

CUIMC Format for *Curriculum Vitae* (CV)

You are encouraged to follow the CV format described in this document to facilitate accurate reporting and interpretation of your academic accomplishments.

Please note the following:

- **Sections 1 – 5 + 12 are mandatory.** Other sections and subsections can be edited to describe accomplishments appropriately and clearly.
- For the sections of Work Experience (3), Education (4), Training (5) and Gaps (6), you are required to use the following format:
 - Beginning month & year for your current CUIMC position, or, if new faculty, the month & year when you will begin your position.
 - Beginning & ending month & year for each previous position (work, training, education).
- List entries in reverse chronological order (most recent first) in all sections.
- Include a header containing your name and the page number.
- Only include an item once in the CV, even if it may apply to more than one section.
- Local refers to home institution; regional refers to community, city, state and nearby states.
- Include concise, bulleted annotations to help communicate the significance of selected key accomplishments.
- Define abbreviations when first used within each section.
- Carefully proof for typos and format inconsistencies.

1) Date of preparation of CV

2) Personal data:

- **Name**

Include any other names you may have used.

- **Contact Information**

Do not include SSN, gender, race, religion, political affiliation, marital/parental status, or disability status.

3) Academic Appointments, Hospital Appointments, and Other Work Experience:

Include beginning month & year for current (if new faculty, expected start date) for your CUIMC position.

Include month & year of hire and end for each previous position.

Include official title and university, institution or organization for each position including your current position.

Include military service, as applicable.

4) Education:

Include month & year for degree program start date and degree awarded date.

Include degree and degree institution.

If Ph.D. or equivalent degree, include thesis title, name of advisor and citation of publication.

5) Training:

Include month & year of training start and finish.

Include training position, discipline/specialty, and institution for residencies, fellowships and postdoctoral appointments.

6) Explanation of any gaps in work/training/education (as applicable):

Include brief descriptions of any gaps in work/education history that are greater than six months.

7) Licensure and Board Certification, as applicable:

List separately by category.

Include both active licenses and inactive licenses.

Include the state and year of licensure.

Do not list DEA numbers.

Categories:

- **Licensure**
- **Board qualification(s)**

8) Honors & Awards:

Include professional awards, election to selected professional societies, important invited lectureships, and special appointments. Include year received and name of awarding institution.

Annotate, as needed (e.g., description, selection process, number of recipients per year)

(Examples include honorary titles; Columbia, NYP or external professional or community awards; election to Columbia, NYP or external professional committees or a CUIMC professional Academy (e.g. Apgar Academy of Medical Educators, Academy of Clinical Excellence (ACE), Academy of Community and Public Service).)

9) Administrative Leadership and Academic Service:

- **Academic Service**

Include involvement on local, regional or national/international committees or service activities

Include month(s) & year(s), your role, type of activity, name of committee, and name of institution or organization.

(Examples include leadership or service on professional local, regional, national or international governance, advisory committees or task forces; leadership or service in activities promoting diversity, equity and inclusion (DEI) or community engagement.)

- **Administrative Leadership at CUIMC and NYP**

Include involvement on CUIMC, CU or NYP committees or service activities. Include month(s) & year(s), your role, title (if applicable), type of activity, name of committee, and name of institution or organization.

(Examples include leadership or service related to education or training, research or clinical practice; leadership or service supporting student or trainee admissions, faculty promotions, DEI, wellness, compliance or community engagement.)

10) Professional Organizations and Societies:

List separately by category and by local, regional, national and international levels. Include data such as learner evaluations communicating the quality of educational contributions, if possible.

- **Memberships and Positions**
- **Consultative**
- **Editorial Board**
- **Journal Reviewer**

11) Fellowship and Grant Support:

List separately by category.

Include dates, grant title, name of granting institution/organization, grant number, direct support funds, and your role.

Include the PI if other than yourself.

Categories:

- **Active Research Funding**
- **Past Support**
- **Pending Funding**

12) Educational Contributions:

List separately by category and whether at a local, regional, national and international level.

Include data such as learner evaluations communicating the quality of educational contributions, if possible.

Categories:

- **Direct Teaching/Precepting/Supervising**
Include year(s), type and scope (i.e., contact hours) of teaching, type and number of learners, and your role. (Examples include teaching courses; lecturing or precepting individuals or groups of learners (e.g. internal or external students, trainees, faculty, staff or community members/groups); supervision of outpatient or inpatient clinical care.)
- **Advising and Mentorship**
Include year(s), nature of advising/mentoring, name of mentee, current status of mentee, and mentee accomplishments, when possible. (Examples include mentorship of medical or other students, trainees (residents, fellows), faculty, staff or community members/groups)
- **Educational Administration and Leadership**
Include year(s), scope (i.e., contact hours), leadership role, and nature of the program. (Examples include leadership or service to a course, clerkship or training program; leadership or service on committees or task forces for internal or external education or training.)
- **Instructional/Educational Materials used in Print or other Media**
Include year(s), scope (i.e., contact hours), type of product/innovation, type of learner, your contribution, intended audience, and how the material is used.
If published in print or web, include citation, or URL.
(Examples include development, expansion or novel applications for curricula, syllabi, tutorial classes, simulation programs, electronic or virtual educational material, training videos.)

