

UW School of Medicine CV Format FAQ

1. How much personal Information should I include in the CV? Citizenship? Address? Phone number? Email? Picture?

Generally, you should avoid too much personal information on your CV. Your full legal name is all that is required. You may list your preferred name if different than your legal name. Mail or email address may be useful, but phone number is discouraged. You are not required to list citizenship status, place of birth or date of birth. We advise against including picture on academic CV.

2. Should I list items within a section in chronologic order or from most recent to oldest?

Items should be listed in chronological order, from oldest to newest, so it reads like a story of your progress over the academic years.

3. Can I list an item twice? How much repetition can I use without looking like double-dipping?

In general, you should not list items twice on your CV. However, a few exceptions may apply.

Example 1: If you have an honor or award that is linked to a presentation (common example is grand round speaker), you may list it under honors, but also list it under an invited presentation with description of the talk as highlighted below:

6. Honors:

2024 – Charles T. Dotter Memorial Lecture. American Heart Association CVI Council

17. Invite Talks and Presentations:

2024 – "The future of Cardiac Imaging", American Heart Association Annual Meeting, 2024

Example 2: If you have publications, research grants or service activities related to belonging, inclusion, and community, you may want to list them in the appropriate section but also include in a summary to highlight it under the belonging, inclusion, and community contributions.

9. Contributions to Belonging, Inclusion, and Community (optional):

- I was a PI in a research grant on assessment of manifestation of sex-specific HIV heart disease. This grant let to a few publications as first and senior author.

15. Research Funding

R01HL132XXX	Co-Investigator	6% effort	Kizer (PI)
NIH		04/01/2019	03/31/2020
Evaluation of HIV-associated Cardiac Dysfunction in Women		\$ 817,073 direct/yr 1	\$ 1,634,146 total

16. Bibliography

June 2026

Kato Y, Ambale-Venkatesh B, Naveed M, Shitole SG, Peng Q, Levsky JM, Haramati LB, **Ordovas K**, Noworolski SM, Lee YJ, Kim RS, Lazar JM, Anastos K, Tien PC, Kaplan RC, Lima JAC, Kizer JR.. HIV-Specific Factors, and Myocardial Disease in Women. Clin Infect Dis. 2024 Aug 16;79(2):451-461.

4. I have administrative roles in my department. Should that go into service or into hospital position held?

Administrative roles should be listed in the service section. It may be service to the department, the School of Medicine, the University or the community. The positions held section should only include the main positions linked to your appointment.

5. How much details should I provide for research funding?

Ideally, grant funding section should include essential information such as grant mechanism, funding agency, funding period (including no-cost extension), your role, the PI (if not you) and the total funding amount. A brief description of the grant and your role in the project is advisable. See an example below:

18. R01HL13XXXX	Co-Investigator	6% % effort	Jordan (PI)
NIH		04/01/2019	03/31/2020
Evaluation of HIV-associated Cardiac Dysfunction in Women		\$ 817,073 direct/yr 1	\$ 1,634,146 total
Using repeated measures of HIV-specific exposures and ART, and added biomarkers of cardiac stress, inflammation and lipid dysregulation, this proposal stands to provide important new knowledge concerning the role of HIV infection and related factors in subclinical myocardial dysfunction and disease. In so doing, the proposed project will identify strategies and future research to avert the potential rise in symptomatic HF that threatens the HIV-infected population in the cART era.			
I am site co-investigator responsible for implementation and robust delivery of advanced CMR protocol including myocardial spectroscopy imaging, with focus on image optimization, standardization, and quality control.			

6. What is the best way to list mentees? Should I describe mentoring activities?

Mentoring activities should be highlighted in the CV including clinical, research and career mentoring. For faculty in the clinician educator pathway, mentoring can be emphasized with description of the mentoring activities and products that came out of the mentorship.

See a few stylistic examples for your CV below:

• Regular

Date	Mentee	Role	Mentorship Type	Current Position
2012 – 2013	Maria Clara Silva	Postdoctoral Research Scholar	Research Mentor	Clinical Fellow MGH
2012 – 2013	You-Chen Ng	Resident/ T32 NIH Trainee	Research/Scholarly Mentor	Attending Radiologist
2013 – 2014	Lindsay Bree	Visiting Medical Student	Research/Scholarly Mentor	Attending Radiologist
	Viviane Dente	Clinical Fellow	Co-Mentor/Clinical Mentor	Attending Radiologist
	Kimberly Kun	Radiology Resident/ T32 NIH trainee	Research/Scholarly Mentor, Co-Mentor/Clinical Mentor	Associate Professor of Radiology UCSF

• Expanded

Date	Mentee	Role	Mentorship Type	Current Position	Products
2012 – 2013	Maria Clara Silva	Postdoctoral Research Scholar	Research Mentor	Clinical Fellow MGH	2 scientific papers 4 scientific abstracts at national meeting
2012 – 2013	You-Chen Ng	Resident/ T32 NIH Trainee	Research/Scholarly Mentor	Attending Radiologist	1 educational exhibit at national meeting 1 review paper
2013 – 2014	Lindsay Bree	Visiting Medical Student	Research/Scholarly Mentor	Attending Radiologist	1 scientific paper
	Viviane Dente	Clinical Fellow	Co-Mentor/Clinical Mentor	Attending Radiologist	Teaching file of coronary CT cases
	Kimberly Kun	Radiology Resident/ T32 NIH trainee	Research/Scholarly Mentor, Co-Mentor/Clinical Mentor	Associate Professor of Radiology UCSF	1 scientific paper 2 abstracts in national meetings 1 grant application

7. Should I list presented abstracts in medical conferences under publications or presentations?

Abstracts are listed under bibliography, section 16, subsection d. If you are the first author of the abstract and did present that in a scientific meeting (in a live oral abstract session or poster presentation session) you may list that under section 17, subsection b. However, you must choose 1 of the options and not duplicate content.

8. Should I have a summary statement for all categories?

This is not recommended. You may have a summary statement in sessions you want to highlight. For example, you may have a statement about your clinical efforts and achievements if you are on a clinical track, or a statement on your educational achievements if you are in the clinician-educator pathway. The belonging, inclusion, and community section may also be presented as a summary.

9. Should I include educational evaluations from students and peers?

No. These documents are part of your educational portfolio and should be part of a promotion package, but not part of your CV. For information on most updated teaching portfolio format, please go to <https://faculty.uwmedicine.org/teaching-portfolio/>

10. Should I list publications based on in press date or final publication date?

You can list publications as soon as they are accepted under “in press” and include in the year it was accepted. When final publication is out, you may include the full citation and, if applicable, list the document in the year of the official publication (remove from year of acceptance if different year).

11. Where can I find information on what I need on my CV when preparing for my promotion?

Consider reaching out to your department’s leadership. You can find additional information here <https://faculty.uwmedicine.org/department-promotions-criteria/>