WAKE FOREST SCHOOL OF MEDICINE

Promotion and Tenure Guidelines

Curriculum Vitae Elements – **Revised March 14, 2013**

This template to be used by all candidates seeking promotion and/or tenure at WFSM. This is a generic template and individuals should remove categories that are not relevant. Likewise if the candidate has a unique situation that is not covered on the template, it can be added to the template.

The P&T committee will not review applications that do not follow this C.V. template.

WAKE FOREST SCHOOL OF MEDICINE

Curriculum Vitae Elements

NAME: Jane Doe, M.D, Ph.D.

CURRENT ACADEMIC TITLE: Associate Professor

ADDRESS: Department of XXXX Wake Forest School of Medicine
Medical Center Boulevard Winston-Salem, NC 27157-1010
(336) 716-XXXX (office)
(336) 716-XXXX (lab)
(336) 716-XXXX (fax) E-mail: jdoe@wakehealth.edu

EDUCATION *(in chronological order):*

19XX College/University
City, State
B.S. major

19XX College/University
City, State
M.D.

19XX Department or Program
College/University
City, State
Ph.D.

Research Advisor(s): e.g., John Smith, Ph.D. Thesis: *Title*

POSTDOCTORAL TRAINING *(in chronological order):*

19XX-19XX Postdoctoral Fellow, University, Department.
Research Advisor: e.g., Susan Jones, Ph.D.
Research Project: *Title.*

19XX-19XX Intern, (Department/Program) Hospital/University
Medical Center City, State

19XX-19XX Resident, (Department/Program) Hospital/University
Medical Center City, State

19XX-19XX Fellow, (List Specialty) Hospital/University
Medical Center City, State

UNIFORMED SERVICE (*if applicable)*:

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

19XX-19XX State
20XX-present State of North Carolina, #XXXXX

SPECIALTY CERTIFICATION (*List in chronologic order all certifications, subspecialty certifications and recertifications including dates*): for example,

19XX Diplomate, American Board of XXXXX 19XX Diplomate, American Board XXXXX with added qualification in YYYYY 19XX Diplomate, American Board of ZZZZZ

EMPLOYMENT:

Academic Appointments *(in chronological order): 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 that are not relevant to the individual's experience. Examples are provided below.*

Wake Forest School of Medicine, Wake Forest University:

1996-2001 Assistant Professor, Department of XXX
1996-Present Graduate School Faculty
1996-Present Member, XXX Graduate Program
1996-Present Member, Interdisciplinary XXXX Graduate Program
2001-Present Associate Professor, Department of XXXXX
2007-Present Member, WFHS Translational Science Institute
2007-Present Associate, Department of YYYY
2006-Present Associate Faculty, Women's Health Center of Excellence

Professional Experience *(List* general employment history *[college to first professional position]* and professional experience *[including private/group/hospital practice, business or industry employment]):*
for example,

19XX-19XX	Research Associate, New Gene Corporation, City, State. Research Project: Title or brief description.
19XX	Teaching Assistant -Course, Department, School/College or University
20XX	Coordinator, Specialty Research Interest Group *Include a brief description and your role.*

OTHER PROFESSIONAL APPOINTMENTS AND INSTITUTIONAL SERVICE:

Institutional Committee Service *(in chronological order)*:

19XX-19XX Name of Committee (also list if you served as chair)

Departmental Committee Service *(in chronological order):*

19XX-19XX Name of Committee (also list if you served as chair)

EXTRAMURAL APPOINTMENTS AND SERVICE (*Include adjunct appointments, hospital affiliations, study sections and other grant review committees, editorial boards, other editorial work, consultancies, visiting faculty appointments.* ***Note: This section can convey to the P&T committee the candidate's current and/or emerging national/international recognition.****)*
For example,

Journal Reviewer: *list journals by name, e.g.,*
JAMA
Science
Nature
New England Journal of Medicine

Funding Agency Reviewer:

NIH: Special Study Section Panel Member,
Name of Study Section (month/date)

NIH: Name of Study Section (Member, years)

NIH: Name of Study Section (Ad hoc Member, date)

Private Foundation Review Panel (dates)

Editorial Boards: Journal (dates)

Advisory Boards: List organization/company (dates)

Other *(examples provided)*:
Symposium Organizer: Organization Title Date *(provide a range if appropriate)* Place

