

CV guidelines and tips
(see template for further guidance)

No page limit, use font 11 or larger

List items in reverse chronological order

Do not include personal information such as photo, date of birth, social security number, marital or family status.

Key sections that must be included: name, address, and current position, education, employment history, awards and honors, professional memberships, boards and certifications, service activities, educational activities, research activities, and invited presentations (see template)

Divide service into professional, university, college, departmental, and community service.

Divide teaching activities into courses taught (didactic and clinical), research supervision, and mentorship.

- Courses taught should be listed by course with inclusive dates (eg from 2018 until now) rather than by what is taught each year.
- In research supervision list students and trainees that you have directly supervised (see template)

Divide research/scholarly activities into grant support and publications

Grants

- For grant support, include your specific role, and total amount of money towards your research work.
- If not the Principal Investigator for the grant, explain your role.
- For grants, use the accurate name for role as established by granting agency (i.e. For NIH PI, mPI, co-I, consultant)
- For clinical trials define your role with specifics, include money allocated to trial, and number of patients

Publications

- For publications, provide a link to your full bibliography (e.g., My Profile from Google Scholar)
- Divide publications in published or submitted, peer reviewed or non-peer reviewed, research articles or book chapters. (see template for order of publications sub-sections)
- Use complete citations with authors, title, full journal name, date, volume, issue, and inclusive page numbers
- Annotate publications to explain your specific role.
- For middle author publications explain your contribution.

Can use tables for easy formatting of your CV

Can highlight activities that support equity and inclusion

Curriculum Vitae
Name
Current Academic Title
Department
Jacobs School of Medicine and Biomedical Sciences
University at Buffalo
(date revised)

University Address

University contact details including preferred email

Education:

Terminal degree and discipline, name of the university, Year Awarded

Advisor and dissertation/thesis title

Other degrees and disciplines, name of university

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

Employment History:

List academic and professional positions in reverse chronological order. Can be subdivided into academic or administrative, or other groupings.

Dates Title, institution/company, location

Administrative Appointments:

Administrative positions

Dates Title, institution/hospital/department, location

Awards & Honors:

Year Title of honor; brief description

Boards & Certifications:

Professional Society Memberships:

Society Inclusive dates

Professional Development Activities:

INVITED PRESENTATIONS

List invited presentations and invited ground rounds. Group by International, National, Regional/Local.

An 'Invited Presentation' is an event for which you are contacted individually and invited to lecture or speak.

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

SERVICE ACTIVITIES

Service to the Profession:

Include service/leadership to the Profession (ie. Editorial Boards, grant review panels, advisory boards, board examiner, etc

Inclusive Dates Organization, role, activity or description

University Service:

Include service/leadership to the University (ie. Committee memberships, Faculty Senate)

Inclusive Dates Activity, role, approximate hours annually

School Service:

Include service/leadership to the Jacobs School (ie. Directorships, search committees, etc)

Inclusive Dates Activity, role, approximate hours annually

Department Service:

Include service/leadership to your department (ie. Departmental committees, practice specific meetings

for which you participate)

Inclusive Dates Activity, role, approximate hours annually

Service to the Community:

Roles in which your professional expertise was shared with or utilized by the larger community

Inclusive Dates Activity, role or description, location

EDUCATIONAL ACTIVITIES

Courses Taught

Didactic Lectures. *Include course name and #, # of in-class contact hours; level of students/trainees; # of trainees per course; course dates. Table can be useful for this section.*

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

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

<i>In-Patient Setting</i>		
<i>Institution/Dates</i>	<i># months supervising med students/residents/fellows</i>	<i>Average # trainees /week or annually</i>
<i>Out-Patient Setting</i>		
<i>Institution/Dates</i>	<i># months supervising med students/residents/fellows</i>	<i>Average # trainees /week or annually</i>

Research Supervision:

List of current and completed Master’s and doctoral degree candidates for whom you are/were the major advisor.

List of current and completed Postdoctoral Fellows and Clinical Fellows you are/were mentor.

For students and trainees listed, include full names, inclusive training dates and current positions. For each trainee, indicate if they co-authored papers, received fellowships, or received awards while working with you.

List thesis committee memberships for trainee research or other sponsored programs for which you are/were a member. Include names and inclusive dates.

Mentoring:

List mentees who were not your research trainees listed above.

RESEARCH AND SCHOLARLY ACTIVITIES

Research Interests/Expertise

It is recommended that faculty describe their research focus and expertise in a paragraph to assist evaluators in understanding your contributions to grants and publications. Can use this paragraph to indicate total amount of funds secured for research while in rank.

Grants, Research Awards, and Clinical trials:

List **Current**, **Completed** and **Submitted** research grants/clinical trials.

Specify funding agency, inclusive dates, project title, PI name, your role, % effort, funding \$. For clinical trials include appropriate descriptions to inform others of your Roles: i.e., site PI, Clinical investigator, study chair. As not everybody will be familiar with role titles, explain what your role is and your leadership role in the study.

Patents:

List any patents awarded or pending and provide date. Describe the intellectual and/or social contribution of patent.

Publications:

Provide a hyperlink to your full bibliography, such as Google Scholar 'My Profile'.

Provide **key** for symbols used in the bibliography (e.g. *in rank, #equal contributor, %corresponding author, etc). Can use symbols to highlight your student and trainees that are co-authors (e.g. ^RResident, ^MMedical student, ^FFellow, ^PPostdoc, ^GGraduate, ^UUndergraduate)

Sequence of entries (title each section):

1. Peer reviewed journal articles
2. Peer reviewed journal articles submitted
3. Non-peer reviewed journal articles
4. Non-peer reviewed journal articles submitted
5. Conference proceedings (abstracts and presentations at conferences and symposiums)
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 and provide full citation.

Publications should be numbered in each section.

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

Annotate citations to include your role and contributions beneath the citation (i.e., corresponding/senior author, wrote or edited manuscript, data collection or analysis, experimental design, contributed reagents, technical expertise, etc.). If part of team publication resulting from clinical trial indicate your unique contribution.