

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 is a pre-formatted TABLE format**.

This CV Template Style has pre-formatted tables to align content such as, dates, experiences and important descriptions for each section of your CV. 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 are to remain constant, however, you may add additional categories if needed.

|  |
| --- |
| DO NOT DELETE ANY SECTIONS |

This CV Template Style is designed for those faculty who prefer to have a pre-formatted structure to their content, and is the preferred style of the Larner College of Medicine. Please note that the tables have a certain number of columns and rows. Add the appropriate number of rows for your content, prior to pasting in the information.

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/Certifications, 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. The following five summary sections are required if this is being used for promotion (Professional Activities Overall Summary, Summary of Accomplishments, Summary of Service Activities, Summary of Teaching Activities and Summary of Scholarly Activities);
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: |  | OFFICE LOCATION |
|  |  | Department of |
|  |  | The Robert Larner, M.D. College of Medicine |
|  |  | University of Vermont |
|  |  | Burlington, VT 05405 |
|  |  | Voice: (802) 656- |
|  |  | email: @med.uvm.edu |
|  |  | website: http://www. |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Instituition** | **Degree** | **Area of Degree, Accolades** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LICENSES, CERTIFICATION**

|  |  |
| --- | --- |
| **Years** | **License/Certification** |
|  |  |
|  |  |

**FACULTY POSITIONS HELD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** | **Institution** | **Academic Title** | **Department** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OTHER POSITIONS AND MAJOR ADMINISTRATIVE POSITIONS HELD**

*[optional-add duties/description]*

|  |  |  |
| --- | --- | --- |
| Years | Location/Program Name | Role |
|  |  |  |
|  |  |  |
|  |  |  |

**HONORS AND AWARDS** *[All inclusive, most recent last]*

|  |  |
| --- | --- |
| Year | Name of Award |
|  |  |

**KEYWORDS/AREAS OF INTEREST** *[Please provide a set of MESH indexing terms to describe your research and/or clinical interests.]*

|  |
| --- |
|  |

**SUMMARY OF PROFESSIONAL ACTIVITIES- OVERALL** *[optional-needed for promotion and reappointment]* Principle activity (e.g. teaching, research or clinical) *[Focus on activities in last 5 years, but include longer time periods as appropriate. Be concise and limit to 500 words or less.]*

|  |
| --- |
|  |

**SUMMARY OF ACCOMPLISHMENTS** *Please indicate no more than 8 career accomplishments. Use Single sentances and bullets*

|  |
| --- |
|  |

**PROFESSIONAL SERVICE**

DEPARTMENTAL SERVICE *[at least last 5 years, more as appropriate; subdivide as necessary]*

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Department | Committee | Role |
|  |  |  |  |

COLLEGE SERVICES

|  |  |  |
| --- | --- | --- |
| Years | Service Committee | Role |
|  |  |  |

MEDICAL CENTER SERVICE

|  |  |  |
| --- | --- | --- |
| Years | Service Committee | Role |
|  |  |  |

UNIVERSITY SERVICE

|  |  |  |
| --- | --- | --- |
| Years | Service Committee | Role |
|  |  |  |

GOVERNMENT*[list all as appropriate, at least 5 years]*

|  |  |  |
| --- | --- | --- |
| Years | Service Committee | Role |
|  |  |  |

SOCIETY MEMBERSHIPS *[list all]*

|  |  |
| --- | --- |
| Years | Society |

SERVICE to Professional Organizations *[list all]*

|  |  |  |
| --- | --- | --- |
| Years | Service Committee | Role |
|  |  |  |

SERVICE TO PROFESSIONAL PUBLICATIONS*[list all as appropriate]*

|  |  |
| --- | --- |
| Years | Journal/Publication/Board |
|  |  |

PUBLIC SERVICE

|  |  |
| --- | --- |
| Years | Service Role |
|  |  |

Summary of Service Activities [*optional:* *Please summarize highlights of your service activities since last advancement; please limit to 1-2 paragraphs and 500 words]*

