OUTLINE WITH CV STYLE EXAMPLES

GUIDELINES TO FACULTY FOR PREPARING YOUR CURRICULUM VITAE FOR REVIEW

The following document is intended to guide you as you prepare your curriculum vitae (CV) for reappointment, promotion and tenure (RPT) here at The Robert Larner, M.D. College of Medicine, University of Vermont. This document provides an outline of the CV with style examples included.

The Outline of Curriculum Vitae provides the headings for each section of your CV. The CV Style example shows how information could be input. It is understood that each faculty member has unique contributions to the medical community which may not fit fully within a listed category. The document headings and order are to remain constant, however, you may add additional categories if needed.

DO NOT DELETE ANY SECTIONS OF THE OUTLINE

Several important notes:

1) Remember your CV will be reviewed by committee members from a variety of backgrounds; so avoid area specific acronyms;
2) Education, Licenses/Certification, Faculty Positions Held and Other Positions and Major Administrative Positions Held, should be in reversed chronological order. All other sections should be listed in chronological order;
3) Combine the five summary sections (Summary of Professional Activities, Summary of Accomplishments, Summary of Service Activities, Summary of Teaching Activities and Summary of Scholarly Activities) in another document to be used for your Personal Statement for the RPT process. All these sections combined should be no longer than 2 pages total;
4) Consult examples from your colleagues to resolve issues of formatting, etc; and,
5) Be complete.

Full R Name
CURRICULUM VITAE

Position: Your Title
Department of List your primary department if joint appointment

Address: Room Office room number,
Department of Department Name
Larner College of Medicine
University of Vermont
Burlington, VT 05405
Voice: (802) 656-Last four digits of phone number
Email: FirstName.LastName@med.uvm.edu
Website: http://www.Your website

EDUCATION

20XX-20XX	University of California, San Francisco	Intern, Resident, Chief Resident, Fellow	Use Table Tools, Layout to insert Rows
19XX-XXXX	Postdoctoral Fellow (Advisory Name)		
19XX-XXXX	University (Advisor Name)	Ph.D.	
19XX-XXXX	Medical School	M.D.	Accolades or Delete.
19XX-XXXX	College, College Town, ST	B.A.	Cum Laude, Biology

LICENSES, CERTIFICATION

19XX-present	Medical Licensure, Vermont
20XX-20XX	Medical Licensure, Other State
19XX	Board Certification

FACULTY POSITIONS HELD

Years	Institution	Academic Title	Department
2005-Present	University of Vermont, Burlington	Professor	Use Table Tools, Layout to insert Rows
2003-2004	University of Vermont, Burlington	Associate Professor	Medicine
2001-2002	University of Vermont, Burlington	Assistant Professor	Medicine

OTHER POSITIONS AND MAJOR ADMINISTRATIVE POSITIONS HELD
[optional-add duties/description, clinical responsibilities]

Years	Location/program name	Role
2011-present	Medical School	Senior Associate Dean for Research
20XX-20XX	Department (secondary appointment)	Director, Specific Medical Service
20XX-20XX	General Hospital	Director, Transplant Services
19XX-XXX	Graduate Program	Vice-President, Graduate Studies
19XX-XXXXX	Graduate Program	Program Faculty, use Table Tools, Layout to insert Rows

HONORS AND AWARDS *[All inclusive, headings from here and below should be in chronological order]*

Year	Name of Award
19XX-20XX	In My Youth • Why was this award important
19XX-20XX	Middle Age Award • Why was this award important
19XX-20XX	Hard Work Award • Why was this award important
20XX-20XX	Visiting Professor, Location • Why was this award important
20XX-20XX	• Use Table Tools, Layout to insert Rows

KEYWORDS/AREAS OF INTEREST *[Please provide a set of MESH indexing terms to describe your research and/or clinical interests.]*

Cancer, quality of life, tyrosine kinase inhibitors, steroid hormones, genomics, strogen receptor, breast, prostate, microarrays, prognosis, neurodegerrative disorders, medical education, history of breast surgery, physiology, pulmonology, quality, health care delivery.

