UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE CURRICULUM VITAE

The curriculum vitae should contain the following information. Note: All of the headings should appear on the CV regardless of whether or not the faculty member has information for each category. For example, if a faculty member does not have research funding, “no current funding” should be indicated.

**Please note:**

**(1) Each page of the CV should (a) be numbered and (b) include the date that the document was last updated. (When printing, do not use a printer setting that automatically includes the current date.)**

**(2) Any lists provided in sections 2-18 should be in chronological order (not reverse chronological order). For example, when using chronologic order 2005 comes before 2011.**

1. **Contact Information**: Name, office address, and phone number and/or home address (optional), phone and/or cell phone number (optional) and work email address.

2. **Personal Data**: Place of birth; citizenship, if applicable; date of birth optional.

3. **Education**: University of undergraduate and graduate degrees (indicate dates and places).

4. **Postgraduate Training**: Internship, residencies, fellowships (place and dates).

5. **Faculty Positions Held**: (place and dates). Note: A faculty position is at an academic institution, such as the University of Washington School of Medicine. A faculty position is not at a hospital.

6. **Hospital Positions Held**: (place and dates). Do not duplicate #4 above.

7. **XXXX Positions Held [Optional]:** (place and dates). This could be research positions, industry positions, informatics positions that don’t fit into faculty positions or training nor should they be special national responsibilities nor special local responsibilities.

8. **Honors**: Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDA’s, Young Investigator Awards, Teaching Awards, etc.

9. **Board Certification**: General Medical and Specialty Boards (indicate inclusive dates of initial certification and inclusive dates of any maintenance of certification).

10. **Current License(s) to Practice**: States, dates, and license numbers.

11. **Professional Organizations**: Include role(s) in the organization and offices held (inclusive dates).

12. **Teaching Responsibilities**: List specific courses, specific responsibility and percentage of responsibility if shared course. Indicate role in teaching committees List recent teaching in CME activities. When serving as a primary mentor, list trainees during last 5 years.

13. **Editorial Responsibilities**: Mention Editorial Board activity. Do not mention occasional reviewing duties.

14. **Special National Responsibilities**: Such as NIH study sections, training grant committees, advisory committees, and other similar responsibilities.

15. **Special Local Responsibilities**: University, Department and Hospital committees. Community service. Do not duplicate teaching committees listed in #11.

16. **Research Funding**: Active/pending, project number (role: PI versus co-investigator), source, title of project (and/or subproject), dates of approval/proposed project, annual direct cost/percent effort, Include training grants. Include past funding following the above format.

17. **Bibliography** in the following order, using –when possible- the format presented in (a) for all items:

(a) Manuscripts in Refereed Journals and Refereed Conference Proceedings:

Include published articles and manuscripts accepted for publication (i.e., in press)) only. Use for each article a standardized bibliographic citation format that includes the first and last page number. Authors must appear in the same order as in the original publication and titles of articles must match the original.

Number the articles consecutively and use bold font for your name.

Underline the name of those to whom you have served as a faculty mentor (undergraduates, graduate students, post-doctoral trainees).

Mark refereed conference proceedings with a \*\* next to the Journal name.

An \* should mark the top five papers for Assistant Professors under consideration for promotion.

Include something similar to the following at the top of section (a)

Note: Refereed conference proceedings in <types of venues> (marked below with \*\*) are peer reviewed published papers indexed in PubMed (or analogous for Computer Science) with acceptance rates in the XXXXX-YYYYY% range depending on the conference.

Note: \* next to authors indicates co-first author,

Note: Underlined = those to whom I have served as a faculty mentor (undergraduates, graduate students, post-doctoral trainees)

b) Book chapters

c) Published books, videos, software, etc.

d) Other publications, e.g., in non-refereed journals and letters to the Editor.

e) Manuscripts submitted, listed separately with date of submission. Manuscripts in preparation.

f) Abstracts (for no more than the last five years), include (1) the title; (2) authors in the order they appear in the abstract; (2) name, location, and dates of the meeting to which the abstract was submitted; (3) whether the abstract was accepted for plenary, platform, or poster presentation, and the name of the presenting author.

18. **Other**: Invited lectures such as regional, national, international talks. Give title of talk, venue (university, hospital, professional society, government committee, etc.), location (city and state if US, and country if non-US), and dates Any other activities that you consider meritorious.

Revised 2/24/2014