**ANNOTATED GUIDE TO THE MERCER UNIVERSITY SCHOOL OF MEDICINE**

**CURRICULUM VITAE (CV)**

GENERAL INFORMATION

* 1-inch margins, left justified only (do not right justify)
* Use 11- or 12-point type
* Single space within categories
* Entries may be placed in either chronological order or reverse chronological order, preferably reverse chronological order; be consistent throughout the CV
* Years should be inclusive, with start and end years clearly listed. If an activity is ongoing, use the format: “2006 to present”
* Include activities only once on the CV. For example, if an item is both a published abstract and a presentation make the best choice and include only once.
* Include brief descriptions of such items as administrative, educational, and research appointments if the titles do not accurately or intuitively describe the responsibilities
* Minor modifications, either additions or deletions, of the headings may be necessary to best reflect an individual’s accomplishments.
* If an entry in the template is not applicable to the individual, it may be omitted
* Faculty name should be bolded. If first author is not the corresponding author, underline the name of the corresponding author in publication citations
* Grants/Contracts and Clinical Trials should be separated into four categories: active, completed, pending and submitted but not funded

***MUSM Curriculum Vitae Template***

 **NAME, *(all awarded degrees)***

***Instructor/Assistant Professor/Associate Professor/Professor of \_\_\_\_\_\_\_***

**Department of \_\_\_\_\_\_\_\_\_\_\_\_**

**Mercer University School of Medicine**

**OFFICE ADDRESS**

**CONTACT INFORMATION**

 (office/cell phone)

 (fax number)

 (e-mail address)

 (website, if applicable)

**EDUCATION**

*Name of institution, location, degree type, field of study and dates*

**POSTGRADUATE TRAINING AND FELLOWSHIP APPOINTMENTS**

 **Internship:** *institution, location and dates*

 **Residency or Post-Doctoral Training:**  *institution, location and dates*

 **Other:** *leadership training and fellowships*

**SPECIALTY CERTIFICATION**

*Include board name, status (qualified, certified, eligible, current, etc.), certification date, latest recertification date, and expiration date*

**LICENSES AND CERTIFICATES**

*License type, state, number, status and dates (when awarded, when expires)*

**ACADEMIC APPOINTMENTS**

*Begin with current appointment: include inclusive dates (month, day and year), rank, institution, and department/division*

**ADMINISTRATIVE APPOINTMENTS**

*Include inclusive years (month, day and year), title/role, institution, department/division, location. These should include appointments as dean, chair, division head, etc.*

**EDUCATIONAL APPOINTMENTS**

*Include inclusive years (month, day and year), title/role, institution, department/division, location. Appointments as course director, clerkship director, residency program director, graduate program director should be noted here.*

**RESEARCH APPOINTMENTS**

*Include inclusive years (month, day and year), title/role, institution, department/division, location*

**HOSPITAL APPOINTMENTS/PRIVILEGES**

*Include inclusive years, title/role, institution, department/division, location*

**MILITARY/GOVERNMENT EXPERIENCE**

**OTHER PROFESSIONAL EXPERIENCE**

**PROFESSIONAL SOCIETY/ORGANIZATION/ASSOCIATION MEMBERSHIPS**

*International, national and local, include active years and any offices held, indicate whether membership is elected or non-elected*

**HONORS AND AWARDS**

*Recognition for expertise or accomplishment. Description/title, year/years. If an award was won multiple times, for example the same teaching award, it may be listed once, with all years indicated*

 Teaching Awards

 Academic Awards

 Research Awards

 Service Awards

 Leadership Awards

 Honor Societies

**EDITORIAL POSITIONS/INVITED REVIEWER**

**NATIONAL ADVISORY COMMITTEES**

**TEACHING RESPONSIBILITIES**

*Include type of teaching (small group, lecture, etc.), inclusive years. Summarize here; detail can be provided in application.*

Medical Students – Basic Sciences

 Medical Students – Clinical

 Medical Students-Population Health

Graduate Program Teaching (MS-Preclinical Sciences Program, MS-Biomedical Sciences, MPH, MFT, CRNA, NP, PA, etc.)

