



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, degree received 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

Chronology of Employment (list the month/year (e.g., 12/1990 or Dec. 1990), no gaps)

- List all employers since your terminal degree, including the current
- 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, patents, honorary society membership (e.g., Fellow, American College of Cardiology), etc.

Service/Outreach (limit to time in current rank; 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 Medicine Executive Committee, etc.)
 - College committee(s) (e.g., College of Medicine Curriculum Committee, etc.)
 - University committee(s) (e.g., Ombuds Committee, etc.)
 - Other committees (internal or external) (e.g., boards (editorial boards), discussion groups, 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.
- Provide English translations of titles for foreign publications.

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



Media (e.g., performances, exhibits, shows, recordings, CDs, web-based material, patient education material, etc.)

Conferences/Scholarly Presentations (limit to time in current rank)

- Create a separate section for each of the following categories:
 - Invited talks, colloquia, seminars, symposia, conferences, peer-reviewed abstracts
 - Can be divided into regional, national or international
- Provide presentation title, group/meeting 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, pending
- List dates, percent of your effort, your role (e.g., PI, Co-PI, etc.), all Co-PIs, source and amount
- Use NIH formatting: https://grants.nih.gov/grants/funding/phs398/competing_othersupport.pdf

List of Collaborators and their Organizational Affiliations

- 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

Signature Block

Your signature should appear on the last page of the CV with the following statement:

This is a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J.

Curriculum Vitae FAQs

Q: What if I don't have any information for a specific heading, e.g., Awarded Grants and Contracts?

A: The heading can be removed, or you can put N/A under the heading.

Q: Where does my teaching and mentoring activities go on the CV?

A: Teaching and mentoring information do not go in the UA 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.