THE UNIVERSITY OF ARIZONA
College of Medicine
Phoenix

Curriculum Vitae Guide

(All sections should be chronological with dates aligned to the left margin. Beyond the dates and sections headings, there is no specific format).

Name
Contact Information

Chronology of Education (list the month/year (e.g., 12/1990 or Dec. 1990), no gaps (include leaves, military, etc.))
- List all colleges and universities attended (include the institution, degrees and date awarded)
    - Include the title of doctoral dissertation/master's thesis and name of director/advisor
    - Include major field(s)
- Create a separate subheading for board certifications & licenses
- Create a separate subheading for your own formal professional development completed (e.g., leadership program, national workshop, etc.)

Chronology of Employment (list the month/year (e.g., 12/1990 or Dec. 1990), no gaps)
- List all employers since your terminal degree, including your current employer
- Create a separate subheading for academic appointments (with UA or other institutions)

Honors and Awards (do not include grants)
- Create a separate section for visiting professorships, teaching awards, honorary society membership, etc.

Service/Outreach (list year "2015," years "2015-2017" or "2018 –" for current)
- Create a separate section for each of the following categories:
    - Local/state outreach (e.g., membership on local/state committee or organization)
    - National/international outreach (e.g., membership on national/international committee or organization)
    - Departmental committee(s) (e.g., Dept. of Internal Medicine Executive Committee, etc.)
    - College committee(s) (e.g., College of Medicine - Phoenix Curriculum Committee, etc.)
    - University committee(s) (e.g., Ombuds Committee, etc.)
    - Other committees (internal or external) (e.g., boards (editorial boards), discussion groups diversity, inclusion and equity committee/outreach, etc.)

Publications/Creative Activity (break out by Published or Accepted)
- Create a separate section for each of the following categories:
    - Scholarly books and monographs (distinguish scholarly works vs. textbooks)
    - Chapters in scholarly books and monographs
    - Refereed journal articles (published or accepted in final form)
    - Other peer-reviewed publications (including electronic)
- List all publication information, including page numbers, sequence of co-authors' names, PMID. Bold
- your name. Spell out acronyms.
- Place an asterisk (*) to the left of any publication title substantially based on work done as a graduate student.

- Place a degree symbol (°) by the name of co-authors who are undergraduate and graduate student advisees or postdoctoral mentees
- Provide English translations of titles for foreign publications.

Other Scholarship
- Create a separate section for each of the following categories:
  - Abstracts
  - Bibliographies
  - Patents
  - Curricula
  - Conference Proceedings
  - Policy Briefs
  - Computer Programs
  - Professional Pamphlets
  - Research Projects
  - Other

Work in Progress (may include publications and other creative activities)

Media
- Create a separate section for each of the following categories:
  - Performances
  - Expert Interviews
  - Exhibits
  - Shows
  - Recordings (audio or visual)

Conferences/Scholarly Presentations
- Create a separate section for each of the following categories:
  - Colloquia (i.e., single lecture from expert discussing their research/ideas)
  - Seminar (i.e., small gathering to discuss one topic)
  - Symposia (i.e., formal gathering where experts discuss research/ideas over one to two days; smaller version of a conference)
  - Conference (i.e., formal meeting to discuss topics over several days; typically includes keynote speakers as subject matter experts)
- Distinguish invited from submitted
- Include presentation title, group/meeting, date and location for each
- List other presenters, if applicable

Awarded Grants and Contracts (if grant title is not descriptive, include a 1- or 2-line description)
- Create a separate section for each of the following categories:
  - Federal
  - State
  - Industry
  - Private foundation

- List title, percent effort, role (e.g., PI, Co-PI, etc.), all co-PIs, source of funding or agency, full funding amount, indirect and direct funding amounts

Submitted Grants and Contracts
- Create a separate section for each of the following categories:
  - Federal
  - State
  - Industry
  - Private foundation
- List title, percent effort, role (e.g., PI, Co-PI, etc.), all co-PIs, source of funding or agency, full funding amount, indirect and direct funding amounts
- Indicate if "pending" or "unawarded"

List of Collaborators and their Organizational Affiliations (may be listed on separate document or spreadsheet)
- List all collaborators alphabetically (last name, first name)
  - Collaborators include all individuals with whom you have co-authored projects, books, articles, reports, abstracts, papers or grant proposals within the past 5 years
- Include any graduate, postdoctoral, thesis advisors or sponsors

Curriculum Vitae FAQs

Q: What if I don't have any information for a specific heading, e.g., Awarded Grants and Contracts, or subheading?
A: The heading or subheading should be removed.

Q: Where does my teaching and mentoring activities go on the CV?
A: Teaching and mentoring information does not go in the CV. If applying for promotion, there is a separate section of the dossier where you can list courses, individual student content (advising, mentoring, clinical instruction, dissertations directed & in progress), teaching awards, instructional innovations and collaborations as well as provide supporting documentation (e.g., syllabi or course materials).

Q: What format should my publication be in?
A: APA format is acceptable, but always list all authors and **bold** your name. You can include your ORCID (https://orcid.org) in this section.