



Workshop: Preparing your P&T C.V.

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UNIVERSITY
of VIRGINIA
HEALTH SYSTEM

Please use the P&T website:

- Everything that you need to know about the Promotion & Tenure process can be found at:
 - **Administration > Faculty Affairs and Development > Advancement > Promotion and Tenure**
- Information on C.V. and other parts of P&T portfolio are in **“P&T Resources”**

Your C.V. is **one part** of your Promotions Portfolio, which includes:

- Nominating letter from:
 - Chair
 - Division Chief (if applicable)
 - Secondary Dept. Chair (if applicable)
 - Dept. committee summary with vote
- Candidate Information
 - **Curriculum vitae**
 - **Personal statement**
 - **Job Description Summary Form**
- Documentation of excellence in 1^o and 2^o area(s) of excellence (clinical, research, teaching portfolios)
- Documentation of scholarship
 - 3 publications (pdf files)
 - Paragraph why these papers were selected
- Reference Letters
 - candidate and the chair provide 20 names of potential referees

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University of Virginia School of Medicine Job Description for Promotion and Tenure

Candidate name and degrees	
Department	
Joint appointments:	
Current rank and track:	
Years at current rank and track:	
Eligibility end date (if applicable):	
Requested rank:	
Status, date, and track of all P&T actions since joining UVA faculty: (Include track changes and years off the clock.)	
Effort Allocation	
Teaching	
Research	
Clinical	
Administrative	
Other	
Description of significant responsibilities:	

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Please use the P&T C.V. format:

*Remember that not every category applies to everyone

General note: This CV format covers all types of information that a promotion committee might wish to know about a candidate. Not all candidates need all the items. Therefore, candidates may delete any items that do not apply to their situation (there is no need to keep the section and add "not applicable"). For example, someone who does not teach may delete the section on teaching, and someone who does not have clinical responsibilities may delete the section for clinical information.

Items should be listed in reverse chronological order

CURRICULUM VITAE

NAME

I. PERSONAL DATA

Instruction: Do not put Social Security Number on CV.

II. EDUCATION

Year Degree Institution

III. POST-GRADUATE EDUCATION

Year Degree Institution

IV. ACADEMIC APPOINTMENTS

Month, Year Degree Institution

V. OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENTS

VI. CERTIFICATION AND LICENSURE

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C.V. Pointers

- Keep a standard C.V. and a separate P&T C.V.
- The P&T C.V. should be used for your annual review
- Keep up-to-date
- Content not context
- *Be accurate and avoid sloppiness*
 - *Your C.V. tells us who you are*
- Check out additional pointers at the AAMC webpage:
 - https://www.aamc.org/members/gfa/faculty_vitae/150036/cv_cv_tips.html

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C.V. Pointers

*Make it easy for the reader

- Reverse chronological order
 - Present position is listed first
 - Same for honors
 - Publications can be in chronological order, but reverse is better
- Helpful to distinguish activities that were:
 - Done while at UVA
 - Since last promotion action
 - Especially relevant to publications, invited talks, grants, etc.
- Careful with abbreviations
 - Should be stand-alone

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Scoring your CV

- 1) Font size: largest for name, next largest for headings, smallest for text
- 2) Use sans serif fonts (those lacking flourish in letters)
- 3) Use one font throughout
- 4) Include a page number on all pages
- 5) Include a name header on all pages
- 6) Don't include SSN, age, gender, marital/parental status, DEA numbers, medical license number
- 7) Avoid placing dates on the left margin, for example:
School of Medicine Promotion and Tenure Committee 2015-2018
- 8) List academic appointments in reverse chronological order
- 9) List professional experience in reverse chronological order
- 10) All the publications are in the same format

C.V. Subheadings

Reverse Chronological Order!

