University of Pittsburgh
School of Medicine
NOTES-CURRICULUM VITAE FORMAT

Note: All entries must be in chronologic order, except research grant support tables

BIOGRAPHICAL

- List as indicated on sample

EDUCATION and TRAINING

- List information as indicated on sample. Include all dates. "Postgraduate" must include name of program director and discipline

APPOINTMENTS and POSITIONS

- List information as indicated on sample
- "Visiting" prefix **must** be used if faculty member has not yet submitted his/her dossier for appointment or promotion, pending committee approval of appointment or pending position approval
- List only active joint appointments –joint appointments must be removed if expired
- Academic appointments refer to University and Medical School appointments
- Non-academic appointments refer to hospital/health system or other appointments

CERTIFICATION and LICENSURE

- List information as indicated on sample

MEMBERSHIPS in PROFESSIONAL and SCIENTIFIC SOCIETIES

- List information as indicated on sample

HONORS

- List information as indicated on sample

PUBLICATIONS

- Refereed articles **must** be listed separately
- Do **not** list articles submitted or in preparation
- Publications **must** be numbered
- Bold face or underline your name when there are multiple authors
- For citation format see: http://www.nlm.nih.gov/bsd/policy/cit_format.html
- List all authors—do not use "et al."
- Letters to the Editor should be included under "Other Publications"
- Consider adding a brief description of your role in publications for which you are neither first nor senior author

<div align="center">**PROFESSIONAL ACTIVITIES**</div>

TEACHING:

- List teaching activities as indicated on sample. Teaching activities can be explained in more detail in the "Executive Summary" which should be submitted as a part of the appointment/promotion dossier
- Include dates of courses taught, numbers of students/residents, PMS/PGY level

For faculty members with significant Educator roles, consider using the following format:

Medical Student Teaching

   Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Resident Teaching

   Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Fellow Teaching

   Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Graduate Student Teaching

   Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Faculty Development (CME)

   Dates   Role, Title of teaching session(s), type of learner, number of learners, number of sessions/year

Curriculum Development/Teaching Products

   Dates   Title of Curriculum, brief explanation

MENTORING:

   Dates   Mentor Role, Name of Mentee, Context, Mentee Achievements

PATIENT CARE:

   Dates   Role, Institution, time commitment

ADMINISTRATION AND LEADERSHIP:

   Dates   Position, Institution, brief explanation

FACULTY DEVELOPMENT COURSES ATTENDED:

   Date   Course/Seminar, Sponsoring Institution, Location

RESEARCH:

- Include all grant information as indicated on sample. "Role in Project and Percentage of Effort" must be included
- List current grant support separate from prior grant support
- When listing the source of funding, it is advisable to include the total dollar amount (direct plus indirect costs)

Current Grant Support

Grant Number	Grant Title	Role and % Effort	Years Inclusive	Source Amount

Prior Grant Support

Grant Number	Grant Title	Role and % Effort	Years Inclusive	Source Amount

Seminars and Invited Lectureships related to your research and scholarly activities

Local Presentations

Date   "Title of session", Sponsoring Institution, Location

Regional, National, and International Presentations

Dates   "Title of session", Sponsoring Institution, Location

Other Research Related Activities

- List other research and scholarly activities

LIST of CURRENT RESEARCH and SCHOLARLY ACTIVITIES and INTERESTS:

- List research and scholarly interests

SERVICE:

- List information as indicated on sample

University of Pittsburgh and Affiliated Hospitals

Dates   Role, Context

Community Service

Dates   Role, Context, Location

National Service

Dates   Role, Context, Institution

Other: It is advisable to date the CV to indicate last revision date