

Preparing your Curriculum Vitae for Promotion and Tenure

Susan M. Pollart, MD, MS

Senior Associate Dean for Faculty Affairs and Faculty Development

Ruth E. Murdaugh Professor of Family Medicine

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Getting Started

What is 1 thing you want to have addressed or answered during this CV session related to your CV?

Your Curriculum Vitae

Goal:

To provide an individual (or a committee) with an understanding of the scope of your educational background, professional career, and current academic and scholarly interests.

Why should you keep your CV continuously updated?

- Unexpected opportunities
- Updating your CV regularly will help you include contributions you may forget about over time
- CV's should be adjusted to your audience and purpose (job application versus promotion packet) so keeping it up to date saves you time!
- Importance of having an internal and external CV

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
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III. POST-GRADUATE EDUCATION

Year	Degree	Institution
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IV. ACADEMIC APPOINTMENTS

Month, Year	Degree	Institution
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V. OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENTS

VI. CERTIFICATION AND LICENSURE

XX. TECHNOLOGY TRANSFER ACTIVITY

For assistance in completing this section, you may contact the University of Virginia Licensing & Ventures Group (www.innovation.virginia.edu) at 434.924.2175 or innovation@virginia.edu.

A. Inventions

Please list all technologies disclosed to the U.Va Licensing & Ventures Group (or previous institution) on which you are listed as an inventor. Indicate the patent status for each technology as: disclosed, provisional patent application filed, full patent application filed (PCT/international or national) or patent issued. Invention disclosure forms are available online at <http://innovation.virginia.edu/disclose>.

B. Registered Copyrighted Materials

Please list all works of authorship under issued registered copyright on which you are listed as an author.

How do I obtain Times Cited, Impact Factor, Journal Category and Rank for SOM Promotion and Tenure?

Home

Home

Answer

Use Health Sciences Library services and databases to retrieve necessary information for your **Papers Published** or **In Press** section of your CV for UVA School of Medicine Promotion and Tenure. See the following for instructions on how to obtain Times Cited, Impact Factor, and Rank data for each article.

Step by Step

ASK US: [the Library can generate a report with Times Cited, Impact Factor, Journal Category and Journal Rank data for SOM faculty publication lists](#). This saves a great deal of time on this process. To request a report, email hsl-rdas@virginia.edu or **Ask Us** at left.

1. Choose Web of Science from the Library home page list of Top Resources.
2. You can search the Web of Science Core Collection, or All Databases (All Databases will occasionally result in more times cited).
3. To find a specific article, a) copy and paste the title of the article into the Basic Search box, b) choosing Title from the drop-down menu, and c) clicking on the Search button. NOTE: omit ? symbols from your title (they will cause an error). Also, some titles change in the publication process, so you may want to search authors instead (see Step 7 below).

Basic Search ▼

surgical relocation of the posterior papillary muscle in chronic ischemic mitral r ⊗ Title ▼

[+ Add Another Field](#) | [Reset Form](#)

<https://guides.hsl.virginia.edu/faq-promotion-tenure>

First Name Last Name, M.D., Ph.D.

Professional Street Address

City, State zip code

(Area code) phone number

email@address.com

If you prefer not to include your professional address, you may include your personal email address and telephone number

Last updated: include today's date

Current Position(s)

Academic Rank, department

Director, Center for Whatever

Your medical school or university

City, State

Education *[Note: in reverse chronological order]*

Fellowship, Your University, City, State

Years

Residency, Your University, City, State

Years

M.D., Your University, City, State

Years

B.S. in Discipline (magna cum laude), Your University, City, State

Years

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor

Year - Present

Department of

Name of University

City, State

Assistant Professor

Years

Department of

Name of University

City, State

THE UNIVERSITY OF VIRGINIA SCHOOL OF MEDICINE

TEACHING PORTFOLIO

The teaching portfolio is intended to provide thorough and consistent documentation of each faculty member's educational activities. All faculty of the School of Medicine are encouraged to compile a Teaching Portfolio for the purpose of documenting activities and accomplishments related to education in the health sciences. The Teaching Portfolio is a companion to the more traditional curriculum vitae ("CV"), although these documents may contain some of the same information. Faculty members should maintain current versions of both their CV and Teaching Portfolio.

The Teaching Portfolio has three parts: a short introductory section that summarizes the faculty member's teaching activities, a main body that provides detailed information about the faculty member's contributions as an educator, and an appendix that contains supporting documents.