- Personal Data
- Education
- Post-Graduate Education
- Academic Appointments
- Other Pertinent Employment
- Certification and Licensure
- Honors and Awards
- Professional Affiliations (list years)

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C.V.- subheadings, cont'd

- Research Activities
 - Areas of Research Interest
 - *Be concise*
 - Current Projects
 - *Be concise*
 - Research Collaborations and Team Science
 - *Be concise*
 - *Put more complete and detailed descriptions in the Research Portfolio*

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C.V.- subheadings, cont'd

- Teaching Activities
 - Classroom teaching – give year, course number and # of lectures, % responsibility
 - Clinical teaching – give years
- Teaching Activities other than classroom or clinical
 - Grand Rounds, Journal Clubs
 - Committees related to teaching
 - Classes taken to improve teaching skills
 - Development of new curriculum, teaching materials, etc.
- *Put more complete and detailed descriptions in the Teaching Portfolio*

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C.V.- subheadings, cont'd

- Other professional activities
 - Editorial Boards
 - Editorships
 - Journals for which you review manuscripts
 - Just list journals and not the individual papers reviewed

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C.V.- subheadings, cont'd

- Clinical Activities
 - Patient Care
 - Inpatient
 - Outpatient
 - Summaries of:
 - Productivity
 - Consistent adherence to practice-related standards
 - Patient satisfaction scores
 - Other performance measures
 - *Put more complete and detailed descriptions in the Clinical Portfolio*

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C.V.- subheadings, cont'd

- School, University, UVA Hospitals, Departments, National, and State Committees and Councils
 - School of Medicine
 - University
 - UVA Hospitals
 - Department (non-teaching)
- State
- National/International
 - *Grant reviews, consulting, Society service, meeting organization, etc.*

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C.V.- subheadings, cont'd

- Financial Resources (grants and contracts)
 - Federal, State, Local, Other
 - Current, under review, Previous (reverse chronological order)
 - Title
 - Funding agency, Grant type and #, PI (MPI)
 - Funding period, \$ amounts for your part of the project
 - % effort
 - your role (PI, MPI, co-PI, etc., plus short description)

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C.V.- subheadings, cont'd

- Physical Facilities (*applies to laboratory only*)
- Personnel currently supervised
- Undergraduate, Master's, Ph.D. and postdoctoral trainees supervised
 - Add current position of former trainees, if known
 - *We do not want to see every name of every resident your Dept. has trained*

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C.V.- subheadings, cont'd

- Papers published or in press
 - Peer-reviewed articles
 - Books, Chapters, Reviews
 - indicate which are peer-reviewed
 - Enduring materials
 - videos, software, websites
 - Short Communications
 - editorials, commentaries, articles
 - Abstracts
 - distinguish if abstracts are reviewed
- The H-index is generally not useful for junior faculty

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When listing journal articles on your P&T C.V., you should include citation analysis, journal rankings, and *author contribution*

- (1) # of times cited
- (2) The Impact Factor (IF) of the journal of the publication year
- (3) The rank of that journal (ranked by IF) in its field

A DIY Guide at the Health Sciences Library's website:
<https://guides.hsl.virginia.edu/faq-promotion-tenure>
(Do not use Google)
Help is available: hslref@virginia.edu (see Andrea Denton)
- (4) If you are neither the first author nor the corresponding author, state briefly your contributions to the paper
- (5) Altmetrics: If you use these metrics, explain the numbers and your comparison group.

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Use asterisk (*) to indicate the corresponding author. When you are neither the first nor the corresponding author, briefly state your contribution to the paper.

Read, P. W., Liu, X., Longenecker, K., DiPierro, C. G., Walker, L. A., Somlyo, A. V., Somlyo, A. P. and Nakamoto, R. K.* (2000) Human RhoA/RhoGDI complex expressed in yeast: GTP exchange is sufficient for translocation of RhoA to liposomes. *Prot. Science*. 9, 376-386. PMID: PMC2144558. Cited 14 times. IF=2.85. Rank 136/290

Ketchum, C. J. and Nakamoto, R. K.* (1998) A mutation in the *Escherichia coli* F₀F₁ ATP synthase rotor, γ E208K, perturbs conformational coupling between transport and catalysis. *J. Biol. Chem.* 272, 22292-22297. Cited 20 times. IF=7.20. Rank 61/290.

Caviston, T. L., Ketchum, C. J., Sorgen, P. L., Nakamoto, R. K. and Cain, B. D.* (1998) Identification of an uncoupling mutation affecting the *b* subunit of F₁F₀ ATP synthase in *Escherichia coli*. *FEBS Lett.* 429, 210-206. Cited 29 times. IF=3.58. Rank 112/290.

