

**UW SCHOOL OF MEDICINE
CV Format for 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
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 including month and year, oldest to newest).
4. **Faculty Positions Held:** (Rank, department, places and dates including month and year, oldest to newest).
5. **Hospital Positions Held:** (places and dates including month and year, oldest to newest). Do not duplicate #3 above.
6. **Honors:** Phi Beta Kappa, Sigma Xi, AOA, Prizes, RCDAs, Young Investigator Awards, Teaching Awards, etc. Include dates of awards, oldest to newest.
7. **Board Certification:** General Medical and Specialty Boards (indicate initial date received and recertification dates, if applicable).
8. **Current License(s) to Practice:** States and dates including month and year.
9. **Diversity, Equity and Inclusion Activities (*optional*):** List activities focused on DEI that are *not* highlighted elsewhere in your CV. Examples include partnerships with community-based organizations, research in health disparities, advocacy efforts, mentoring underrepresented trainees or faculty, etc., teaching related to diversity and inclusion, Include dates and description of activity(e.g., time, impact)
10. **Professional Organizations:** Include dates of membership and offices held.
11. **Education and Training Activities:**
 - a. Didactic Teaching: List specific courses, specific responsibility and percentage of responsibility if shared course.
 - b. Thesis committee membership: List student names, degree program (e.g. MS, MPH, PhD, etc.), dates, and role in committee (e.g. member, chair)
 - c. Advising/Mentorship: List advisees, trainees and mentees and the position they were in. Specify years and frequency of meetings or other interactions.
 - d. Curriculum and training program development: List any courses and degree or other training programs that you have designed. Specify role and percentage of responsibility if shared with others.
 - e. Other:
12. **Editorial Responsibilities:**
 - a. Editorial boards
 - b. Ad hoc reviewing responsibilities

13. **Special Responsibilities and Service:** Study sections, training grant committees, leadership roles at professional or educational organizations, university and hospital committee membership, and other similar responsibilities. Include dates and organization.
 - a) **International**
 - b) **National**
 - c) **Regional**
 - d) **University of Washington**

14. **Clinical Activities:** Brief description of clinical time spent in the outpatient setting, inpatient services, procedural areas, imaging, or other substantial clinical activities. This description should include your cFTE percentage, and then briefly describe the clinical roles you feel are most relevant in describing your clinical work (i.e. 50% cFTE, one day/week spent in general surgery clinic, one day/week spent in the OR and six weeks/year spent on general surgery consult service). If you have more occasional, but meaningful clinical work, you may also indicate that. You may choose to include a very brief description of past clinical activities (either at UW or a prior institution), but the primary focus should be on current clinical work.

15. **Research Funding** (For each project, list title of project, funding source, dates, funding amount, and specify your role. Include training grants):
 - a. **Active**
 - b. **Pending**
 - c. **Past**

16. **Bibliography**
 - 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. Peer reviewed manuscripts, Book Chapters, MedEDPortal publications.
 - a) Peer-reviewed manuscripts: Manuscripts in refereed journals with authors listed in the order they appear in the original publication. Include manuscripts in press (i.e. accepted for publication). Number these articles consecutively and include the first and last page numbers of each article. Include PMID numbers. If a manuscript has a group authorship that meets the International Committee of Medical Journal Editors [authorship criteria](#), include here. Otherwise, include in the “other” section below.
 - b) MedEDPortal publications. Include MedEDPortal or other peer reviewed curricula
 - c) Book chapters
 - d) Published books, videos, software, etc.
 - e) Other publications (e.g. group authorship that does not meet ICMJE criteria, in non-referred journals and letters to the editor)
 - f) Manuscripts under review (include date of submission; do not list manuscripts in preparation or work in progress).
 - g) Abstracts (associate and full professor may limit to last 5 years).

17. **Talks and presentations (including CME presentations and abstracts accepted at conferences).** Specify dates and name of event and type of presentation.
 - a. Invited talk and presentations (specify whether international, national, regional or local)
 - b. Other conference presentations (specify whether oral or poster presentation)

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