

WAKE FOREST SCHOOL OF MEDICINE

Curriculum Vitae Template

Curriculum Vitae Elements

(Revised July 18, 2019)

The attached is a template to be used by all candidates seeking promotion and/or tenure at WFSM. This is a generic template and individuals should remove categories that are not relevant and delete areas written in italics that are intended to provide guidance for users. Likewise if the candidate has a unique situation that is not covered on the template, it can be added to the template.

The P&T committee will not review applications that do not follow this C.V. template.

Delete all text in blue before submission.

WAKE FOREST SCHOOL OF MEDICINE
Curriculum Vitae

NAME Legal Name, Degree(s)

ADDRESS Department of XXXXX
Wake Forest School of Medicine
Medical Center Boulevard
Winston-Salem, NC 27157
(336) 716-XXXX
medctrid@wakehealth.edu

EDUCATION (in chronological order)

19XX	College/University City, State Bachelor's/Major
19XX	College/University City, State MD
19XX	Department/Program College/University City, State PhD

Research Advisor(s): e.g., John Smith, PhD
Thesis: Title

POSTDOCTORAL TRAINING (in chronologic order)

19XX - 19XX	Postdoctoral Fellow, University, Department. Research Advisor: e.g., Susan Jones, Ph.D. Research Project: Title.
19XX - 19XX	Intern, (Department/Program) Hospital/University Medical Center City, State
20XX - 20XX	Resident, (Department/Program) Hospital/University Medical Center City, State
20XX - 20XX	Fellow, (List Specialty) Hospital/University Medical Center City, State

UNIFORMED SERVICE (include this section if applicable)

Branch (military, U.S. Public Health Service, etc.)

Dates served

Commission, rank held

Awards (Note: uniformed service related awards may be listed either in this category or in the Honors and Awards category but not in both)

PROFESSIONAL LICENSURE

(List in chronological order all professional licensures including both active and inactive licenses)

19XX - 19XX	State of Ohio Medical License (inactive)
20XX - present	North Carolina Medical License, #XXXXXX

SPECIALTY CERTIFICATION

(List in chronologic order all certifications, subspecialty certifications and recertifications with dates)

19XX	Diplomate, American Board of XXXXX
19XX	Diplomate, American Board XXXXX with added qualification in YYYY
20XX	Diplomate, American Board of ZZZZ

EMPLOYMENT

(Listings in the employment category will vary depending on the individual. Individuals may have only academic or only professional experiences; certain individuals may have both. The final CV should reflect what is relevant to the individual, deleting categories that are not relevant)

Academic Appointments (in chronologic order)

Wake Forest School of Medicine

19XX – 20XX	Assistant Professor, Department of XXX
19XX - Present	Graduate School Faculty
19XX - Present	Member, XXX Graduate Program
19XX - Present	Member, Interdisciplinary XXXX Graduate Program
20XX - Present	Associate Professor, Department of XXXXX
20XX - Present	Member, WFHS Translational Science Institute
20XX - Present	Associate, Department of YYYY
20XX - Present	Associate Faculty, Women's Health Center of Excellence

Professional Experience

(List general employment history [college to first professional position] and professional experience [including private/group/hospital practice, business or industry employment])

19XX - 19XX	Research Associate, New Gene Corporation, City, State. Research Project: Title or brief description.
19XX	Teaching Assistant - Course, Department, School/College or University

20XX Coordinator, Specialty Research Interest Group
(Include a brief description and your role.)

ADMINISTRATIVE SERVICE

(List leadership positions such as Chair, Section Head, Director, Chair/Vice Chair/Member of a standing committee, etc. List all of these sections in chronologic order.)

School of Medicine

19XX - 19XX Name of Committee or Title

Institutional Service

19XX - 19XX Name of Committee or Title

Departmental Service

19XX - 19XX Name of Committee or Title

EXTRAMURAL APPOINTMENTS AND SERVICE

(Include adjunct appointments, hospital affiliations, study sections and other grant review committees, editorial boards, other editorial work, consultancies, visiting faculty appointments. Note that this section will convey to the P&T committee the candidate's current and/or emerging national/international recognition)

Funding Agency Reviewer

NIH: Special Study Section Panel Member, Name of Study Section (month/date)

NIH: Name of Study Section (Member, years)

NIH: Name of Study Section (Ad hoc Member, date)

Private Foundation Review Panel (dates)

Editorial Boards

(Note that this section is for traditional service as a member of an invited editorial board with limited membership. Do not list journals here for which you served in a peer reviewer role)

Journal Reviewer

JAMA
Science
Nature
New England Journal of Medicine

Journal Name, Editorial role, dates

Advisory Boards

List organization/company, dates

Other (example)

Symposium Organizer:

Organization
Title
Date
Place

PROFESSIONAL MEMBERSHIPS AND SERVICE

(List in chronologic order and indicate any leadership positions, committee membership or other specific roles and the dates involved. Note that this section may convey to the P&T committee the candidate's current and/or emerging national/international recognition)

Dates	Professional Organization Committee or Leadership Position (May include a brief description of specific role and duties)
Dates	Organization

HONORS AND AWARDS

(List in chronologic order. Note that this section will help to demonstrate to the P&T committee the candidate's current and/or emerging national/international recognition)

Dates	Awards
Dates	Honorary degrees
Dates	Elected memberships (National Academy of Sciences, etc.)

GRANT FUNDING

(Using the template below, list first current grants on which you are PI, followed by co-PI, Co-I, etc.)

Currently Active Grants

Grant number (Your Name, P.I., % effort)	Dates
Title	\$\$\$\$ /year direct cost
Include a brief description of the project and your role	
Collaborators: optional	
Also include any supplements to original grant	
Grant number (Your Name, P.I., % effort)	Dates
Title	\$\$\$\$ /year direct cost
Include a brief description of the project and your role	
Collaborators: optional	
Also include any supplements to original grant	

Pending Grants

Grant number (Your Name, P.I., % effort)	Dates
Title	\$\$\$\$ /year direct cost
Include a brief description of the project and your role	
Grant number (Your Name, P.I., % effort)	Dates
Title	\$\$\$\$ /year direct cost
Include a brief description of the project and your role	

Past Grant History (List these in chronological order)

Funding Agency, Grant Title (your name, PI) dates (amount)

Funding Agency, Grant Title (Name, PI; your name, role) dates (amount)

PATENTS

Applied for (include brief description)

Received (include brief description)

CLINICAL INNOVATIONS AND INITIATIVES

(List in chronologic order by category. Note that this section will help to convey to the P&T committee the candidate's scholarly activities as a clinical practitioner)

Clinical Innovations

20XX - 20XX	Name of Innovation and Role
	Level of implementation (local, regional, or national)
	Impact metric used to measure success

Quality Improvement Initiatives

20XX - 20XX	Name of Quality Initiative and Role
	Level of implementation (local, regional, or national)
	Impact metric used to measure success

BIBLIOGRAPHY

(Use the AMA Manual of Style format for citations in the bibliography. List publications in chronologic order. Please number publications in each category. Your name should be listed in bold. You may wish to use an * to note that "** indicates a project that included a student or fellow under my supervision")

Peer-Reviewed Publications

(List here your manuscripts and scholarly products that are published after having undergone the traditional pre-publication peer-review and publication decision process. This includes most scientific journals, MedEdPORTAL educational publications, peer-reviewed editorials and scholarly reviews, and other similar scholarly print and electronic publications.)

(Authors may choose to include an additional 2 line expanded bibliography for up to five publications in this list, where specific contributions to the project can be highlighted.)

Invited Publications (Editorially Reviewed)

(Include here invited authorship of book chapters, review articles, electronic reviews such as eMedicine or Up-to-Date, and other print or electronic manuscripts that are editorially reviewed prior to publication.)

Books

(Include here books where you served as a primary author or editor.)

Miscellaneous Publications

(Include here Letters to the Editor, Editorials, published audio or video presentations, newsletter articles, and other publications and electronic media that have not undergone a formal peer-review process.)

PRESENTATIONS AT PROFESSIONAL MEETINGS

(List here published abstract citations and other non-published poster and oral presentations at regional, national and international meetings.)

INVITED EXTRAMURAL PRESENTATIONS AND SEMINARS

(Number these and list in chronologic order, including date, title, location and sponsor. Presentations for commercial entities should be listed separately. This section will help to convey to the P&T committee the candidate's current and/or emerging regional/national/international recognition. Do not list Wake Forest presentations or Grand Rounds events – these intramural presentations should instead be listed in the Educator's Portfolio)

DIDACTIC/SYSTEMATIC INSTRUCTION

(List here courses where you served as a primary faculty member for a course that involves multiple classroom meetings during a defined time period. Episodic teaching events such as giving guest lectures or Grand Rounds sessions are listed in the Educator's Portfolio and should not be listed here.)

School, Department
Role, Course Number/Title (hours)
Dates of Instruction

Wake Forest School of Medicine, Medical School
Course/Block Director, Year 1, Medical Neuroscience (9.0 hrs)
2012-present

Wake Forest School of Medicine, Physician Assistant Program
Course Director, PA 626, Fundamentals of Basic Sci (4.0 hrs)
2014-present

Wake Forest School of Medicine, Nurse Anesthesia Program
Lecturer, ANES 714, Resp/Cell Pathophys for Nurse Anesthesia (3.0 hrs)
2007-2015

WFU, Graduate School of Arts and Sciences

Director/Teacher for PHYS 691/BMES 691, Radiol Physics (3.0 hrs)
2010, 12, 14, 16

MENTORING RELATIONSHIPS:

(List here all of the individuals with whom you have had an ongoing formal and professional relationship as a mentor. This includes students, residents, fellows, and faculty members. List names, dates and activity. If you have served as a fellowship director, class advisor, etc., list this by role, dates, activity, and number of individuals involved.)

Graduate Students

19XX – 20XX	John Smith Molecular Medicine Graduate Program Thesis advisor Current position: Postdoctoral fellow, Medical University
20XX - present	Donna Brown Molecular Medicine Graduate Program Thesis advisor
20XX - present	Susan Smith Molecular Medicine Graduate Program Thesis committee member

Postdoctoral Fellows

19XX-20XX	James White Postdoctoral research fellow Current position: Assistant Professor, Medical University
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Resident and Fellows

20XX – 20XX	Department of Neurology Resident Program Director Supervised 10 residents each year
20XX - present	Department of Neurology Movement Disorder Fellow Director Supervise 2 residents each year

Faculty

20XX – 20XX	Joseph McGilly, PhD, Instructor Faculty mentor, Junior Faculty Mentoring Program (JUMP)
20XX - Present	Jane Doe, MD, Assistant Professor Faculty mentor, Office of Women in Medicine and Science

PUBLIC OUTREACH

(Use this section to list in chronological order institutional community service presentations such as Dean's Forum, Best Health presentations, AHEC lectures, or other public outreach initiatives. You may also include media appearances such as television and radio, newspaper or magazine articles, and online media interviews.)

20XX - 20XX	Organization
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Role
Brief description of outreach activity

COMMUNITY ACTIVITIES AND SERVICE

(This section can include non-work related activities that the candidate may want to bring to the P&T committee's attention)

20XX - 20XX

Organization
Role
Brief description of outreach activity