

**UW SCHOOL OF MEDICINE
CV Format for Courtesy Faculty**

Instructions:

- Your curriculum vitae should include all of the categories listed below, in the order shown.
- If a category does not apply, indicate “none” or “n/a” after the heading.
- Information should be presented in chronological order from oldest to newest.

Categories:

1. **Personal Data:** Legal Name (optional: Place of birth; citizenship)
2. **Education:** University of undergraduate and graduate degrees (indicate places and dates including month and year).
3. **Postgraduate Training:** Internship, residencies, fellowships (places and dates, oldest to newest).
4. **Faculty Positions Held:** (Rank, department, places and dates, oldest to newest).
5. **Hospital Positions Held:** (places and dates, oldest to newest). Do not duplicate #3 above.
6. **Current (non-UW) Employment:**
7. **Honors:** Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDAs, Young Investigator Awards, Teaching Awards, etc. Include dates of awards, oldest to newest.
8. **Board Certification:** General Medical and Specialty Boards (indicate initial date received and recertification dates, if applicable).
9. **Current License(s) to Practice:** States and dates.
10. **Diversity, Equity and Inclusion Activities (optional):** List partnerships with community-based organizations, research in health disparities, mentoring underrepresented trainees or faculty, and teaching related to diversity and inclusion
11. **Professional Organizations:** Include dates of membership and offices held.
12. **Teaching Responsibilities:** List specific courses, specific responsibility and percentage of responsibility if shared course for the UW School of Medicine. Indicate role in teaching committees. (Optional: List recent CME taught.)