 Residents

 Fellows

**OTHER UNIVERSITY/COLLEGE TEACHING**

**MENTORING/ADVISING ACTIVITIES**

*Summarize. This section could include such relationships as thesis/dissertation committees chaired, formal advisee relationships, Summer Scholars, etc. More complete listings and explanations can be included in application.*

**UNIVERSITY/MEDICAL SCHOOL/HOSPITAL COMMITTEES**

University Committees

Medical School Committees

Hospital Committees

**RESEARCH SUPPORT, PROJECTS, CONTRACTS, AWARDS**

Active

Completed

Pending

Submitted but not funded

*Include title/name of award, funding agency, role (indicate whether PI, Co I, Sub I), start and end dates, amount of funding, and brief description of award. Principal Investigator (PI) - Individual who is responsible for initiating the writing and procuring of grant/contract and providing the majority of the effort. Co-Investigator (Co I) Individual who may assist the PI in writing and procuring the grant/contract and provides a significant part of the effort. Sub Investigator (Sub I) - Individual not involved in the writing or procuring of the grant/contract but provides a portion of the effort.*

*Example:*

1. *Bridging the Cultural Divide: Building Collaboration between Public Health and Medicine. Association of American Medical Colleges and Centers for Disease Control and Prevention. Principal Investigator. 12/03-11/04. $50,000.*

 Clinical Trials, Active

 Clinical Trials, Completed

 Clinical Trials, Pending

 Clinical Trials, Submitted but not funded

*Include clinical or pharmaceutical trials, either PI initiated or company initiated. Title, brief description, start and end dates, faculty member’s role/hours, amount of funding, etc.*

**SYSTEM INNOVATION AND QUALITY IMPROVEMENT ACTIVITIES**

System Innovation and Quality Improvement Efforts within the Institution

*Dates, name of site intervention, your role, and results (e.g., clinical outcomes, process measures, financial)*

System Innovation and Quality Improvement Efforts Outside of the Institution

*Dates, name of site intervention, your role, location {s) and results (e.g., clinical outcomes, process measures, financial)*

Production of guidelines and/or protocols

*Date, name of guideline and/or protocol, your role, location(s) adopted, current status (to demonstrate sustainability)*

**PUBLICATIONS**

*For all entries, number each citation and include complete information for the citation (authors, title, publication name, publication date that includes the month, day and year, volume, issue, pages; if book include editors, publisher, city). Articles in predatory journals should not be included. If you are unsure whether a journal is considered predatory, verify with the library.*

Peer Reviewed Journal Articles *(if unsure whether an article is peer-reviewed ask the library to verify this information)*

Peer Reviewed Journal Articles Accepted for Publication/In Press

Peer Reviewed Journal Articles Under Review

Other Original Articles

Peer Reviewed Abstracts

Scholastic Books

Book Chapters

Book Reviews

Case Reports

Procedures/Protocols

Peer Reviewed Electronic Publications

Non-peer Reviewed Electronic Publications

Other Publications  *newspaper, magazine, non-scholarly books*

Other material: Specify *for example, video/film/web/CD*

**INVITED LECTURES/PRESENTATIONS**

*Include title/description, dates, location, organization, type (plenary, keynote, or other presentation). Grand Rounds, given at another institution, should be entered in this Section; Grand Rounds presented at the home institution should be included in the Grand Rounds Section later in the CV. Invited Community Presentations should be noted in the appropriate Service Section*

**PROFESSIONAL PRESENTATIONS**

National and International

*Examples:*

1. *Authors. Family Centered Medicine: Integrating Family Systems Education into the Medical School Curriculum. Society for Teachers of Family Medicine. Vancouver, British Columbia. November, 2015. Lecture-Discussion. Accepted.*
2. *Authors. Faculty Governance and Regional Medical Campuses. Group on Regional Medical Campuses. Association of American Medical Colleges Annual Meeting. Boston, MA. November, 2011. Poster Presentation.*
3. *Authors. Community-Responsive Physicians: Roles and Responsibilities. Society for Teachers of Family Medicine Annual Meeting. Baltimore, MD. May 2008. Platform Presentation.*
4. *Authors. The Cultural Genogram: A Tool to Educate Culturally Competent Physicians. Society for Teachers of Family Medicine Annual Meeting. Healthy People, Healthy Communities. Atlanta. September 2003. Workshop Developer and Presenter.*

*Depending on the number of presentations, they may be subdivided by type. For example,*

*Professional Presentations*

*National and International*

*Workshops*

*Platform Presentations*

*Posters*

Regional and Local Presentations

**GRAND ROUNDS**

*Include title, date, location and sponsoring institution/department*

**INSTITUTIONAL AND ACADEMIC SERVICE**

*Other specific groups of activities such as: medical school non-committee interviewer; organizer of Workshops, Symposiums, and Programs and/or Participant; peer reviewer for conference submissions, etc.; study section reviewer. Include description, start and end dates, and candidate’s role*

Institutional

Professional Activities

Community Service/Outreach/Presentations related to area of professional expertise

**COMMUNITY SERVICE**

*Service activities not related to professional expertise*