**TEACHING**

Formal scheduled Classes *[list classes taught since last promotion. This is the same table and format found in the COM Teaching Academy Portfolio. Add same number of lines received from Teaching Academy Portfolio, then paste cells in.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Course Title** | **Course**  **R E** | | **Hours** | **Number of Learners** | **Learner Level** |
| 2009 | Summer Physiology |  | x | 10 | ~20 | Pre Med |
| 2009 | Scientific Ethics | x |  | 1 | ~20 | G |
| 2009 | Postgraduate Interpretation of PFT’s (ATS) |  | x | 8 | 150 | C |
| 2009 | Survival Skills |  | x | 6 | ~20 | G |
| 2010 | Summer Physiology |  | x | 10 | ~30 | Pre Med |
| 2010 | Scientific Ethics | x |  | 1 | ~20 | G |
| 2010 | Postgraduate Interpretation of PFT’s (ATS) |  | x | 8 | 150 | G |
| 2010 | Scientific Survival Skills |  | x | 6 | ~20 | G |
| 2011 | Summer Physiology |  | x | 10 | ~30 | Pre Med |
| 2011 | Scientific Ethics | x |  | 1 | ~30 | G |
| 2011 | Scientific Survival Skills |  | x | 6 | ~20 | G |
| 2011 | Postgraduate Case based PFT course (ATS) |  | x | 12 | 150 | C |
| 2012 | Summer Physiology |  | x | 8 | ~20 | Pre Med |
| 2012 | Scientific Ethics | x |  | 1 | 20 | G |
| 2012 | Fellows Case PFT (Cleve Clin) |  | x | 2 | 12 | F |
| 2012 | Lung Disease Environmental Pathology |  | x | 1 | 12 | G |
| 2013 | Scientific Survival Skills |  | x | 6 | ~10 | G |

R-required; E-elective; Hours-approx. per semester; G-graduate studies (instruction as per the LCOM Teaching Academy Portfolio)

POSTGRADUATE AND OTHER COURSES *[if not found in table above or if more information needs to be conveyed.]*

|  |  |  |
| --- | --- | --- |
| Years | Department | Responsibility |
|  |  |  |

PREDOCTORAL STUDENTS SUPERVISED OR MENTORED *[list all individual students supervised or mentored. Give dates; State whether undergraduate, medical school, or graduate school; list current position if known; describe Mentoring role, e.g. thesis advisor, personal advisor, research advisor, etc... Note same table as found in Teaching Academy Portfolio]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name** | **Program  School** | **Role** | **Current Position** |
|  |  |  |  |  |

DISSERTATION/THESIS COMMITTEE MEMBERSHIP

POSTDOCTORAL FELLOWS AND RESIDENTS DIRECTLY SUPERVISED OR MENTORED *[list all, defining research or clinical supervision; give dates; list current position if known; describe Mentoring role, e.g. personal advisor, research advisor, career advisor, etc.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name** | **Fellow** | **Faculty Role** | **Current Position** |
|  |  |  |  |  |

INFORMAL TEACHING *[Describe nature of this teaching at least since last advancement. Optional if covered in direct teaching table]*

|  |  |
| --- | --- |
| Year | One Sentence Description of Information Teaching |
|  |  |

FACULTY MENTORED *[list all; list the current position of the faculty mentored; list dates; describe Mentoring role, e.g. assigned faculty Mentor, informal career advisor, personal advisor, research/grant review, etc.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name** | **Position while Mentored** | **Faculty Role** | **Current Position** |
|  |  |  |  |  |

OTHER VISITING FACULTY SUPERVISED *[list all]*

|  |  |  |
| --- | --- | --- |
| Years | Names | University/College |
|  |  |  |

TEACHING AIDS *[Include here, even if listed again as a formal publication, below.]*

1. One
2. Two
3. Three

TEACHING AWARDS AND NOMINATIONS *[list all teaching awards, even if already listed above under awards]*

|  |  |
| --- | --- |
| Year | Award |
|  |  |

*Teaching portfolio avaialable on request or attached (if appropriate)*

SUMMARY OF TEACHING ACTIVITIES

**RESEARCH AND SCHOLARLY ACTIVITIES**

RESEARCH AWARDS AND GRANTS*[Current and Pending Grants, Contracts, etc.]*

[List grant title and number (*use the NIH format so that this can be cut and pasted into NIH style biosketch*), your role on the grant (e.g. PI, co-investigator, or consultant.), (funding period, source of funding, the following direct costs for year 1, total direct costs for entire period of grant is optional)]