SUMMARY OF PROFESSIONAL ACTIVITIES- OVERALL *[optional-needed for promotion and reappointment]* Principle activity (e.g. teaching, research or clinical) *[Focus on activities in last 5 years, but include longer time periods as appropriate. Be concise and limit to 500 words or less.]*

Basic Science Example: In was hired in 2007 by the Department of Everyology on the Research Scholar pathway to establish an independent line of research in microbiology. One line of research explored is the bacteria on our skin. Currently my job description is 60% research 35% teaching and 5% administration. I have earned extramural grants from the CDC and NIH. I teach undergraduate and graduate classes, and mentor PhD students in my laboratory.

SUMMARY OF ACCOMPLISHMENTS

- Please indicate no more than 8 career accomplishments. Use single sentances and bullets

PROFESSIONAL SERVICE

DEPARTMENTAL SERVICE *[at least last 5 years, more as appropriate; subdivide as necessary]*

Years	Department	Committee	Role
19XX-2000	Department of Physiology	Microscope Committee	Member
20XX-20XX	Department of Physiology	Faculty Search Committee	Use Table Tools, Layout to insert Rows

COLLEGE SERVICES

1989-1995	Faculty Standards Committee	Member
1995-1996	Faculty Standards Committee	Chair
2015-2016	Strategic Planning Committee	Use Table Tools, Layout to insert Rows

MEDICAL CENTER SERVICE

2006-2009	Good Quality Control	Member
2009-2015	Clinical Operations Committee	Member
2015-present	UVM MG Committee	Use Table Tools, Layout to insert Rows

UNIVERSITY SERVICE

1999-2001	UVM Committee on the Status of Women	Member
2005-2008	UVM Faculty Senate	Senator
19XX-20XX	Dean's Committee on Research Space Allocation	Member
2000-present	Larner College of Medicine, Faculty Standards Committee	Use Table Tools, Layout to insert Rows

GOVERNMENT *[list all as appropriate, at least 5 years]*

19XX	National Institute of Health	ZT-CA-1 Study Section Member
19XX-XXXX	National ABCD Institute	Ad Hoc Program Project Reviews
19XX-XXXX	National Science Foundation	Grant Reviews
19XX-XXXX	March of Dimes	Study Section C Grant Reviews
20XX-present	State of Vermont Professional _____	Use Table Tools, Layout to insert Rows

SOCIETY MEMBERSHIPS *[list all]*

19XX-20XX American Association for the Advancement of Science
- Importance of committee/contribution

19XX-20XX American Society for Great Medicine and Nursing (elected)
- Importance of committee/contribution

19XX-20XX American Association for Cancer Research
- Importance of committee/contribution

19XX-20XX	American Society of Pharmacology • Importance of committee/contribution	
19XX-20XX	• Use Table Tools, Layout to insert Rows	

SERVICE TO PROFESSIONAL ORGANIZATIONS *[list all]*

19XX	American Society for Toenail Research	President
19XX-XXXX	American Association for the Advancement of Science	Membership Committee
19XX-XXXX	American Association of Cancer Research, Annual Meeting	Chair, Local Organizing Committee
19XX-XXXX	Society for Research in Child Development	Use Table Tools, Layout to insert Rows

SERVICE TO PROFESSIONAL PUBLICATIONS *[list all as appropriate, editorial boards]*

19XX-XXXX	Society for Research in Child Development • Click here to enter text.	Chair, Local Organizing Committee
2000-XXXX	American Society of Pharmacology • Importance of Contribution	Use Table Tools, Layout to insert Rows

PUBLIC SERVICE

199X-20XX	Something In Vermont • Importance of Contribution	Williston, VT
2009, 2010	Dragoon Boat Festival, Volunteer • Importance of Contribution	Burlington, VT
2000-present	Advisory panel to Department of Healthy • Importance of Contribution	Use Table Tools, Layout to insert Rows

