



TILMAN J. FERTITTA FAMILY COLLEGE OF MEDICINE

FACULTY PROMOTION GUIDELINES FOR PREPARING A CURRICULUM VITAE

The purpose of this template is to provide a consistent, ordered approach for your Promotions and Tenure Committee to review your faculty promotions materials. This template is not intended to replace the CV you may use for professional development and representation in your field. These guidelines are intended to assure that faculty evaluations for all promotions and tenure processes are accomplished by reviewers in a fair and impartial process, with adequate data presented by each faculty member fully representing the entire scope of their academic activities.

After your CV and promotion materials are reviewed within the College of Medicine, your materials will then be submitted to the provost's office for the University of Houston system. The provost's office has identified 3 essential elements for faculty CVs, which are highlighted in this template in all capital letters (1) EDUCATION, BACKGROUND, AND TRAINING, (2) RELEVANT TEACHING AND PROFESSIONAL EXPERIENCES, and (3) ACADEMIC SCHOLARSHIP/RESEARCH/CREATIVE ENDEAVORS. Please maintain these section headings when preparing your CV. We encourage faculty, including all new faculty members, to use the template, as it will be most helpful when organizing one's information for the review process. These are guidelines only. Each faculty member will have unique activities which are not fully represented in these guidelines. Feel free to add subsections for such activities and eliminate any of the subheading/subsections not pertinent to your work.

Your CV will be evaluated by many reviewers, some of whom are not specialists in your field. Avoid undefined acronyms, focusing on clarity. Please be as concise as possible and utilize the table format to ensure consistency. **List items in chronological order from most recent/newest first to most recent last.** The following are quick tip suggestions for preparing your CV.

- Use 12pt. Time New Roman font to improve the readability of your CV
- List items in chronological order beginning with the most recent activity at the beginning and listing items with the oldest at the end
- The information in blue throughout the CV format is to help with CV content, so do not include on your CV.
- Delete categories that do not apply
- Add in any categories needed within the three primary sections
- List multiple awards only once with inclusive dates (not a separate entry for each year)
- The first time you use an abbreviation (AAMC, LBJ, MMPI), please spell it out and add the abbreviation after it. Thereafter, you may use the abbreviation
- Do not duplicate entries
- Your bibliography of publications and presentations should be numbered consecutively
- Do not include publications In Preparation
- If including publications submitted, please list in a separate section.

Tilman J. Fertitta Family College of Medicine

Curriculum Vitae

Name:
Position/Title:
Office Address:
Office Telephone:
Office Email:
Web Address:

EDUCATIONAL BACKGROUND AND TRAINING

Undergraduate

yyyy-yyyy Degree, Major/Concentration,
Educational Institution, Location

Graduate

yyyy-yyyy Degree, Major/Concentration,
Educational Institution, Location

Postgraduate

yyyy-yyyy Degree/Certificate, Major/Concentration,
Educational Institution, Location

Military Service

yyyy-yyyy Branch, Rank

Licenses, Certifications

yyyy-yyyy Medical Licensure, Texas, License Number

yyyy-yyyy Board Certification

yyyy-yyyy Drug Enforcement Administration (DEA) registration number

RELEVANT TEACHING AND PROFESSIONAL EXPERIENCES

Principal Academic Appointments Held

yyyy-yyyy Academic Rank/Position,
Department,
Institution, Location

Other Appointments/Positions Held Concurrently

yyyy-yyyy Position/Appointment,
Department,
Institution, Location

Administrative Leadership

yyyy-yyyy Role, Entity
Institution, City, State

Honors and Awards

yyyy Award Entity
Institution, City, State

Professional Organizations and Affiliations (defer editorial/reviewer roles to research section)

Memberships

yyyy-yyyy Organization Name

Service to Professional Organizations

yyyy-yyyy Role, Entity/Subgroup
Organization Name

University and Public Service

University Service

yyyy-yyyy Committee/Entity
Institution

Public Service

yyyy-yyyy Role, Entity
Institution, City, State

Teaching and Mentoring

Classroom Instruction

yyyy-yyyy Role, Course taught
 Institution, City, State

Academic and Professional Mentoring

yyyy-yyyy Role
 Institution, City, State

Clinical Supervision and Preceptorships (only required for clinical faculty)

yyyy-yyyy Role, Rotation/Training Experience
 Institution, City, State

Development of Curricula and Educational Materials

yyyy-yyyy Role, Course Developed
 Institution, City, State

ACADEMIC SCHOLARSHIP/RESEARCH/CREATIVE ENDEAVORS

Grants Support

Grant Proposals Submitted (use this section to record pending proposals; delete if none are pending)

yyyy
(date submitted) Project Title:
 Agency and Award Mechanism/ID:
 Role and % FTE: i.e., Principal Investigator, Multiple Principal Investigator, Co-investigator, Consultant, or Other Significant Contributor/Collaborator (see NIH defns. <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>
 Principal Investigator:
 Amount Proposed: (including direct and indirect costs across all years)

Funded Awards

yyyy-yyyy Project Title:
 Agency and Award Mechanism/ID:
 Role and % FTE: Principal Investigator, Multiple Principal Investigator, Co-investigator, Consultant, or Other Significant Contributor/Collaborator (see NIH defns. <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>
 Principal Investigator:

Total Awarded Amount (including direct and indirect costs across all years)

Peer Review Panels

Editorial Boards

yyyy-yyyy Role. Journal Publication

Ad hoc Reviewer

yyyy-yyyy Journal Publication

Project/Program Reviewer

yyyy-yyyy Role. Agency/Project

Publications

1. List papers from newest/most recent (first) to oldest (last)
2. List **ONLY** those published or accepted for publication. Do not include papers in preparation.
3. List **all** authors in the order they appear on the publication.
4. List your name in **bold font**.
5. Use an (*) **asterisk** to indicate learners who co-authored publications under your mentorship.
6. Use either AMA or APA style, whichever is consistent with the standards for your field.

1.

Book Chapters

1.

Books and Intervention Manuals

1.

Professional Presentations

Peer Reviewed Abstracts Published / Presentations

1.

Invited Presentations

1.

Workshops and Professional Trainings

- 1.

Other Scholarly Products (technical reports, patents, intellectual property)

- 1.

Media Contributions

Television and Radio Programs

1. **Last Name, First Initial** (Date of Program). Title. Source.
City, State.

Newspaper and Magazine Publications

1. **Last Name, First Initial** (Date of Program). Title or article. Section and source. Author/
Interviewer. Link to publication.

E-publications and Blog Posts

1. **Last Name, First Initial** (Date of Posting). Title or article. Section and source. Author/
Interviewer. Link to publication.

Other Media Contributions

Other Areas of Scholarship