

**OUTLINE OF CURRICULUM VITAE**

GUIDELINES TO FACULTY FOR PREPARING YOUR

CURRICULUM VITAE FOR REVIEW

The following document is intended to guide you as you prepare your curriculum vitae (CV) for reappointment, promotion and tenure (RPT) here at The Robert Larner, M.D. College of Medicine, University of Vermont. This document provides an outline of the headings fo the CV.

The Outline of Curriculum Vitae provides the headings for each section of your CV. The CV Style example shows how information could be input. It is understood that each faculty member has unique contributions to the medical community which may not fit fully within a listed category. The document headings and order are to remain constant, however, you may add additional categories if needed.

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| DO NOT DELETE ANY SECTIONS OF THE OUTLINE |

Several important notes:

1. Remember your CV will be reviewed by committee members from a variety of backgrounds; so avoid area specific acronyms;
2. Education, Licenses/Certification, Faculty Positions Held and Other Positions and Major Administrative Positions Held, should be in reversed chronological order. All other sections should be listed in chronological order;
3. Combine the five summary sections (Summary of Professional Activities, Summary of Accomplishments, Summary of Service Activities, Summary of Teaching Activities and Summary of Scholarly Activities) in another document to be used for your Personal Statement for the RPT process. All these sections combined should be no longer than 2 pages total;
4. Consult examples from your colleagues to resolve issues of formatting, etc; and,
5. Be complete.

YOUR NAME

## CURRICULUM VITAE

|  |  |  |
| --- | --- | --- |
| Position: |  | Title |
|  |  | Department of |
|  |  |  |
| Address: |  | Building and Location |
|  |  | Department of |
|  |  | Larner College of Medicine |
|  |  | University of Vermont |
|  |  | Burlington, VT 05405 |
|  |  | Voice: (802) 656- |
|  |  | Email: [@med.uvm.edu](mailto:FirstName.LastName@uvm.med.edu) |
|  |  | Website: http://www. |

**EDUCATION**

**LICENSES, CERTIFICATION**

**FACULTY POSITIONS HELD**

**OTHER POSITIONS AND MAJOR ADMINISTRATIVE POSITIONS HELD**

**HONORS AND AWARDS**

**KEYWORDS/AREAS OF INTEREST**

**SUMMARY OF PROFESSIONAL ACTIVITIES- OVERALL**

**SUMMARY OF ACCOMPLISHMENTS**

**PROFESSIONAL SERVICE**

DEPARTMENTAL SERVICE

COLLEGE SERVICES

MEDICAL CENTER SERVICE

UNIVERSITY SERVICE

GOVERNMENT

SOCIETY MEMBERSHIPS

SERVICE to Professional Organizations

SERVICE TO PROFESSIONAL PUBLICATIONS

PUBLIC SERVICE

Summary of Service Activities

**TEACHING**

Formal scheduled CLASSES

CURRICULUM DEVELOPMENT

POSTGRADUATE AND OTHER COURSES

PREDOCTORAL STUDENTS SUPERVISED OR MENTORED

DISSERTATION/THESIS COMMITTEE MEMBERSHIP

POSTDOCTORAL FELLOWS AND RESIDENTS DIRECTLY SUPERVISED OR MENTORED

INFORMAL TEACHING

FACULTY MENTORED

OTHER VISITING FACULTY SUPERVISED

TEACHING AIDS

TEACHING AWARDS AND NOMINATIONS

SUMMARY OF TEACHING ACTIVITIES

**RESEARCH AND SCHOLARLY ACTIVITIES**

RESEARCH AWARDS AND GRANTS

**Ongoing Research Support**

**Completed Research Support**

**Pending**

**Selected Unfunded Grant Submissions**

SCHOLARSHIP

**Peer Reviewed Publications**

Original Research

In Review

In Preparation

**Non-Peer Reviewed Publications**

Review Articles

Books and Chapters

Other Scholarly Publications

**Abstracts**

**Patents Issued or Pending**

**Other Creative Activities**

**Quality Improvement and Patient Safety Activities**

SUMMARY OF SCHOLARLY ACTIVITIES

INVITED PRESENTATIONS

**Regional**

**National**

**International**