SUMMARY OF SERVICE ACTIVITIES [*optional: Please summarize highlights of your service activities since last advancement; please limit to 1-2 paragraphs and 500 words]*

Clinical Example: Director, Outpatient Specialty Clinic, UVM MC: I have attended _____ in this clinic for 12 months of the year for one day per week for the past 15 years. Attending, Medical Service, UVM MS: I attend 3 months of the year on this service, supervising 18 house staff, fellows, medical students, etc. I have b een doing this for 4 years. Before that I attended at Dartmouth/Hitchcock.

TEACHING

FORMAL SCHEDULED CLASSES *[This is the same table and format found in the LCOM Teaching Academy Portfolio. Add same number of lines received from Teaching Academy Portfolio, then paste cells in.]*

Year	Course Title	Course R	Course E	Hours	Number of Learners	Learner Level
2009	Summer Physiology		x	10	~20	Pre Med
2009	Scientific Ethics	x		1	~20	G
2009	Postgraduate Interpretation of PFT's (ATS)		x	8	150	C
2009	Survival Skills		x	6	~20	G
2010	Summer Physiology		x	10	~30	Pre Med
2010	Scientific Ethics	x		1	~20	G
2010	Postgraduate Interpretation of PFT's (ATS)		x	8	150	G
2010	Scientific Survival Skills		x	6	~20	G
2011	Summer Physiology		x	10	~30	Pre Med
2011	Scientific Ethics	x		1	~30	G
2011	Scientific Survival Skills		x	6	~20	G
2011	Postgraduate Case based PFT course (ATS)		x	12	150	C
2012	Summer Physiology		x	8	~20	Pre Med
2012	Scientific Ethics	x		1	20	G
2012	Fellows Case PFT (Cleve Clin)		x	2	12	F
2012	Lung Disease Environmental Pathology		x	1	12	G
2013	Scientific Survival Skills		x	6	~10	G

R-required; E-elective; Hours-approx. per semester; G-graduate studies (instruction as per the LCOM Teaching Academy Portfolio)

CURRICULUM DEVELOPMENT

POSTGRADUATE AND OTHER COURSES *[if not found in table above or if more information needs to be conveyed.]*

19XX-XXXX	Continuing Education, Dept of Medicine	Organized 3 day course and gave three lectures
19XX-XXXX	Continuing Education, Dept of Medicine	Use Table Tools, Layout to insert Rows

PREDOCTORAL STUDENTS SUPERVISED OR MENTORED *[list all individual students supervised or mentored. Give dates; State whether undergraduate, medical school, or graduate school; list current position if known; describe Mentoring role, e.g. thesis advisor, personal advisor, research advisor, etc... Note same table as found in Teaching Academy Portfolio]*

Dates	Name	Program School	Role	Current Position
199201995	Carole Simon	CMB Graduate Student	PhD Advisor	Asst. Prof., UCLA
1005-2000	Joe Aboud	CMB Graduate Student	PhD the larger font	Post-Doc with Jane Scientist, NYU
1997-1998	Chuck Squab	Medical Student III	Supervised research year	Resident, UVM
1999	Mary Lamb	Stanford University (Sr.)	Supervised summer work	Chicago Med Sch

POSTDOCTORAL FELLOWS AND RESIDENTS DIRECTLY SUPERVISED OR MENTORED

[list all, defining research or clinical supervision; give dates; list current position if known; describe Mentoring role, e.g. personal advisor, research advisor, career advisor, etc.]

