



Preparing Your CV

For Promotion and Tenure

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Faculty Affairs and Development

P&T Resources

This page provides information and resources for all participants in SOM's promotion and tenure process.

The P&T timeline, checklists for departments and candidates, P&T video modules (coming soon), "Polishing your Portfolio" Zoom registration links and other helpful information are all located here.

We are always striving to improve our services and support your success. If you have any suggestions for additional resources, please contact [Caroline Webster](#), Faculty Affairs Project Associate.



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CV

IT'S IMPORTANT TO NOTE ...

**EVERY CV WILL LOOK DIFFERENT, DEPENDING UPON YOUR
FACULTY TRACK — AND, THAT'S OKAY!**

March 16, 2021

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, photo or family info on CV.

II. EDUCATION

Year	Degree	Institution
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III. POST-GRADUATE EDUCATION

Year	Degree	Institution
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BE SUCCINCT, ACCURATE AND GRAMMATICALLY CORRECT

- Your CV tells us who you are — represent yourself well
- Content not context

KEEP A SECOND, SIMULTANEOUS “P&T VERSION” OF YOUR CV

- Your P&T CV contains more information than your standard CV
- Note information in your CV as it happens or use files (electronic or paper) to neatly store items that you need to add to your CV as time permits

DO NOT INCLUDE:

- SSN, age, gender, race, religion, political affiliation, marital/parental status, disability or national origin, DEA numbers
- Why you left a job
- Salary history

PROOFREAD (READ BACKWARDS) AND SPELL CHECK

FONT:

- 12-18 point font for name (the largest font size you use)
- 12-14 point font for headings
- 10-12 point font for text
- sans-serif fonts read most easily (those lacking flourishes on the letters);
- pick one font and use it throughout

FORMAT:

- Be consistent and concise; include a page number, name header, date of last revision on all pages
- Because we read left to right, do not place dates on the left margin — this avoids emphasis on the date and maintains focus on the activity

USE ACTIVE VOICE, NOT PASSIVE VOICE

AVOID USING THE FIRST PERSON ("I," "MY")

PRESENT IN REVERSE CHRONOLOGICAL ORDER

- Present position is listed first
- Same for honors
- Publications can be in chronological order, but reverse is better

DISTINGUISH ACTIVITIES THAT WERE:

- Done while at UVA
- Since last promotion action
- Especially relevant to publications, invited talks, grants, etc.

USE CARE WITH NAMES, TITLES AND ABBREVIATIONS

- Should be stand-alone (avoid acronyms)
- You want the reviewers to find the correct information
- Provide short explanations/definitions

REVERSE CHRONOLOGICAL ORDER

- Personal Data
- Education
- Post-Graduate Education
- Academic Appointments
- Other Pertinent Employment
- Certification and Licensure
- Honors and Awards
- Professional Affiliations (list years and offices or titles held)
- Research Activities
- Teaching Activities
- Clinical Activities



Be concise and summarize. Details will be in your relevant portfolio.

CLASSROOM TEACHING

- Course number, title, number of lectures, % responsibility, years taught

CLINICAL TEACHING

- Type of teaching, who, how many students, effort, years taught

INCLUDE A SUMMARY OF YOUR TEACHING EVALUATIONS

- Give average evaluation scores for each course or semester
- Provide data since last promotion review

TEACHING ACTIVITIES OTHER THAN CLASSROOM OR CLINICAL

- Grand Rounds, journal clubs, special lectures
- Committees related to teaching
- Classes taken to improve teaching skills
- Development of new curriculum, teaching materials, etc.

CLINICAL ACTIVITIES

- **Inpatient**
- **Outpatient**
- **Clinical Productivity Summary - RVUs corrected for clinical effort and compared to benchmarks since last promotion review**
- **Patient Satisfaction Scores Summary - since last promotion review**

GRANTS AND CONTRACTS

- Title, agency, grant number, period of funding, \$ amounts for your part of the project, your role (PI, MPI, co-PI, co-I, etc.), and concisely describe your role

FACILITIES (APPLIES TO LABORATORY ONLY)

UNDERGRADUATE, MASTER' S, PHD AND POSTDOCTORAL TRAINEES SUPERVISED

- Indicate where the trainees are now

PAPERS PUBLISHED

- Peer-reviewed articles
- Invited articles
- Books, chapters, reviews (indicate which are peer-reviewed)
- Electronic media (videos, software, websites, web publications)
- Short communications (editorials, commentaries, articles)
- Abstracts (distinguish if abstracts are reviewed)