**Ongoing Research Support**

|  |  |  |
| --- | --- | --- |
| RO1 DA942367 | Hunt (PI) | 09/01/08-08/31/16 |
| Health trajectories and behavioral interventions among older substance abusers | | |
| The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts. | | |
| Role: | PI |  |
| Direct Costs Year 1: | $1,000,000 |  |
| Total Period: | $5,000,000 |  |
|  |  |  |

**Completed Research Support**

|  |  |  |
| --- | --- | --- |
| R21 AA998075 | Hunt (PI) | 01/01/11-12/31/13 |
| Community-based intervention for alcohol abuse | | |
| The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals. | | |
| Role: | Co-PI |  |

**Pending**

|  |  |  |
| --- | --- | --- |
| R21 AA998075 | Hunt (PI) | 01/01/17-12/31/20 |
| Community-based intervention for alcohol abuse | | |
| The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals. | | |
| Role: | Co-PI |  |

**Selected Unfunded Grant Submissions** (include scoring if available)

|  |  |  |
| --- | --- | --- |
| R01 HL922234 | Hunt (PI) | Submitted: 02/15/14 Score: 21 (8%) |
| Physical disability, depression and substance abuse in the elderly | | |
| The goal of this application was to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population. | | |
| Role: | PI |  |

SCHOLARSHIP

**Peer Reviewed Publications** *[All inclusive. Numbered. List publications in chronological order* ***(oldest first).*** *Include full list of authors (no "et al."), full title, and full citation and date (include PMCD number). Manuscripts accepted but not yet published can be included as "In Press" after the name of the Journal. In press, submitted and in preparation manuscripts may be included* ***but clearly indicated as such.*** *Tip: Bold your name.]*

Original Research

1. Spector, DH, **Varmus, HE,** and Bishop, JM. Nucleotide sequences related to the transforming gene of avian sarcoma virus are present in DNA of uninfected vertebrates, Proc Natl Acad Sci U S A. 75: 4102-6, 1978. PMCID 336059
2. Hughes, SH, Shank, PR, Spector, DH, Kung, HJ, Bishop, JM, **Varmus, HE**, Vogt, PK, and Breitman, ML. Proviruses of avian sarcoma virus are terminally redundant, co- extensive with unintegrated linear DNA and integrated at many sites, Cell. 15: 1397-410, 1978. PMCID: 215325

In Review– restart numbering at 1

1. One

In Preparation (*Be judicious-list only those that you will submit in the near term*)

1. One

**Non-Peer Reviewed Publications**

*[All inclusive. This should be separated into subcategoriesif more than one publication such as Review Articles, Books and Chapters, Teaching Aids and Other Publications, etc.if you have more than a few entries ]*

Review Articles– restart numbering at 1

1. One

Books and Chapters– restart numbering at 1

1. One

Other Scholarly Publications– restart numbering at 1

1. One

**Abstracts** *[Optional. If included, abstracts should be* ***listed separately*** *and should not be mixed in with full length publications.]*

**Patents Issues for Pending** *[All inclusive; oldest first]*

**Other Creative Activities** *[list other forms of creative activities such as websites, slide sets, youtube video. Dissemination of such creative work is an essential element of criteria for review.]*

**Quality Improvement and Patient Safety Activities**

|  |  |
| --- | --- |
| Year | Headline Description  A Sentance describing the project/module outcome |
|  |  |

SUMMARY OF SCHOLARLY ACTIVITIES

INVITED PRESENTAIONS*[list all as appropriate, at least 5 years]*

**Regional** *[past 5 years or as appropriate]*

|  |  |  |
| --- | --- | --- |
| Years | Host Organization  “Title of Talk” | City, State |
|  |  |  |

**National**

|  |  |  |
| --- | --- | --- |
| Years | Host Organization  “Title of Talk” | City, State |
|  |  |  |

**International**

|  |  |  |
| --- | --- | --- |
| Years | Host Organization  “Title of Talk” | City, State |
|  |  |  |