Dates	Name	Fellow	Faculty Role	Current Position
19XX-XXXX	Jonathan J Schwartz, MD	Urology Research Fellow	Research Supervision	Asst. Prof., Biol. Columbia University

19XX-XXXX	Fred Silver, PhD	Post-Doc Researcher	Rsearch supervision	Asst. Prof. Micro., UVM
1997-1998	Bill Honey PhD	Post-Doc Researcher	Research Supervision	Genentech Scientist
1999	Karen Carpentry MD	Clinical Fellow	Clinical EKG	Private Practice, Cardiology

INFORMAL TEACHING *[Describe nature of this teaching at least since last advancement. Grand Rounds, Orientation Presentations, Workshops. Optional if covered in direct teaching table]*

19XX-XXXX	Hematology blood smear reviews *weekly with 5 residents/students at the microscope
19XX-XXXX	Attenting rounds, Hematology Service (Jan, Ma, and Nov) with 2-3 medical students and 1 resident
19XX-XXXX	Advisory panel to Department of Health

FACULTY MENTORED *[list all; list the current position of the faculty mentored; list dates; describe Mentoring role, e.g. assigned faculty Mentor, informal career advisor, personal advisor, research/grant review, etc.]*

Dates	**Name**	**Position while Mentored**	**Faculty Role**	**Current Position**
1995-2000	Jane Doe, PhD	Asst. Prof	Academic and Research., Collaborator/Advisor	Assoc. Prof., Bioch., UVM
1999-2001	James Jones, MD	Assoc. Prof.	Reviewed grant applications	Assoc. Prof., Surg., UVM
2000-2001	Sally Brown	Asst. Prof.	Career Advisor	Asst. Prof., Physiology UVM

OTHER VISITING FACULTY SUPERVISED *[list all]*

19XX-XXXX	Mark Tark	University of Milan
2000-2001	Shelly Laser	University of Dublin

TEACHING AIDS *[Include here, even if listed again as a formal publication, below.]*

1. Hematology Syllabus for 3rd year medical students; this has been adopted by rotations at SFGH and SFVA, and was requested by UCLA medical school.
2. EKG App for Smart Phones. Development of this software was in collaboration with industry.

TEACHING AWARDS AND NOMINATIONS *[list all teaching awards, even if already listed above under awards]*

1999	Kaiser Teaching Award
2000	Kaiser Teaching Award Nominee

Teaching portfolio avaialable on request or attached (if appropriate)

SUMMARY OF TEACHING ACTIVITIES

Optional: Please include a brief description of teaching activities since last advancement; limit to 1-2 paragraphs and 500 words.

RESEARCH AND SCHOLARLY ACTIVITIES

RESEARCH AWARDS AND GRANTS *[Current and Pending Grants, Contracts, etc.]*
[List grant title and number (*use the NIH format so that this can be cut and pasted into NIH style biosketch*), your role on the grant (e.g. PI, co-investigator, or consultant.), (funding period, source of funding, the following direct costs for year 1, total direct costs for entire period of grant is optional)]

Ongoing Research Support

RO1 DA942367 Hunt (PI) 09/01/08-08/31/16
Health trajectories and behavioral interventions among older substance abusers
The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.
Role: PI
Direct Costs Year 1: $1,000,000
Total Period: $5,000,000

R01 MH922731 Merryle (PI) 12/15/07-11/30/15
Physical disability, depression and substance abuse in the elderly
The goal of this study is to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population.
Role: PI

Faculty Resources Grant Washington University 08/15/09-08/14/15
Opiate Addiction Database
The goal of this project is to create an integrated database of demographic, social and biomedical information for homeless opiate abusers in two urban Missouri locations, using a number of state and local data sources.
Role: Consultant

Completed Research Support

R21 AA998075 Hunt (PI) 01/01/11-12/31/13
Community-based intervention for alcohol abuse
The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals.
Role: Co-PI

Pending

R21 AA998075 Hunt (PI) 01/01/17-12/31/20
Community-based intervention for alcohol abuse
The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals.
Role: Co-PI

Selected Unfunded Grant Submissions (include scoring if available)
R01 HL922234 Hunt (PI) Submitted: 02/15/14 Score: 21 (8%)
Physical disability, depression and substance abuse in the elderly

