

ATTACHMENT A: CUMC Format for *Curriculum Vitae* (CV)

You are required to follow the CV format described in this document to facilitate accurate reporting and interpretation of your academic accomplishments.

Please note the following:

- **Sections 1 – 5 + 12 are mandatory.** Other sections and subsections can be edited to describe accomplishments appropriately and clearly.
- For the sections of Work Experience (3), Education (4), Training (5) and Gaps (6), you are required to use the following format as proposed by the National Committee for Quality Assurance.
 - Beginning month & year for your current CUMC position, or, if new faculty, the month & year when you will begin your position.
 - Beginning & ending month & year for each previous position (work, training, education).
- List entries in reverse chronological order (most recent first) in all sections. including publications
- Include a header containing your name and the page number.
- Only include an item once in the CV, even if it may apply to more than one section.
- Local refers to home institution; regional refers to city, state, and nearby states.
- Include concise, bulleted annotations to help communicate the significance of selected key accomplishments.
- Define abbreviations when first used within each section.
- Carefully proof for typos and format inconsistencies.

1) **Date of preparation of CV**

2) **Personal data:**

- **Name** - Include any other names you may have used.
- **Contact Information**
- **Birthplace**
- **Citizenship**

Do not include SSN, gender, race, religion, political affiliation, marital/parental status, or disability status.

3) **Academic Appointments, Hospital Appointments, and Other Work Experience:**

Include beginning month & year for current (if new faculty, expected start date) for your CUMC position.

Include month & year of hire and end for each previous position.

Include official title and university, institution or organization for each position including your current position.

Include military service, as applicable.

4) **Education:**

Include month & year for degree program start date and degree awarded date.

Include degree and degree institution.

If Ph.D. or equivalent degree, include thesis title, name of advisor and citation of publication.

5) **Training:**

Include month & year of training start and finish.

Include training position, discipline/specialty, and institution for residencies, fellowships and postdoctoral appointments.

6) Explanation of any gaps in work/training/education:

Include brief descriptions of any gaps in work/education history that are greater than six months.

7) Licensure and Board Certification, *as applicable*:

List separately by category.

Include both active licenses and inactive licenses.

Include the state and year of licensure.

Do not list DEA numbers.

Categories:

- **Licensure**
- **Board qualification**

8) Honors & Awards: (awards added to this section)

Include professional awards, election to selected professional societies, important invited lectureships, and special appointments.

Include year received and name of awarding institution.

Annotate, as needed (e.g., description, selection process, number of recipients per year)

9) Academic Service: (new section)

Include involvement on local, regional or national/international committees or service activities.

Include month(s) & year(s), your role, type of activity, name of committee, and name of institution or organization.

10) Professional Organizations and Societies:

List separately by category and by local, regional, national and international levels:

- **Memberships and Positions**
- **Consultative**
- **Journal Reviewer (new section)**
- **Editorial Board**

11) Fellowship and Grant Support:

List separately by category.

Include dates, grant title, granting agency, grant number, direct support funds, and your role.

Include the PI if other than yourself.

Categories:

- **Present Support (the order of these has changed)**
- **Past Support**
- **Pending Support**

12) Educational Contributions: (this has been expanded)

List separately by category and for local, regional, national and international.

Include data such as learner evaluations communicating the quality of educational contributions, if possible.

Categories:

- **Direct Teaching/Precepting/Supervising**
Include year(s), type and scope (i.e., contact hours) of teaching, type and number of learners, and your role.
(Examples include lecturing, facilitating small groups, ward attending, and bedside teaching).

- **Advising and Mentorship**
Include year(s), nature of advising/mentoring, name of mentee, current status of mentee, and mentee accomplishments, when possible.
(Examples include graduate student, postdoctoral researcher, medical student, resident, fellow, etc.)
- **Educational Administration and Leadership**
Include year(s), scope (i.e., contact hours), leadership role, and nature of the program.
(Examples include directing or teaching a course, clerkship, training program, or chairing curriculum task force.)
- **Instructional/Educational Materials used in Print or other Media**
Include year(s), scope (i.e., contact hours), type of product/innovation, type of learner, your contribution, intended audience, and how the material is used.
If published in print or web, include citation.
(Examples include curricula, syllabi, tutorial classes, teaching exhibits, simulation programs, web-or CD-based educational material, training videos/DVDs.)
- **Community Education**
Include year(s), nature of the activity, scope (i.e., contact hours), type and number of learners, and your role.
(Examples include community health lecturer, organizer of/participant in health outreach events.)

13) **Report of Clinical and Public Health Activities and Innovations** (new section)

List separately by category and for local, regional, national and international.

