

APPENDIX I

UR SMD CV TEMPLATE

ANNOTATED TO SHOW PLACES WHERE DEI WORK CAN BE
CONVEYED

(revised May 2021)

[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:**

[optional] **Pronouns:**

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] **MAJOR ROLE CAN GO HERE**

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] **ADMIN**

ROLES CAN GO HERE

PROFESSIONAL NON-ACADEMIC EMPLOYMENT HISTORY

[years] [role/title]

HONORS AND AWARDS

[year] [name of honor/award, institution or organization] **AWARDS CAN GO HERE**

ACADEMIC & PROFESSIONAL ORGANIZATIONS

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

MEMBERSHIP IN EDI-RELATED ORGANIZATIONS CAN GO HERE

[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] **EDI COMMITTEE WORK CAN GO HERE**

[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] **EDI SERVICE NOT COVERED ABOVE CAN GO HERE**

EDUCATIONAL CONTRIBUTIONS

EDI TEACHING / TRAINING DELIVERED CAN GO HERE

[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

EDI COMMUNITY WORK CAN GO HERE

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

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

EQUITY, DIVERSITY & INCLUSION ACTIVITIES

EDI ACTIVITIES CAN GO HERE — RECOMMENDED TO CHOOSE EITHER LISTING HERE OR LIST ACROSS OTHER SECTIONS, I.E., DO NOT LIST ACTIVITIES TWICE

[EDI activities may be listed here instead of distributed across other sections of the CV]

[years] [title or role, name and description, specify if departmental, institutional, community, national international, or other organizational unit if not already clear from title]

VISITING PROFESSORSHIPS & NAMED LECTURESHIPS

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

EXTERNAL ADVISORY / HEALTH COUNCILS & RESEARCH REVIEW COMMITTEES

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

CONSULTATIONS

FORMAL CONSULTATIONS CAN GO HERE

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

WORK IN ANY TRADITIONAL ACADEMIC ACTIVITIES CAN GO IN ANY OF THE REMAINING, CORRESPONDING SECTION(S)

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

NOTE THAT ACTIVITIES IN SOCIAL MEDIA CAN GO HERE IF REACH/IMPACT CAN BE DEMONSTRATED

[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] [include brief metrics if helpful to demonstrate reach/impact]