## Curriculum Vitae

**Name**

**Current Academic Title**

**Department**

**Jacobs School of Medicine and Biomedical Sciences**

**University at Buffalo**

(date revised)

Work Address

Work contact details including preferred email

*Do not include date of birth; social security number; marital or family information.*

**Education: Terminal degree** and discipline, name of university

Year Awarded Note Advisor and dissertation/thesis title

(reverse chronological) **Other degrees** and discipline, name of university

**Traineeships**: certificate (if applicable), title, place

**Boards & Certifications:**

**Professional Appointments:** Academic and professional positions

Dates Title, institution/company, location

(reverse chronological)

**Administrative Appointments:** Administrative positions

Dates Title, institution/hospital/department, location

(reverse chronological)

**Awards & Honors:**

Year Title of honor; brief description

**Professional Society**

**Memberships:** List Society

Inclusive dates

**Invited Presentations\*:** Group by **International, National** then **Regional/Local**

Date Host organization; seminar/lecture/keynote address, etc.

*Include Grand Rounds*

**Service to the Profession:** Include service/leadership to the Profession (ie. Editorial Boards, ad hoc

Inclusive Datesmanuscript reviewer, grant review study sections/review panels/advisory boards, board examiner)

Organization, role, activity or description

**University Service:** Include service/leadership to the University (ie. Committee memberships,

Inclusive DatesFaculty Senate)

Role, Group/Activity, approximate hours annually

**School Service:** Include service/leadership to the Jacobs School (ie. Directorships, curriculum

Inclusive Dates development, search committee)

Activity, role, approximate hours annually

**Department Service**: Include service/leadership to your department (ie. committee service,

Inclusive Dates practice specific meetings for which you participate)

Activity, role, approximate hours annually

**Service to the Community:** Roles in which your professional expertise was shared with or utilized by the

Inclusive Dateslarger community

Activity, role or description, location

**Courses Taught & Other**

**Educational Activities**: Didactic courses: include course name and #, # of in-class contact hours; level of students/trainees; # of trainees per course; course dates.

Clinical teaching: note in-patient or out-patient setting; # of months supervising; level; # of students/trainees/week or annually.

Recommendation: tables display this section well.

**Didactic Lectures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Course # (if applicable) & Title*  *Include*  *Clinical Didactic lectures to Fellows, Residents, Med Students* | *Course Director*  *(Y/N)* | *Department* | *Level (undergrad, graduate, medical student, fellows, residents)* | *# of trainees*  *annually* | *Dates* | *# of in-class contact hours per course* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Clinical Teaching**

|  |  |
| --- | --- |
| ***In-Patient Setting*** |  |
| # months supervising med students/residents/fellows | Average # trainees /week or annually |
|  |  |
|  |  |
|  |  |
| ***Out-Patient Setting*** |  |
| # months supervising med students/residents/fellows | Average # trainees /week or annually |
|  |  |
|  |  |

**Research Supervision**:

1. List of current and completed Master’s and doctoral degree candidates for whom you are/were the major advisor; include full names and inclusive training dates. Provide current positions.

2. List of current and completed Postdoctoral Fellows and Clinical Fellows you are/were mentor; inclusive dates. Provide current positions.

3. List dissertation committees for research or other sponsored programs for which you are/were a member.

Recommendation: tables display this material well.

**Mentoring:**

**Grants & Research Awards:** List by group **Current,** **Completed** and **Submitted** research grants/clinical trials

Inclusive Dates Specify funding agency, project title, PI name, your role with a 1-sentence

(reverse chronological) description, % effort, funding $.

**Patents:**  Listany patents awarded or pending, note date.

**Publications**: Publications should be numbered in each section and subdivided as listed.

Use full bibliographic style (i.e. authors, publication title, journal, date, volume, issue, and inclusive page numbers).

Use different symbols to indicate co-authors who are/were your trainees.

R Resident M Medical Student F Fellow P Postdoc G Graduate U Undergraduate

Define your role with a 1-sentence description of your contribution to the publication beneath the citation.

1. Peer reviewed journals

2. Peer reviewed journals submitted

3. Non-peer reviewed journals for a professional audience

4. Non-peer reviewed publications submitted

5. Conference proceedings\*\*

6. Chapter, textbook, manuscript contributions to and/or in books

7. Scholarly Reviews

8. Letters to the Editor

9. Publications/media presentations offering professional expertise

10. Videos, audio-tapes or other academic/educational efforts

11. Meeting Abstracts – note whether poster or oral presentation

Provide full citation: *Authors, Title, meeting, location, volume/page, date*

**\*Invited Presentation**

An ‘Invited Presentation’ is an event for which you are contacted *individually* and invited to lecture or speak, usually at a college/university or symposium. Examples of an ‘Invited Presentation’ include a lecture at a university to speak about your field of study or a keynote speaker at a meeting or symposium.

Attendance and participation at a society’s annual meeting is not an ‘Invited Presentation’ - both oral and poster presentations should be listed at the end of the CV under ‘Conference Proceedings’ or ‘Meeting Abstracts’. Even though abstract submissions are solicited and individuals are invited to present their work at annual meetings, these presentations are not usually personally solicited and thus are not considered ‘Invited Presentations’ for inclusion in that section of the CV.

**\*\*Conference Proceedings**

These are a collection of technical papers presented at a professional association meeting. If the publications are comprised of papers, they are considered proceedings/conference proceedings. **Abbreviated papers** are referred to as **abstracts or conference abstracts**.