- **Practice or Public Health Activities**
Include year(s) of practice, name and location of practice, type of activity, level of activity (e.g., sessions, days or hours per week or month).
(Examples include inpatient or ICU attending, special procedures, ambulatory practice, public health program design, implementation and evaluation.)
- **Clinical or Public Health Innovations**
Include time of innovation launch, title/location of innovation, your role, short description of the influence of the innovation on clinical care or practice management.
(Examples include novel approaches to diagnosis, treatment or prevention of disease, development and application of technology to clinical and population health care and development of models of care delivery.)
- **Clinical or Public Health Administration and Leadership**
Include year(s), leadership role, and description of activity/program.
(Examples include in patient safety initiatives, clinical programs, clinical supervision and practice, procedural innovations, developing clinical care protocols/pathways.)
- **Additional Clinical or Public Health Service Activities**
Include year(s), role, and description of activity/program.
(Examples include public health or community medical service, medical care delivered at international sites, telemedicine, medical journalism, innovative partnerships.)

14) **Patents & Inventions:** (this section has been expanded)

List separately by category:

- **Patents**
Include all inventors, title of invention, patent number.
- **Patent Applications**
Include all authors, title of invention, patent application number.

15) Publications:

(PLEASE NOTE: previous CV guidelines had publications in **chronological order**)

Number publications, in **reverse chronological order**, by category.

Include all authors in the sequence in which they appear on the publication; complete title of publication; name of journal; year of publication; volume number; and inclusive pagination (e.g., 444-459). (Reordering of authors, omission of names, or the use of “et al” is not permitted.)

Include only material that is published or accepted for publication. Do not include manuscripts that have been submitted or in preparation.

For publications in a book or symposium issue of a journal: List authors in the sequence in which they appear in the publication; complete title, as published; editors; name of book; publisher; city; year; inclusive pagination.

Bold your name wherever it appears in the author list. Indicate with an asterisk (*) all publications for which you are a senior author. Indicate if you are a co-first-author with an annotation.

Categories:

- **Peer-Reviewed Research Publications in Print or other Media**
- **Other Peer Reviewed Publications in Print or other Media**
Describe the type of material, provide citation (if applicable) and clarify how the material is used locally, regionally, nationally or internationally. Describe your contribution.
(Examples include clinical guidelines and reports.)
- **Reviews, Chapters, Monographs, Editorials** (all highlighted sections below are new)
- **Books/Textbooks for Medical or Scientific Community**
Indicate if you were author or editor.
- **Meetings/Invited oral and poster presentations**
- **Case Reports**
- **Letters to the Editor**
- **Other Media**
- **Thesis**
- **Other Non-Peer Reviewed Publications in Print or Other Media**
(Examples include proceedings of professional meetings, published abstracts or poster presentations.)
- **Non-authored Publications.**
(Examples include publications in which faculty members are formally acknowledged for her/his contributions.)

16) Invited and/or Peer-Selected Presentations at Regional, National or International Levels:

Number presentations, in reverse chronological order, by regional, national, and international level, and by category, as applicable:

Include for each presentation your name, role, title of presentation, name of organizing institution, year.

(Example categories include grand rounds, hospital lectures, seminars, presentations at professional meetings, being panelist or moderator.)

CV FORMATTING TEMPLATE

Please refer to CUMC Format for Curriculum Vitae for all instruction.

This is a template for formatting the CV in Word. Please convert from PDF to Word. You may replace the “Jane Doe” information with your own data without losing the columns, spacing, and formatting of the document. If you are unable to successfully convert this PDF to Word, please request from Renee Saindon (rs3970@cumc.columbia.edu) a Word version be emailed to you directly.

THIS TEMPLATE IS DUPLICATED ON THE APGAR ACADEMY APPLICATION.

Date of preparation: [TODAY’S DATE]

Jane Doe, MD
45 East 99th Street #56
New York, NY 10165
212-998-5454
Jd559@cumc.columbia.edu

Place of Birth: New York, NY

Citizenship: USA

ACADEMIC APPOINTMENTS, HOSPITAL APPOINTMENTS, AND OTHER WORK EXPERIENCE

Academic Appointments

05/2010 - present	Columbia University College of Physicians & Surgeons Associate Professor of Medicine at CUMC	New York, NY
01/1998 – 05/1999	Columbia University College of Physicians & Surgeons Assistant Professor of Medicine at CUMC	New York, NY
01/1997 – 01/1998	Columbia University College of Physicians & Surgeons Instructor in Medicine	New York, NY

