

## **Appendix II (revised October 2017)**

*[Bracketed italicized text is provided for guidance — please delete from your CV and replace with your information. Also, please delete category headings that are not applicable.]*

[name, degree] | [month, year CV updated] p. X

### **UNIVERSITY OF ROCHESTER SCHOOL OF MEDICINE & DENTISTRY CURRICULUM VITAE**

**[Name, Degree]**  
[full mailing address]  
Telephone: | Fax:  
E-Mail:

*[optional]* **Date of Birth:**

*[optional]* **Citizenship:**

### **CURRENT POSITIONS**

*[list here only what you want visible at first glance; all listed in this section will be repeated in various sections below]*

[current academic appointment / department]  
[any other major leadership / administrative title/role]  
University of Rochester School of Medicine & Dentistry, Rochester, NY

### **EDUCATION**

[years] [degree, institution, location]

### **POST-DEGREE TRAINING**

*[include residency, fellowship, postdoc training, or certificate programs or other major non-degree-granting educational programs taken; do not list all continuing education activities taken]*

*[for each, list:]*

[years] [type of training/field, institution, location]

### **PROFESSIONAL LICENSURE & CERTIFICATIONS**

[years] [type of license, licensing state or agency]  
[years] [specialty board/field, indicate if initial certification or maintenance of certification]

### **FACULTY APPOINTMENTS**

[years] [rank/title, department, institution, location]

### **HOSPITAL & ADMINISTRATIVE APPOINTMENTS**

[years] [role/title, department if relevant, institution/organization, location]

### **PROFESSIONAL NON-ACADEMIC EMPLOYMENT HISTORY**

[years] [role/title]

## **HONORS AND AWARDS**

[year] [name of honor/award, institution or organization]

## **ACADEMIC & PROFESSIONAL ORGANIZATIONS**

*[if helpful, consider using subheadings for local/regional vs national/international]*

[years] [organization in which you are a member]

[year] [any appointed/elected role beyond membership, e.g., elected as a fellow, board of directors or officer role]

## **COMMITTEES & OTHER ADMINISTRATIVE SERVICE**

*[may use subheadings, e.g., UR Department of {primary department}, UR Extra-Departmental, Local/Regional, National, International]*

*[under each subheading, list as follows:]*

[years] [role, name of committee or assignment, specify if departmental, school or other organizational unit if not already clear from title and subheading]

## **PROFESSIONAL SERVICE ASSIGNMENTS**

[only include those not covered by categories above]

## **EDUCATIONAL CONTRIBUTIONS**

*[Subheading for type of learner; use subheadings such as undergraduate, graduate student, medical student, resident, postdoctoral fellow, junior faculty, continuing education {including local/regional presentations} — may further subdivide into UR vs regional, national, international if relevant]*

*[under each subheading, list as follows:]*

[years] [role/title {making clear if role involves teaching, assessment, curriculum development, mentoring/advising, or leadership/administration}, context/educational program, terse description of what the role involves {if needed}, terse description of how much time involved {if relevant, e.g., “0.20 FTE,” “4 hours/week x 8 weeks/year”} or mentoring role {e.g., may use \* to denote primary mentee if applicable}]

## **COMMUNITY ACTIVITIES**

*[may include local, regional, national, or international community engagement or service]*

[years] [role, organization, other description if needed]

## **VISITING PROFESSORSHIPS & NAMED LECTURESHIPS**

[dates] [title/role, institution, location]

## **EXTERNAL ADVISORY / HEALTH COUNCILS & RESEARCH REVIEW COMMITTEES**

[dates] [role, organization/agency, location]

## **CONSULTATIONS**

[dates] [role, agency/institution/organization, location]

## **EDITORIAL ASSIGNMENTS IN PROFESSIONAL JOURNALS**

### ***Ad hoc* reviews for:**

[list journals]

### **Editorial Assignments**

*[may use subheadings to denote Editorial Board vs Editor & Associate Editor roles if desired]*

[dates] [title/role, journal]

## **PATENTS & INVENTIONS**

[inventors, invention, country, patent number, granted date]

## **GRANTS & CONTRACTS**

### **As Principal Investigator / Co-Principal Investigator**

[for each, list P.I.s and Co-P.I.s, % effort supported, mechanism/type of funding, project name/title, funding agency, dates, total costs, and terse description of project or your role if needed]

### **Other Roles**

[for each, list P.I.s and Co-P.I.s, your role, % effort supported, mechanism/type of funding, project name/title, funding agency, dates, total costs, and terse description of project or your role if needed]

## **UNFUNDED / OTHER RESEARCH PROJECTS**

[for each significant project, list dates, role, % effort supported {if applicable}, project name/title, source of support {if applicable}, terse description of project]

## **PRESENTATIONS**

*\* denotes trainee / supervisee*

[conferences refer to work submitted for presentation]

### **Local, Regional, & State Conferences**

[date] [authors, title, type of presentation {if applicable, e.g., poster, symposium}, meeting/organization name, location]

### **National & International Conferences**

[date] [authors, title, type of presentation {if applicable, e.g., poster, symposium}, meeting/organization name, location]

### **Invited Presentations: Local, Regional, & State**

[date] [title, meeting/organization/institution name, location]

### **Invited Presentations: National & International**

[date] [title, meeting/organization/institution name, location]

## **PUBLICATIONS**

*\* denotes trainee / supervisee*

[may include 'Published Abstracts' section if desired, but for most, this will be 'covered' above under presentations at meetings]

**Peer-Reviewed Journal Articles**

[numbered list with authors, title, journal, volume, pages, year]

**Books, Monographs, Chapters, & Reviews**

[numbered list with authors, title, journal or book title, volume, pages, year]

**Letters, Editorials, & Other Publications**

[numbered list with authors, title, journal/venue, volume, pages, year]

**Other Media**

[i.e., any non-print media / enduring materials including webinars]

[numbered list with authors, title, type of media, issue/volume/pages {if applicable}, publisher {if applicable}, date]