OTHER INFORMATION IN THE CV

BOARDS, EDITORSHIPS, JOURNAL MANUSCRIPT REVIEWS

NATIONAL, STATE, UNIVERSITY, SOM, DEPARTMENT COMMITTEES AND COUNCILS

- NIH study sections, professional society service, institutional service, department service, etc.
- Include leadership positions and roles on committees

PERSONNEL CURRENTLY SUPERVISING

TECHNOLOGY TRANSFER ACTIVITY

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

COMMUNITY OUTREACH

INVITED LECTURES, PROFESSORSHIPS AND SYMPOSIA PRESENTATIONS

- Distinguish from meetings attended or submitted abstracts
- Include invited talks that were canceled due to travel restrictions or delivered remotely

How to create an APA Style reference for a canceled conference presentation



<https://apastyle.apa.org/blog/canceled-conferences>

PROVIDE THE FOLLOWING INFORMATION FOR ALL PAPERS:

- (1) Number of times cited
- (2) The Impact Factor (IF) of the journal at the time of the publication if possible
- (3) The rank of that journal (ranked by IF) in its field
 - The ISI "Web of Science" website from HSC Library Homepage can be used to get the citations to any of your published papers and the journal IFs and rankings
 - For help, contact Health Sciences Library Research & Data Services, hsl-rdas@virginia.edu
- (4) If you are neither the first author nor the corresponding author, state briefly your contributions to the paper

Use other indices at your discretion (H-factors, Altmetrics, etc.)

PUBLICATION CITATION EXAMPLES

47. Mahoney ST, Strassle PD, **Schroen AT**, Agans RP, Turner PL, Meyer AA, Freischlag JA, Brownstein MR. Survey of the US surgeon workforce: practice characteristics, job satisfaction, and reasons for leaving surgery. *J. Amer. Coll. Surg.* 2020, 230(3):2832-93.

DOI: 10.1016/j.jamcollsurg.2019.12.003

Cited 0 times, IF = 4.45, Rank 13 of 205 in SURGERY journals

Dr. Schroen contributed to study design, survey design, data interpretation and manuscript preparation.

46. Meneveau MO, Mehaffey JH, Turrentine FE, Shilling AM, Showalter SL, **Schroen AT***. Patient and personnel factors affect operating room start times. *Surgery* 2020, 167(2):390-395. PMID: PMC6993132

Cited 0 times, IF = 3.476, Rank 34 of 205 in SURGERY journals

45. Chow PI*, Showalter SL, Gerber MS, Kennedy E, Brenin DR, **Schroen AT**, Mohr DC, Lattie EG, Cohn WF. Use of mental health apps by breast cancer patients and their caregivers in the United States: protocol for a pilot pre-post study. *JMIR Res. Protocols* 2019, 8(1):e11452. PMID: PMC6682292

Cited 0 times, IF = NA

Dr. Schroen contributed to patient recruitment and manuscript editing.

44. Hassinger TE, Showalter TN, **Schroen AT**, Brenin DR, Berger AC, Libby B, Showalter SL*. Utility of CT imaging in a novel form of high-dose-rate intraoperative breast radiation therapy. *J. Med. Imaging Radiat. Oncol.* 2018, 62(6):835-840. PMID: PMC6283680

Cited 3 times, IF = 1.2, Rank 106 of 129 in RADIOLOGY, NUCLEAR MEDICINE & MEDICAL IMAGING journals

Dr. Schroen contributed to clinical trial recruitment, patient care, data collection and manuscript editing.

- **Underline co-authors who are your trainees**
- **Identify the senior/corresponding author with an asterisk**
- **When you are neither the first nor the corresponding author, briefly state your contribution to the paper**

SEEK OUT ASSISTANCE!

CURRENT P&T COMMITTEE MEMBERS:

<https://faculty.med.virginia.edu/facultyaffairs/advancement/committees/>

OTHER P&T COMMITTEE VETERANS WHO ARE HAPPY TO HELP:

<https://faculty.med.virginia.edu/facultyaffairs/files/2021/04/P-and-T-experts-04.01.2021.pdf>