Note about adapting this template for use with the P&T portfolio

A teaching section assembled using this template will usually be far longer and more detailed than is permitted for the P&T portfolio.

Therefore, make the following changes when adapting your portfolio for P&T:

CV Tips and Strategies

Font and formatting: consistency matters, list name and degree on every page, avoid use of tables, do not highlight or use color (bold/italicize for impact), suggest 1" margins, years not dates

Proofread: Read backwards, spell check & ensure content accuracy

Address and contact information – specify your preferred mailing address and contact information

Last updated – include date

CV Tips and Strategies

- Because these are read left to right, avoid placing dates on the left margin to avoid emphasis on the date as opposed to the activity;
- Be **accurate**;
- Keep your CV **current**;
- If you're annotating,
 - use **active voice**, not passive voice

What should you NOT include?

- Age
- Social Security Number
- DEA or Medical License Number
- Gender/ Race/ Religion
- National Origin
- Marital/ Parental Status
- Spouse/ children's names
- Salary History
- Reason for leaving your current job

It's important to note....

Every CV will look different, depending upon your faculty track --- and, that's okay!

Sharing with Peers

Step 1 – Pair up and introduce yourself

Step 2 – Review your colleague's CV, share observations, ask for clarity

Step 3 – The Reviewer should consider & share:

- Are there formatting & stylistic questions/concerns?
- Is this person effectively communicating their accomplishments?
- Are there items that should/shouldn't be included?

Step 4 – Discuss as a pair: Identify best practices for keeping track of CV items/accomplishments – what works/will work for you?

Group Feedback and Discussion

Preparing Your Curriculum Vitae

SEPTEMBER 29, 2010

SHARE: [f](#) [t](#) [in](#) [✉](#)

Maintaining effective documentation of your academic history and achievements is critical to success in academic medicine. Consider the tips and tools on this site as you prepare your portfolio with an eye toward highlighting your unique qualifications:

- [Create My CV](#) is a template you can use to craft your CV, considering these [Tips & Strategies](#) to make the best impression;
- [Teaching Portfolio](#) explains what should be included in showcasing your teaching efforts; and
- [Biographical Sketches, Statements, and Executive Summaries](#) includes information about your biographical statement and links to the NIH Biosketch form and examples. It also addresses the "Executive Summary," a powerful tool to highlight your qualifications in ways that one's CV often does not.

Additional Resources: The Educator's / Teaching Portfolio



SCHOOL of MEDICINE

EDUCATION

RESEARCH

CLINICAL

Faculty Affairs and Development

UVa SOM Teaching Portfolio

The UVa SOM Teaching Portfolio

The teaching portfolio gives thorough and consistent documentation of each faculty member's educational activities. All faculty of the School of Medicine are encouraged to compile a Teaching Portfolio to document activities and accomplishments related to education in the health sciences. The Teaching Portfolio is a companion to the more traditional curriculum vitae ("CV"), although these documents may contain some of the same information. Faculty members should maintain current versions of both their CVs and Teaching Portfolios.

The Teaching Portfolio has two parts: a short introductory section (one page or less) that summarizes the faculty member's teaching activities and a main body that gives detailed information about the faculty member's contributions as an educator.

<https://faculty.med.virginia.edu/facultyaffairs/teaching-portfolio/>

What is a personal statement?

A personal statement allows you to make a strong, positive impression on an individual and/or hiring committee. This document will serve as a starting point for a brief biography, cover letter, award nomination, promotion and tenure packet, etc.

Why is a personal statement important?

- Shapes the language for:
 - Letters of recommendation
 - Grant proposal biosketch
 - Cover letter
 - Award nomination
 - Promotion packet
- Providing pre-written text allows you to avoid gender biases that might come up in recommendation letters written for you
- Learn how to write and communicate powerfully!
- Good reflective practice – being able to state why you do what you do
- Your personal statement can/will change over time!

Strengthening your Statement

- Language is important - Develop awareness of the different language used in letters for men compared with women
- Limit the use of “grindstone adjectives” (e.g. hardworking, conscientious, dependable, diligent, careful)
- Choose words that describe your ability (e.g. talented, smart, capable, innovative, etc.)
- Make your personal statement about you. Take credit for your individual accomplishments for your work on the team. Avoid giving all the credit to your “team.”

Recommended Reading: Sharonne Hayes, “5 Tips for Writing Great Letters of Reference: Avoiding Unintentional Bias”: <https://www.linkedin.com/pulse/5-tips-writing-great-letters-reference-avoiding-bias-sharonne-hayes>

Thank you!