**University of Colorado College of Nursing**

**GENERAL GUIDELINES FOR PREPARING CURRICULUM VITAE**

1. List items beginning with the most recent to earliest.
2. Begin each listing of an accomplishment throughout all sections of the vita with the year, EXCEPT where APA format is requested.
3. Do not develop or add additional categories to the vita format.
4. Delete unnecessary categories that do not apply specifically to you.
5. List entries only once. The guidelines should help you determine the best place for specific entries.
6. **EDUCATIONAL BACKGROUND**

List thesis and dissertation information in APA format. Do not list continuing education credits. Dates must include **month and year** in this section to be compliant with credentialing requirements.

1. **EMPLOYMENT HISTORY**

List all relevant professional employment. Indicate your position and if position was part-time indicate the percentage of time. Dates must include **month and year** in this section to be compliant with credentialing requirements.

1. **TEACHING ACTIVITIES**

**COURSES TAUGHT**

List the course name and number. If the course was taught multiple times, indicate a range of years over which you taught the course. Do not enter a repeat listing for each time you taught the course. Indicate the program and your role e.g., sole teacher, co-teacher

**FUNDED EDUCATIONAL PROJECTS**

Enter training grants, contracts, or special educational or teaching projects for which you are formally funded. List the project years. In sentence format list your role on the project, project name, name of P.I. or Project Director if other than you, funding source, project identification number and amount of funding.

**DISSERTATION AND THESIS ADVISING**

Use column format to enter the student name, dissertation or thesis title, degree, discipline (if not nursing), university (if not UCHSC, graduation date and committee role. It may be easiest to insert a table and suppress the gridlines

**ND RESIDENCY ADVISING**

Insert the student name, research project, title, and graduation date

**CURRICULAR DEVELOPMENT**

Enter years, role and description of activities related to curricular development e.g., new program and course development, Internet course development, development of innovative teaching materials such as videos, and web content for use within the University.

**OTHER TEACHING ACTIVITIES**

Examples: Short term visiting professorships, teaching Continuing Education courses, independent studies. Do not include guest lectures within the university.

1. **RESEARCH ACTIVITIES**

**FUNDED RESEARCH PROJECTS**

Examples: Funded grants and contracts on which you are a P.I. or have another role; sponsorship of pre and post-doctoral research awards.

Both extramural and intramural funded activities should be included here.

Applications that are pending should be indicated as such.

Enter range of years, enter in sentence format your role on project, project title, name of principle investigator or project director if different, co-investigator(s) if appropriate, funding source, grant or contract identification number if assigned, amount of funding. Do not enter those projects that are pending, were not funded or were funded in-kind.

**OTHER RESEARCH PROJECTS**

Enter range of years, enter in sentence format your role on the project, project title, name of principal investigator if different, co investigator(s) if appropriate, in kind-support if appropriate and from whom. This is a good place to mention pending applications, pilot projects, or other research that may be preliminary to future funding. Do not enter proposals for which you have received “not funded” notification.

**RESEARCH DEVELOPMENT**

Enter years, role and description of project. Examples of research development might be a specific role in a clinical/external organization to develop evidence-based practice or research infrastructure, and research mentorship of colleagues.

**OTHER RESEARCH ACTIVITIES**

Examples: Activities preliminary to applying for funding, such as a systematic literature review or meta analysis.

## PRACTICE ACTIVITIES

### FUNDED PRACTICE PROJECTS

Enter grants, contracts that fund a practice site, and practice projects for which you are formally funded. Enter range of months/years (Dates must include **month and year** in this section to be compliant with credentialing requirements), enter in sentence format your role on project, project title, name of principle investigator or project director if different, funding source, grant or contract identification number if assigned, status (i.e., funded, pending,), amount of funding. Do not enter those projects that were not funded or were funded in-kind.

For funded practice positions, enter the range of months/years (Dates must include **month and year** in this section to be compliant with credentialing requirements), for each funded practice position. Enter your role, the name, and setting of the practice. Examples include: managing, or participating in, or hired by a nurse-run clinical practice; administrator of a clinical practice.

### OTHER PRACTICE PROJECTS

Examples include: evaluation or outcomes studies related to operation and evaluation of a clinical practice, unpublished report writing, annual reports, conducting patient satisfaction surveys, and quality assurance activities and reports. Dates must include **month and year** in this section to be compliant with credentialing requirements.

**PRACTICE DEVELOPMENT**

Activities related to the development of a clinical practice site e.g., development/implementation of clinical database, writing clinical protocols.

**PROFESSIONAL DEVELOPMENT**

Enter educational activities undertaken to maintain your professional practice expertise.

**OTHER PRACTICE**

Dates must include **month and year** in this section to be compliant with credentialing requirements.

## SCHOLARSHIP

Use APA format to enter all products of scholarly activity. List the most recent first.

### PUBLICATIONS

Use APA format to enter all publications (e.g., journal articles, books, book chapters, abstracts). “In press” refers to manuscripts that have been accepted for publication but are not yet published. Do not list articles that are in review or are planned submissions. To the left of the listing enter the following symbols as appropriate: identify refereed as **\***, data based as **+**, and invitational as **#**.

**UNPUBLISHED MONOGRAPHS OR OTHER WRITTEN REPORTS**

Examples: monographs, grant or contract reports, community assessments, collaborative reports with students

**PRESENTATIONS**

Identify refereed as **\***, data based as **+**, and invitational as **#**.

**AUDIOVISUAL, MEDIA, OR WEB-BASED PRODUSTS**

Include products that are peer reviewed, disseminated, and external to the University setting.

**HONORS, FELLOWSHIPS, AND AWARDS**

List the year, name of honor and awarding organization.

Include any teaching and other awards or honors in your career.

Societies: list only those for which membership is accepted to be an awarded honor.

**OTHER SCHOLARSHIP**

## SERVICE ACTIVITIES

### FUNDED SERVICE PROJECTS

#### Enter funded projects that support community service.

### UNIVERSITIY COMMITTEES

Enter the year and committee name, and indicate if it was a School of Nursing (**S**), Campus (**C**), or University (**U**) level committee. For committees in which you had a leadership position such has chairperson, or head of a major committee taskforce, list the specific year and name of the leadership activity below the listing for the committee.

### PROFESSIONAL ASSOCIATIONS

Enter the year and association name. For associations in which you had a leadership position such as president or chairman, list the specific year and name of the leadership activity below the listing for the association.

**COMMUNITY ORGANIZATIONS**

Enter the year and organization name. For organizations in which you had a leadership position such as president or chairman, list the specific year and name of the leadership activity below the listing for the association.

**CONSULTATION**

Consultation may be related to all other missions. Enter the year, your role and the organization or person to whom you consulted.

**PROFESSIONAL REVIEW ACTIVITIES**

List the range of years for which you had review responsibilities. Include your role, and the journal, panel, organization or association for which you reviewed.

**OTHER SERVICE ACTIVITIES**

*GM: Vita Guidelines*

*Approved by APT 10/6/02*