Hospital Appointments

05/2010 - present	New York-Presbyterian/Columbia University Medical Center Associate Attending	New York, NY
01/1998 – 05/1999	New York-Presbyterian/Columbia University Medical Center Assistant Attending	New York, NY

EDUCATION

08/1999 – 05/2004	Columbia University, College of Physicians & Surgeons	New York, NY
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MD, May 2004

08/1995 – 05/1999

Cornell University, College of Arts and Sciences
BA in English, May 1999

New York, NY

TRAINING

07/2009 – 12/2009

Department of Medicine, Columbia University
Cardiology fellow

New York, NY

07/2005 – 06/2009

Department of Medicine, Columbia University
Cardiology Chief Resident

New York, NY

07/2004 – 06/2005

Department of Medicine, Columbia University
Cardiology Intern

New York, NY

EXPLANATION OF GAPS IN WORK/TRAINING/EDUCATION

LICENSURE AND BOARD CERTIFICATION

LICENSURE

BOARD QUALIFICATION

HONORS AND AWARDS

ACADEMIC SERVICE

PROFESSIONAL ORGANIZATIONS AND SOCIETIES

- MEMBERSHIPS AND POSITIONS
- CONSULTATIVE (FEDERAL, STATE, PRIVATE)
- JOURNAL REVIEWER
- EDITORIAL

FELLOWSHIP AND GRANT SUPPORT

Include dates, grant title, granting agency, grant number, direct support funds, and your role.
Include the PI if other than yourself.

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- PRESENT SUPPORT
 - PAST SUPPORT

- PENDING SUPPORT

EDUCATIONAL CONTRIBUTIONS

- Direct Teaching/Precepting/Supervising
- Development of instructional material and curriculum used locally
- Advising and Mentorship
- Educational Administration and Leadership
- Instructional/Educational Materials used in Print or other Media
- Community Education

Educational roles

1. Direct teaching/precepting/supervising experiences (in reverse chronological order)

Academic Year(s)	Title of course/mentoring relationship	Type of learner	Your role	Contact with learners in hours/year	Mean Number of Learners/year
2015-17	Teaching Interviewing	1 st year medical students	Instructor	6	50
2014	Teaching physical diagnosis				
2013	Body, Health, and Disease Small group, cardiology section				
Etc.					

2. Instructional Development and Curricular Design (in reverse chronological order)

Academic Year(s)	Course/educational innovation	community	Your role	Brief description
2006	New instructional videotapes for team-based learning	P&S – department of XX	Primary developer	I led a team that conceptualized and created 5 videotapes for enhancing this learning in our clerkship.
2004.				

Etc.

3. Advising and Mentorship (in reverse chronological order)

Academic Year(s)	Name of mentee	Status	Accomplishments	Contact with mentee in hours/year
2006-present	Sam Jones	Medical student	Co-published paper in Academic medicine	20+
2005.				

Etc.

4. Educational Administration and Leadership (in reverse chronological order)

Academic Year(s)	Leadership role	Community	Major accomplishments
2006-present	Residency Training Director	Columbia University Dept of XX	Recent site visit (2008) with 5 year accreditation; new curriculum instituted 2009; new advances in technology 2010; 2011 grant to study outcomes related to new evaluation methods
2004			

REPORT OF CLINICAL AND PUBLIC HEALTH ACTIVITIES AND INNOVATIONS

- Practice or Public Health Activities
- Clinical or Public Health Innovations
- Clinical or Public Health Administration and Leadership
- Additional Clinical or Public Health Service Activities

PATENTS & INVENTIONS

- Patents
 - Patent Applications
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PUBLICATIONS (LIST IN REVERSE CHRONOLOGICAL ORDER, BY CATEGORY)

- ORIGINAL, PEER-REVIEWED RESEARCH PUBLICATIONS IN PRINT OR OTHER MEDIA
- OTHER PEER-REVIEWED PUBLICATIONS IN PRINT OR OTHER MEDIA
- REVIEWS, CHAPTERS, MONOGRAPHS, EDITORIALS
- BOOKS/TEXTBOOKS FOR MEDICAL OR SCIENTIFIC COMMUNITY
- MEETINGS/INVITED ORAL AND POSTER PRESENTATIONS
- CASE REPORTS
- LETTERS TO THE EDITOR
- OTHER MEDIA
- THESIS
- OTHER NON-PEER REVIEWED PUBLICATIONS IN PRINT OR OTHER MEDIA
- NON-AUTHORED PUBLICATIONS

INVITED AND/OR PEER-SELECTED PRESENTATIONS AT REGIONAL, NATIONAL OR INTERNATIONAL LEVELS:
