

NOTES-CURRICULUM VITAE FORMAT

Education and Training

- List information as indicated on sample. Include all dates. “Postgraduate” must include name of program director and discipline

Appointments and Positions

- List information as indicated on sample
- “Visiting” prefix **must** be used if faculty member has been appointed pending committee approval of appointment or pending position approval
- List only active joint appointments –joint appointments must be removed if expired

Certification and Licensure

Memberships in Professional and Scientific Societies

Honors

- List information as indicated on sample

Publications

- Refereed articles **must** be listed separately
- Do **not** list articles submitted or in preparation
- Publications **must** be numbered
- Bold face or underline your name when there are multiple authors
- For citation format see: http://www.nlm.nih.gov/bsd/policy/cit_format.html
- List all authors—do not use “et al.”
- Letters to the Editor should be included under “Other Publications”

Professional Activities

- Teaching: List teaching activities as indicated on sample. Teaching activities can be explained in more detail in the “Executive Summary” which should be submitted appointment/promotion dossier
- Include dates of courses taught, numbers of students/residents, PMS/PGY level
- Research: Include all grant information as indicated on sample. “Role in Project and Percentage of Effort” **must** be included
- List current grant support separate from prior grant support
- When listing the source of funding, it is advisable to include the total dollar amount (direct plus indirect costs)

Service

- List information as indicated on sample

Other: It is advisable to date the CV to indicate last revision date

CURRICULUM VITAE FORMAT
University of Pittsburgh
School of Medicine

BIOGRAPHICAL

Name:

Home Address:

Birth Place:

Home Phone:

Citizenship:

Business Address:

E-Mail Address:

Business Phone:

Business Fax:

EDUCATION and TRAINING

List entries in each section chronologically

UNDERGRADUATE:

<i>Dates Attended</i>	<i>Name and Location of Institution</i>	<i>Degree Received and Year</i>	<i>Major Subject</i>
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GRADUATE:

<i>Dates Attended</i>	<i>Name and Location of Institution</i>	<i>Degree Received and Year</i>	<i>Major Subject</i>
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POSTGRADUATE:

- *Include internships, residencies, fellowships, and/or any other professional training experience*

<i>Dates Attended</i>	<i>Name and Location of Institution</i>	<i>Degree Received and Year</i>	<i>Major Subject</i>
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APPOINTMENTS and POSITIONS

ACADEMIC:

Years Inclusive

Name and Location of Institution or Organization

Rank/Title

- *Visiting prefix must be used if faculty member has been appointed pending committee review or position approval*

NON-ACADEMIC:

- *Include military or other Government Service*

Years Inclusive

*Name and Location of
institution or organization*

Rank/Title or Position

CERTIFICATION and LICENSURE

SPECIALTY CERTIFICATION:

Certifying Board

Year

MEDICAL or OTHER PROFESSIONAL LICENSURE:

Licensing Board/State

Year

MEMBERSHIP in PROFESSIONAL and SCIENTIFIC SOCIETIES

Organization

Year

HONORS

Title of Award

Year

PUBLICATIONS

1. Refereed articles

- Refereed article must be listed separately
- Do not list articles submitted or in preparation
- Publications must be numbered
- Bold face or underline your name when there are multiple authors
- For citation format see: http://www.nlm.nih.gov/bsd/policy/cit_format.html
- List authors—do not use “et al.”
- Letters to the Editor should be included under “Other Publications”

2. Reviews, invited published papers, proceedings of conference and symposia, monographs, books, and book chapters

3. Published abstracts

4. Other publications

PROFESSIONAL ACTIVITIES

TEACHING:

Provide a summary of courses and tutorials taught (include numbers and types of students taught, contact hours, number of lectures, etc), other lectures and seminars given, theses completed under your direction, service on Ph.D. committees, supervision of pre- and post-doctoral students, house staff physicians and fellows (clinical and research), specialty board memberships, continuing medical education activities.

RESEARCH:

- | Grant Number
<i>(funded)</i> | Grant Title | Role in Project | Years
Inclusive | Source \$ | Amount |
|--|--------------------|--|----------------------------------|------------------|---------------|
| | | <ul style="list-style-type: none"><i>Percentage of Effort</i>
(must not exceed 100%)
or<i>Calendar months</i>
(must not exceed 12 months) | | | |

Current Grant Support:

Prior Grant Support:

- Seminars and invited lectureships related to your research
- Other research related activities.
 - Include patents granted, editorships, journal refereeing, study section memberships, extra-mural grant reviewing and specialty board memberships.*

LIST of CURRENT RESEARCH INTERESTS:

SERVICE:

- University and Medical School.**
 - Include committee service and chairmanships, administrative appointments and assignments.*
- Community activities.**
 - Include hospital appointments and consultantships.*