort for each grant

PAST GRANT HISTORY:

PATENTS:

Applied for
(Note: include brief description)

Received

BIBLIOGRAPHY: (Lectures and educational presentations must be listed in the Portfolio of Educational Achievements.) List publications in chronologic order. Number items under each subheading. Identify yourself in the list of authors by using bold type or underlining. Use the following as subheadings, only showing those that are relevant. You may add subheadings as needed.

Monographs and textbooks

Chapters in books

Journal articles

Abstracts/Scientific exhibits/Presentations at national meetings

Peer reviewed electronic publications

Miscellaneous - letters, editorials, non-refereed publications, non-peer reviewed electronic media.

(Note: Include items accepted for publication. Do not include items submitted or in preparation. Clearly delineate the status of publications accepted for publication. Consider placing them in a separate section. You may add sub-sections for published work that can be grouped together but that does not easily fit the above list.)

INVITED PRESENTATIONS: (List in chronologic order, including date, location and sponsor. Presentations for commercial entities should be listed separately.)

GRADUATE STUDENTS/RESIDENTS/FELLOWS ADVISED: (List dates and activity)

COMMUNITY ACTIVITIES AND SERVICE: