Guidelines for an Effective Curriculum Vitae

The curriculum vitae (CV) is your professional biography. In many areas of academia, such as the appointment, promotion and tenure process at SSOM, it is the main source of information about you that is provided to reviewers, both internal and external. Therefore, it is critical that you communicate your activities and accomplishments as clearly and effectively as possible in your CV. Your CV must also be accurate, comprehensive and current.

The Office of Faculty Affairs recommends using the CV template posted on the P&T Website below

Instructions for using the CV template are on page 3–4 of this guide. Please read the instructions before using the template.

An effective CV should be organized logically and be easy to read. Categories of information should have clear headings. Information should be sufficiently detailed for the reader to evaluate: e.g., lists of funded awards should include title of award, agency, total costs, funding period, name of PI, effort on project.

The following categories of information are typical (categories in **bold** are essential):

- **contact information** (full name, business address, telephone, email)
- **education** (institutions, degrees & dates)
- **postdoctoral training** (residency, fellowship, certificate and other programs)
- **academic appointments:**
- non-academic, professional employment
- leadership responsibilities
- honors & awards
- professional memberships
- editorial responsibilities
- **educational activities**
- grant funding (**research faculty**)
- patents
- clinical activities (**clinical faculty**)
    - certification/licensure (**clinical faculty**)
- **publications:**
    - peer-reviewed papers
    - non-peer-reviewed articles, book chapters
- **presentations:**
    - invited presentations
    - professional meetings/abstracts
- professional development
- **service activities:**
    - institutional (committee assignments etc)
    - professional (review panels, editorial boards)
    - community service involving professional expertise

If you have activities that are not included in this list or a set of activities that you wish to highlight, list under a separate heading. Delete any categories or sections that do not apply to you. Each activity should only be listed once in the CV.

Please note the following:

- Do not title the document "Curriculum Vitae". Your name and contact information centered at the top of the first page are sufficient.

- Educational degrees (Masters and higher degrees) are appended to your name at the top of the CV. Do not include non-educational qualifications, such as professional society fellowships (e.g., FACP, FACOG). List the actual degree (e.g., M.B.B.S.), not the US equivalent (e.g., M.D.).

- Your professional contact information should be complete and accurate. Home address and personal contact information are optional and not required for use within UMMS.

- Include the date the CV was last updated (on the template the date is included in the footer on the first page—enter the date manually: do not use the automatic date feature).

- List all items, in **reverse chronological order** (most recent first), *with the possible exception of publications,* so that the reader can see immediately what you have done most recently.

- Reverse chronological order is recommended for publications but either order is acceptable. Publications should be listed by type (peer-reviewed, books & chapters, non-peer-reviewed, non-print materials). List all authors: do not use "et al."

- List continuing activities as "Year–present", e.g., 2001–present.

- Do not include personal information such as age (birthdate & birthplace), gender, race, religion, political affiliation, marital/parental status (partner & children), disability, or national origin. Do not include information that is related to your personal life, such as hobbies, sports etc.

- Do not include medical license or DEA numbers.
  Absolutely do not include your social security number!

- Presentations should be divided by location, for example, for presentations while faculty at UMMS:
  Local = at SSOM or SSOM Clinical locations.
  Regional = within the six states of SD: ND. MN,IA, NE,MT,WY
  National = within the USA
  International = outside the USA

  National or international meetings that occur locally or regionally (e.g., Minneapolis, Omaha) are considered as national or international, respectively. These designations are based on the proximity of the activity to the institution at which you were appointed at the time: for example, presentations in New York while you were appointed at NYU should be listed as regional.

- Include community service, but only if the activity involves your professional expertise.

- Personal references should **NOT** be included in a CV (but could be included in a cover letter if necessary).

- See other recommendations and notes as indicated on the template.

Remember that your CV is often the only source of information about you that is available to a reviewer who may be making a judgment on your future. Make sure that your CV presents you in the best possible light.

The information in your CV must be complete and accurate. Most of the information in a CV is in the public record and is easily verified: falsifying this information is a serious offense.

You should maintain a current file of your CV on your computer *and back it up!* Add new items as soon as they occur, so that you can provide a current copy of your CV immediately on request.

**Thorndyke CV Template: Formatting Instructions**

The template is formatted as a Microsoft Word document. For best results open the template in the "Normal" or "Print Layout" view. Each section of the CV is formatted as a table and contains specific instructions in hidden text, which will not appear in printed copies or in pdf files of the CV. The instructions can also be deleted from the final CV.
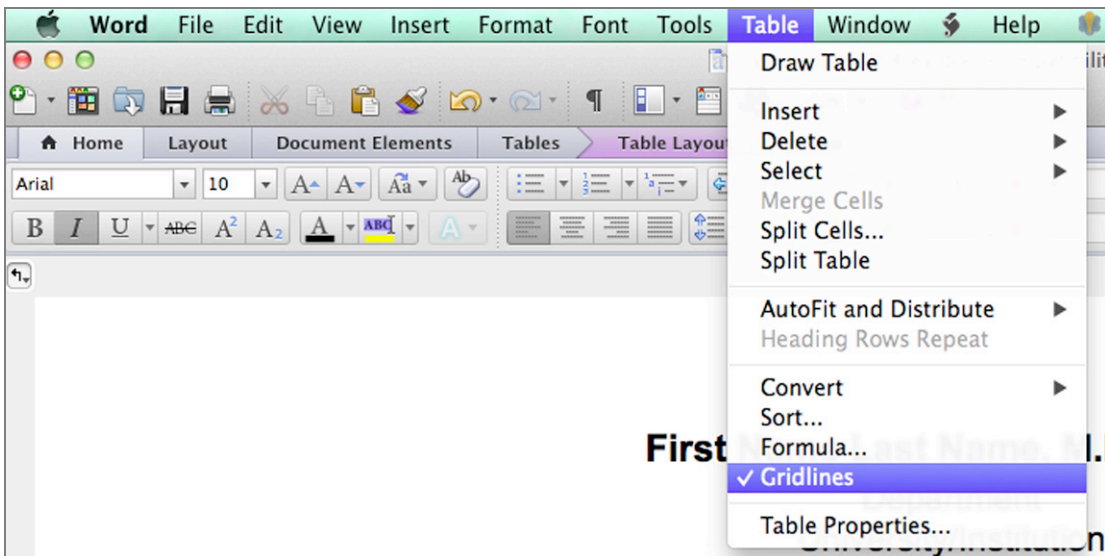

For easier formatting, make two changes to the Microsoft Word settings on your computer:

1. **View Gridlines.** This setting will allow you view the tables in each section.

    Windows: In the "Paragraph" ribbon, click the arrow next to the grid box and select "View Gridlines".
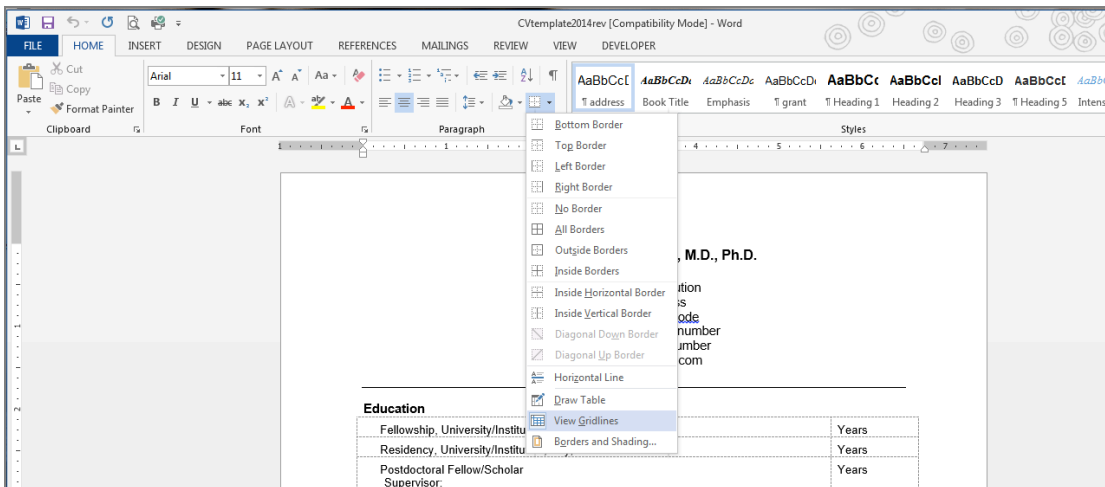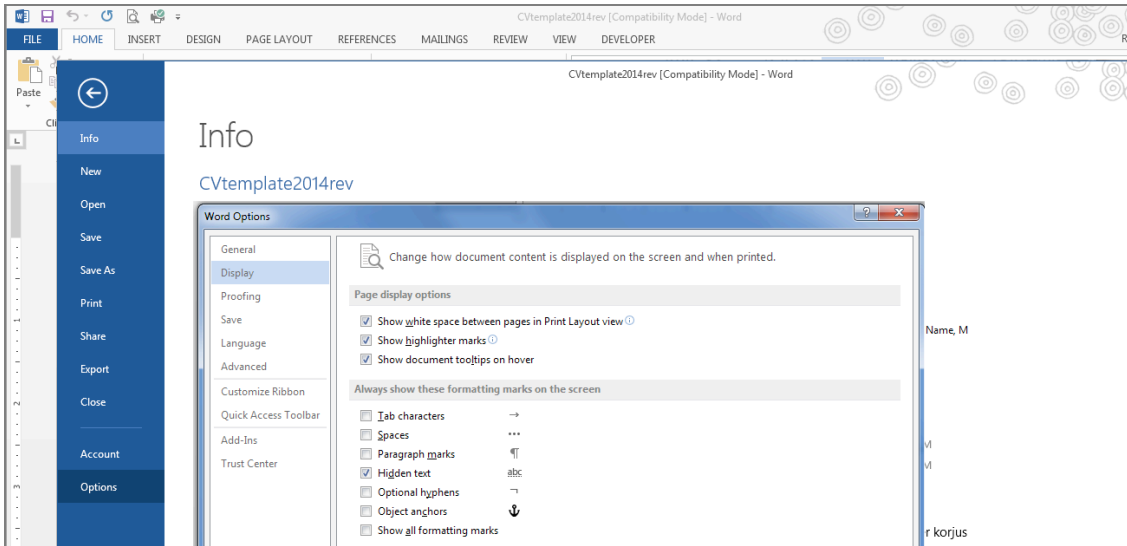

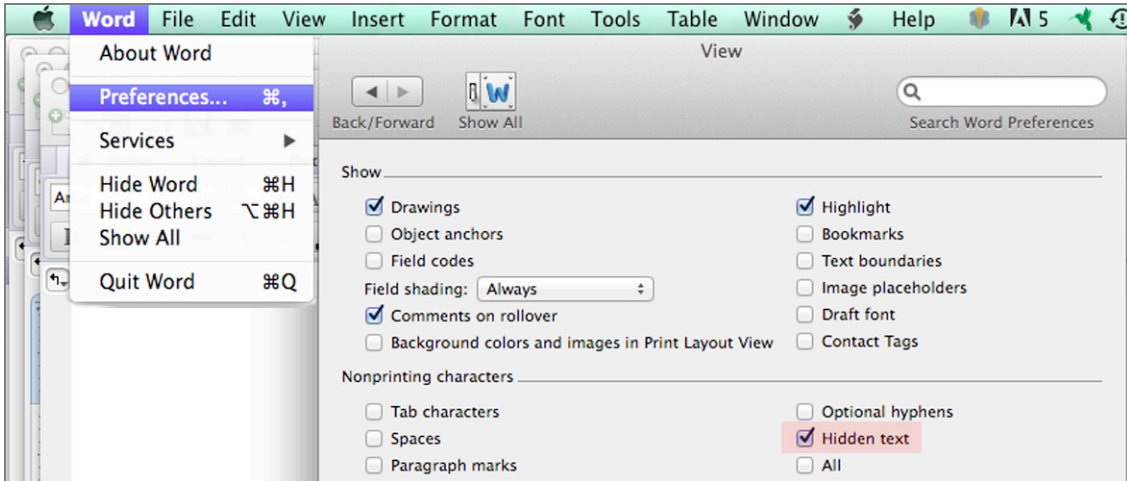   *Mac:* Under the "Table" menu, select "Gridlines".

2. **View Hidden Text.** This setting will allow you see the instructions for each section.

   Windows: Click on "File" (Word menu), then on "Options", then on "Display". Check the box marked "Hidden Text".

   Mac: Click on "Preferences" (Word menu) , then on "View" on the open dialog box. Check the box marked "Hidden Text".

List your information in each section of the CV, using a separate table row for each item.
To add new table rows, select an existing row and use the "Table" menu to add a row above or below the selected row.

Header:
Add your name to the document header (the first page header is blank).

First Page Footer:
Add the current date to the first page footer (do not use the automatic date feature).