

**UW SCHOOL OF MEDICINE  
CV FORMAT FOR ALL 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, Place of birth; citizenship, if applicable.
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:** (for WWAMI faculty only)
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. Indicate role in teaching committees. List trainees during last 5 years, **if primary mentor**, providing names, dates of training, and current position.
13. **Editorial Responsibilities:** Include positions on editorial boards. Do not include occasional reviewing duties (i.e., ad hoc reviewing duties). Include dates.
14. **Special National Responsibilities:** Study sections, Training Grant Committees, and other similar responsibilities. Include dates and organization.
15. **Special Local Responsibilities:** University and Hospital committee membership. Do not duplicate committees or leadership activities listed elsewhere. Include dates and organization/entity.
16. **Research Funding:** Sources, dates and dollars. Include Training Grants.

17. **Bibliography**

- Bibliography (a-f)
- Asterisk (\*) the five most significant publications
- Bold or underline your name in each citation
- Begin a new numbering sequence for each subsection [a-f]; do not continue numbering sequence from subsection (a) into the other subsections
- All publications in the subsections should be numbered chronologically (oldest to newest.)
- Include subsection title for each section, i.e. Book Chapters

Use the format for (a) for (b) through (f) as well:

- a. Publications in Refereed Journals. List authors in the order they appear in the original publication. Indicate type of publication\* in brackets at end of reference (e.g., [original work], [review], etc.) Include manuscripts in press (i.e., accepted for publication).
- b. Book Chapters.
- c. Published Books, Videos, Software, etc.
- d. Other Publications (e.g., in non-refereed journals, letters to the editor). Indicate type of publication\* in brackets at end of reference (e.g., [invited review], [editorial], etc.)
- e. Manuscripts Submitted. List with date of submission. Do not list manuscripts in preparation or work in progress.
- f. Abstracts.

18. **Invited talks, including CME presentations**

- a. National/international
- b. Regional
- c. Local

19. **Other employment** – Only include if gaps in activities listed above.