The goal of this application was to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population.
Role: PI

SCHOLARSHIP
Peer Reviewed Publications *[All inclusive. Numbered. List publications in chronological order **(oldest first).** Include full list of authors (no "et al."), full title, and full citation and date (include PMCD number), H-Index. Manuscripts accepted but not yet published can be included as "In Press" after the name of the Journal. In press, submitted and in preparation manuscripts may be included **but clearly indicated as such.** Tip: Bold your name.]*

Original Research
1. Spector, DH, **Varmus, HE,** and Bishop, JM. Nucleotide sequences related to the transforming gene of avian sarcoma virus are present in DNA of uninfected vertebrates, Proc Natl Acad Sci U S A. 75: 4102-6, 1978. PMCID 336059

2. Hughes, SH, Shank, PR, Spector, DH, Kung, HJ, Bishop, JM, **Varmus, HE**, Vogt, PK, and Breitman, ML. Proviruses of avian sarcoma virus are terminally redundant, co-extensive with unintegrated linear DNA and integrated at many sites, Cell. 15: 1397-410, 1978. PMCID: 215325

In Review– restart numbering at 1
1. One

In Preparation (*Be judicious-list only those that you will submit in the near term*)
1. One

Non-Peer Reviewed Publications *[All inclusive. This should be separated into subcategoriesif more than one publication such as Review Articles, Books and Chapters, Teaching Aids and Other Publications, Letters to the Editor, etc.if you have more than a few entries]*

Review Articles– restart numbering at 1
1. One
Books and Chapters– restart numbering at 1
1. One
Other Scholarly Publications– restart numbering at 1
1. One

Abstracts *[Optional. If included, abstracts should be **listed separately** and should not be mixed in with full length publications. Also include presentations that required abstract submissions.]*

Patents Issued or Pending *[All inclusive; oldest first]*

Other Creative Activities *[list other forms of creative activities such as websites, slide sets, youtube video. Dissemination of such creative work is an essential element of criteria for review.]*

Quality Improvement and Patient Safety Activities

2012-2014	Incorporate quality metrics in daily interdisciplinary rounds (add a sentence or two on project outcome)
2015-present	ABIM Maintenance of Certificate Performance Improvement (add a sentence or two on project/module outcome)

SUMMARY OF SCHOLARLY ACTIVITIES

Please summarize in 1-2 paragraphs/500 words research or scholarship activities since last advancement; alternately, insert a paragraph from new NIH biosketch.

INVITED PRESENTATIONS *[list all as appropriate, at least 5 years]*

Regional *[past 5 years or as appropriate]*

1998	UVM MC GI Program "Inflamatory Bowel Disease Today"	Burlington, VT
1999	UVM Faculty Group "A Winning CV for Promotion"	Burlington, VT

National

1998	American Society of Laboratory Technicians **"**Pipetting for Fun and Profit**"**	New Orleans, LA
1999	Drug Company Inc., Philadelphia **"**New Drug for COPD**"**	Philadelphia, PA
2000	A Great University, Department of Cell Biology **"**My Research is Cool**"**	Madison, WI
2000	Gordon Research Conference **"**Way Cool Results from My Laboratory**"**	Saxton River, VT
2003	Academy of Your Specialty; plenary session **"**How to be a Great Scientist**"**	Greatcity, ST
2004	UVM Faculty Group "A Winning CV for Promotion"	Burlington, VT
2006	UVM Faculty Group "A Winning CV for Promotion"	Burlington, VT

International

1998	International Symposium on Medicine, Nursing, Pharmacy, and Dentistry **"**How to Pull Teeth- 1999 Update**"**	London, United Kingdom
1999	International Congress on a Topic; plenary talk **"**The Role of NFKB in Epithelial Signaling After Exposure to Cigarette Smoke**"**	Tokyo, Japan
2002	International Society of Science; poster **"**Future of Medicine in Today's Reality**"**	Barcelona, Spain