

VUSM CURRICULUM VITAE FORMAT GUIDE AND CHECKLIST

Contact Information

- ☐ Full name with degrees
- ☐ Professional title
- ☐ Professional contact information: address, phone number, email, ORCID

Education

- ☐ List degrees earned, institution names, fields of study, graduation dates, and mentor (if applicable)

Licensure and Certifications (if applicable)

- ☐ State(s) in which licensed: date, name, and license number
- ☐ Specialty board(s): board and certificate number
- ☐ Professional certifications

Academic Appointments

- ☐ List all positions beginning with earliest and ending in current position
- ☐ Include rank, department, institutions, and dates

Hospital Appointments (if applicable)

Other Employment (if applicable)

Professional Organizations

- ☐ Name, offices held (if applicable), and dates active

Professional Activities - *include dates*

- ☐ Intramural: school, university, or hospital service (e.g., committees, task forces)
- ☐ Extramural: study groups, site visits, governmental agencies, or private organizations
- ☐ Innovations and Technology (optional): patents, software, inventions
- ☐ Other professional activities (optional): blogs, substacks, news media
- ☐ Special awards or recognition for professional activities

Teaching Activities - *indicate if you developed or substantially revised any teaching activities*

- ☐ Medical School Courses: title, number of lectures, conferences, and dates offered
- ☐ Graduate School Courses: title, number of lectures, conferences, and dates offered
- ☐ Continuing Medical Education Courses: title, number of lectures, conferences, and dates offered
- ☐ Clinical Teaching (if applicable), include nature and frequency

Mentorship/Research Supervision (if applicable)

- ☐ Medical students, graduate students, postdoctoral trainees, residents, fellows: names, dates, and current position of trainee

Other Significant Activities (if applicable)

- ☐ e.g., civic, political, and volunteer activities

Research Program

- ☐ Cumulative list of all grants: title, role (e.g., PI, Co-PI, MPI), source, dollar amount, inclusive dates, and percent effort

Publications and Presentations - *number entries in each subsection*

- ☐ Identify mentees with asterisk or other marker
 - Articles in refereed journals; include full citations and PubMed ID (PMID)
 - Books, book chapters, and invited review articles
 - Letters to the editor, book review, editorials, and abstracts (optional)
 - Digital Scholarship (optional)
 - Presentations at scientific meetings: title, date, location, and specify if presentation was invited or peer-reviewed

CV REQUIREMENTS

- Revision date is in header on first page
- Page numbers in footer starting on Page 2
- All sections in chronological order from old to new
- All dates consistently aligned throughout document, e.g., left or right aligned or at end of entry
- Any gaps in education, training, and employment, are explained on CV
- Double check for pending statuses and outdated information for publications and grants
- For citations and presentations, underline or **bold** your name
- All entries under "Publications and Presentations" should be numbered
- More information:
<https://www.vumc.org/faculty/required-format-curriculum-vitae>

GUIDELINES FOR TIMELY REVISION

- **Appointment, promotions, Investigator Track reappointments, and significant career change actions:** revised within last 3 months of submission
- **Reappointments and all other actions:** revised within the last year