Ketchum and Nakamoto carried out the thermodynamic analyses of the new *b* subunit mutations, which was essential to characterizing the uncoupling phenotype. Nakamoto contributed to preparation and editing of the manuscript.

Wu, X., Haystead, T. A. J., Nakamoto, R. K., Somlyo, A. V. and Somlyo, A. P.* (1998) Acceleration of regulatory myosin light chain dephosphorylation and relaxation of smooth muscle by telokin and cyclic GMP. *J. Biol. Chem.* 273, 11362-11369. Cited 112 times. IF=7.20. Rank 61/290.

Nakamoto generated the telokin mutations and mutant proteins for the *in vivo* and *in vitro* kinase assays. Nakamoto contributed to preparation and editing of the manuscript.

- Underline co-authors who are your trainees
- Very helpful if you indicate the senior (or corresponding author(s))
- Helpful if you segregate papers
 - arising from work done at UVA
 - since last review

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C.V.- subheadings, cont'd

- Technology Transfer Activity
 - Inventions
 - Patents applied for and awarded
 - Registered copyright material
 - Trademarks for University owned intellectual properties
 - License agreements

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C.V.- subheadings, cont'd

- Invited Lectures and Symposia
 - Provide place, name of symposium, and date
 - Distinguish from meetings attended or submitted abstracts
- Community Outreach

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The promotion cycle is not quick. For promotion July 1, 2017, where we are in early October...

- Chair's review done in May
- P&T C.V.s submitted June 1
- Reference letters collected during the summer
- Dept. committees review in September
- The Chairs move the nomination forward and departments submit the full portfolios Oct 1
- SOM P&T Committee meet to review before the end of the year (appeals in Jan)
- Provost P&T Committee meet to review in early spring
- BOV announces advancements in late May or early June

• You should provide updates, especially for new appointments, papers accepted for publication and grants awarded

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Please note: today's session is devoted specifically to your P&T C.V.

- Other Promotion & Tenure presentations scheduled include:
 - *P&T for Junior and New Faculty*
 - March 21, 4 pm
 - *P&T Candidates: Polishing the Portfolio*
 - May 2, 4 pm
 - May 14, 7 am

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Susan Pollart, Senior Associate Dean for Faculty Affairs and Faculty Development, sps2s@virginia.edu

Bob Nakamoto, Coordinator of Academic Achievement

Cathy Broaddus, Faculty Advancement Administrator,
ck8h@virginia.edu, 982-3353

You are encouraged to consult with current and former P&T Committee members

Current P&T Committee Members

Frank Shen, Orthopaedic Surgery (Chair)

Jeff Smith, Biochemistry (Vice-Chair)

Bill Brady, Emer Med

Thomas Cropley, Derm

Zygmunt Derewenda, Physiol

Linda Duska, Ob/Gyn

Thomas Gampper, Plast Surg

Julia Iezzoni, Path

Kim Kelly, BME

Norbert Leitinger, Pharm

Thomas Loughran, Medicine

Ed Nemergut, Anesth

Vicky Norwood, Pediatrics

Wendy Novicoff, PHS

Kim Penberthy, Psychiatry

Ben Purow, Neurology

Bettina Winckler, Cell Biology

Zhiyi Zuo, Anesth

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You are encouraged to consult with current and former P&T Committee members

Former P&T Committee Members

Alan Alfano	Physical Med & Rehab
Stuart Berr	Radiology
Bob Bloodgood	Cell Biology
Ken Brayman	Surgery
John Bushweller	Physiology
Jim Casanova	Cell Biology
Brent French	BME
Adam Goldfarb	Pathology
Marie-Louise "Lou" Hammarskjold	Microbiology
Madaline "Linn" Harrison	Neurology
Jennifer Harvey	Radiology
Fern Hauck	Family Med
Mary "Lee" Jensen	Radiology
Jaideep Kapur	Neurology
Bea Lopes	Pathology
Paul Matherne	Pediatrics
Mark Okusa	Medicine, Nephrology
Joann Pinkerton	OB/GYN
Jason Sheehan	Neuro Surgery
Lois Shepherd	Public Health Sciences
Janet Warren	Psychiatry & NBS