

VUSM CV Checklist

CV ORDER - LIST ALL SECTIONS IN CHRONOLOGICAL ORDER

Contact Information

- ☐ Full name with degrees
- ☐ Professional title
- ☐ Professional Contact information: Address/Phone Number/Email/ORCID

Education

- ☐ List degrees earned
- ☐ Include institution names, fields of study, graduation dates, and mentor if applicable.
 - **Licensure and Certification (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, (committees, task forces, etc.)
- ☐ Extramural: study groups, site visits, governmental agencies and/or private organizations
- ☐ Other professional activities, e.g., blogs, substacks, news media (if applicable)
- ☐ Special awards or recognitions 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, dates offered
- ☐ Clinical Teaching (if applicable), include nature and frequency

Mentorship/Research Supervision (if applicable)

- ☐ Residents or fellows, postdoctoral trainees, graduate students, medical students): names, dates, and current position of trainee

Other significant activities (if applicable)

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

Research Program

- ☐ Cumulative list of all grants: title, 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)**
 - **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
- ☐ All dates consistently aligned throughout document e.g. left or right aligned or at end of entry
- ☐ Any gaps in education, training, and/or employment, are explained on the 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.

GUIDELINES FOR TIMELY REVISION

- **Appointments, 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

NOTES

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CHECKLIST REVISED NOVEMBER 2025