PROFESSIONAL MEMBERSHIPS *(In chronological order list first any leadership positions, committee membership or other specific role and the dates involved.* ***Note: This section can convey to the P&T committee the candidate's current and/or emerging national/international recognition****)*:

Dates	Professional Organization Committee or Leadership Position *Include a brief description of specific role and duties*
Dates	Organization

HONORS AND AWARDS *(List in chronological order.* ***Note: This section can convey to the P&T committee the candidate's current and/or emerging national/international recognition****)*:

Dates	Awards
Dates	Honorary degrees
Dates	Elected memberships (National Academy of Sciences, etc.)

INVITED PRESENTATIONS AND SEMINARS (*List in chronological order. Including date, title, location and sponsor. Please number presentations. Presentations for commercial entities should be listed separately. Grand Rounds Presentations and teaching seminars should be listed in the Education Portfolio -do not list these here.* ***Note: This section can convey to the P&T committee the candidate's current and/or emerging national/international recognition****)*:

PUBLIC OUTREACH (*List in chronologic order Institutional Associated Community service such as Dean's Forum, Best Health presentations, School Presentations, AHEC, support group meetings, etc.*):

GRANTS:

CURRENT AND PENDING *(Using the template below, list current grants on which you are PI first, followed by co-PI, Co-I, etc.*):

Current :

Grant number (**Your Name, P.I., % effort**) Dates
Title $$$$ /year direct cost
Include a brief description of the project
Collaborators: optional
Also include any supplements to original grant

Grant number (Name, P.I.: **your name, role [e.g., Co-I] % effort**) Dates
Title $$$$ /year direct cost
Include a brief description of the project and your role

Pending:

(Using the template below, list pending grants on which you are PI first, followed by co-PI, Co-I, etc.):

Grant number (**Your Name, P.I., %effort**) Dates Title $$$$ /year direct cost
Include a brief description of the project

Grant number (Name, P.I.: **your name, role [e.g., Co-I] % effort**) Dates
Title $$$$ /year direct cost
Include a brief description of the project and your role

PAST GRANT HISTORY *(List in chronological order)*:

Funding Agency, Grant Title (your name, PI) dates (amount)

Funding Agency, Grant Title (Name, PI; your name, role) dates (amount)

PATENTS: Applied for (include brief description)

Received (include brief description)

BIBLIOGRAPHY: Use the AMA Manual of Style format for citations in the bibliography (see format: http://www4.samford.edu/schools/pharmacy/dic/amaquickref07.pdf). List publications under the appropriate category and in chronological order. Please number publications in each category. Your name should be listed in bold. Also, you may wish to use an * and note that "**indicates an article/project that included a student or fellow under my supervision"*

Peer-Reviewed Journal Articles:

Invited Book Chapters/Reviews:

Peer-Reviewed Electronic Media: *(e.g., MedEdPORTAL Publications)*

Books:

Miscellaneous: (e.g., letters to the editor, invited editorials, non-refereed publications, non-peer reviewed electronic media (such as eMedicine reviews).

Abstracts/Scientific Exhibits/Presentations at national meetings:

GRADUATE STUDENTS/RESIDENTS/FELLOWS ADVISED *(This section should include only those individuals for whom there is/was a formal and professional mentorship. List student name, dates and activity. If the candidate has served as a fellowship director, class advisor, etc., list this by role, dates, activity, number of individuals involved. Do not include undergraduate/college students who worked part time or rotation students as this information will be included in the teaching portfolio)*: for example,

Graduate Students:

1996-2000	John Smith Molecular Medicine Graduate Program Thesis advisor current position: postdoctoral fellow, Medical University
2012-present	Donna Brown Molecular Medicine Graduate Program Thesis advisor
2010-present	Susan Smith Molecular Medicine Graduate Program Thesis committee member
Postdoctoral Fellows: 1998-2001	James White postdoctoral research fellow current position: Assistant Professor, Medical University
Resident and Fellows: 2000-2004	Department of Neurology Resident Program Director *supervised 10 residents each year*
2002-present	Department of Neurology Movement Disorder Fellow Director *currently supervise 2 residents each year*

COMMUNITY ACTIVITIES AND SERVICE *(this can include non-work related activities that the candidate may want to bring to the P&T committee's attention):*