

Clinical and Affiliate Promotions

Curriculum Vitae (CV) Guide

CVs should be current to within one year of promotion date. Include revision date in upper right corner of page 1.

While the SOM CV format is not a requirement for clinical (salaried or non-salaried) and affiliate promotions, departments and regional offices should ensure the following fields are included.

Key Components in Recommended Order:

1. Personal data - Legal name
 - a. Legal name should be used; if legal name has changed, submit name change action via Workday.
 - b. Date of birth should not be listed.
2. Education - University of undergraduate and graduate degrees; institution, place, and date.
3. Postgraduate training - Internship, residencies, fellowships; places and dates.
4. Faculty positions held, including institutions, places, and dates.
 - a. All UW faculty titles should be listed, with dates or years in rank. Departments should cross-check titles and dates listed in the CV with FIS to ensure accuracy, prior to submitting to AAC.
5. Hospital positions held, including institutions, places, and dates.
 - a. Do not duplicate #3 above.
6. Current employment (non-UW).
7. Honors; Phi Beta Kappa, Sigma Xi, AOA, prizes, RCDA's, Young Investigator awards, teaching awards, etc.
 - a. International and national recognition should be included.
8. Board certification(s) - General medicine and specialty boards; indicate dates received. If certification is pending or expected, please include that information.
9. Current license(s) to practice; states and dates.
10. Professional organization - Include offices held.
11. Teaching responsibilities - List specific courses, specific responsibility, and percentage of responsibility if shared course. Indicate role in teaching communities. Optional: List recent CME taught.

Please indicate N/A (not applicable) for fields where appropriate.

Revised December 31, 2025