- **Community Education or Training**
(Examples include medical journalism; media presentations; education or training of lay medical advocacy/advisory groups, community-based students or organizations, or other learner groups; community events for health education or promotion.)
- **Continuing Education and Professional Education**
Include nature of the activity, scope (i.e., contact hours), type and number of learners, and your role.
(Examples include organizing or teaching continuing professional education (e.g. CME, CNU or other continuing health professional educational)).

13) Report of Clinical Care and Public Health Interventions

List separately by category and for local, regional, national and international.

- **Clinical Practice or Public Health Activities**
Include year(s) of practice, name and location of practice, type of activity, level of activity (e.g., sessions, days or hours per week or month).
(Examples include inpatient or outpatient attending; performing special procedures; ambulatory or ICU practice; local, regional national or international public health program design, implementation or evaluation.)
- **Clinical or Public Health Innovations**
Include time of innovation launch, title/location of innovation, your role, short description of the influence of the innovation on clinical care or practice management.
(Examples include novel approaches to diagnosis, treatment or prevention of disease; development or application of technology to clinical and population health care; development of models of care delivery.)
- **Clinical and/or Public Health Administration and Leadership**
Include year(s), leadership role, and description of activity/program.
(Examples include developing or implementing patient safety initiatives, clinical programs, organization of clinical practice, procedures, clinical care protocols, pathways or multi-disciplinary approaches.)
- **Additional Clinical or Public Health Service Activities**
Include year(s), role, and description of activity/program.
(Examples include providing or organizing public health or community medical service, international medical services, telemedicine, innovative partnerships.)

14) Patents & Inventions:

List separately by category:

- **Patents**
Include all inventors, title of invention, patent number.
- **Patent Applications**
Include all authors, title of invention, patent application number.

15) Publications:

Number publications, in reverse chronological order, by category.

Include all authors in the sequence in which they appear on the publication; complete title of publication; name of journal; year of publication; volume number; and inclusive pagination (e.g., 444-459).

(Reordering of authors, omission of names, or the use of "et al" is not permitted.)

Include only material that is published or accepted for publication. Do not include manuscripts that have been submitted or in preparation.

For publications in a book or symposium issue of a journal: List authors in the sequence in which they appear in the publication; complete title, as published; editors; name of book; publisher; city; year; inclusive pagination.

Bold your name wherever it appears in the author list. Indicate with an asterisk (*) all publications for which you are a senior author. Indicate if you are a co-first-author with an annotation.

Categories:

- **Peer-Reviewed Research Publications in Print or other Media**
- **Other Peer Reviewed Publications in Print or other Media**
Describe the type of material, provide citation (if applicable) and clarify how the material is used locally, regionally, nationally or internationally. Describe your contribution.
(Examples include clinical or educational guidelines; health care pathways, patient safety initiatives.)
- **Reviews, Chapters, Monographs, Editorials**
- **Books/Textbooks for Medical or Scientific Community**
Indicate if you were an author or editor. Indicate title of your chapter if co-author of a book/textbook.
- **Meetings/Invited oral and poster presentations**
(Specify meeting group/society; if meeting is local, regional, national, international or community-based; year and city of meeting location; which type of presentation. Add citation if published.)
- **Case Reports**
- **Letters to the Editor**
- **Other Media contributions** (specify if peer-reviewed)
- **Thesis** (provide citation if published)
- **Other Non-Peer Reviewed Publications in Print or Other Media**
(Examples include proceedings of professional or community meetings.)
- **Non-authored Publications.**
(Examples include publications in which faculty members are formally acknowledged for her/his contributions.)

16) Invited and/or Peer-Selected Presentations at Local, Regional, National or International Levels:

Number presentations, in reverse chronological order, by regional, national, and international level, and by category, as applicable.

Include for each presentation your name, role, title of presentation, name of organizing institution, year.

(Example categories include invited grand rounds, hospital lectures, seminars, presentations at professional meetings, serving as a panelist or moderator. If multiple presentations, separate as internal or external to CUIMC)

Please refer to the CUIMC Academic Appointments and Promotion website for more information:

<https://www.vagelos.columbia.edu/about-us/explore-vp-s/leadership-and-administration/academic-affairs/faculty-professional-development-diversity-inclusion/academic-appointments-and-promotion/appointment-cumc-faculty-title>