

# **VTCSOM Curriculum Vitae GUIDELINES AND FORMAT**

*Updated February 2024*

## **General Instructions for Completion of the CV Document**

The curriculum vitae (CV) for the VTC School of Medicine is the primary document containing one's accomplishments relevant to appointment, re-appointment, promotion, and tenure within the school. An updated CV is needed for a variety of purposes, and provides a uniform format for inclusion of much of the relevant information needed by the school administration as well as departmental, school and/or university promotion and tenure committees. As such, the CV should be comprehensive and capture as much of the activity of a given faculty member as possible. As described herein, the CV template is the official format required by the school. The template is intended to ensure uniformity and consistency in the listing of one's accomplishments.

All faculty are required to enter and regularly update all teaching, scholarly activities and service activities provided to VTC School of Medicine and related academic health system entities in a designated online faculty activity database. The faculty member or the administrative support person assigned by the primary department or organization is responsible for entering all information into the database. Faculty are responsible for reviewing their records for accuracy on an on-going basis. Once all information is added into the required database, the required CV can automatically be created by the database in an editable Microsoft Word document. Further information on the required faculty database system can be found on the VTC School of Medicine's Faculty Affairs web page.

It is reasonable to recall that the updated CV is a comprehensive listing of accomplishments by a faculty member, while the academic portfolio (prepared based on university guidelines) is evidence of those accomplishments.

### **General Guidelines**

Unless otherwise stated, all CV entries should be arranged in reverse chronological order, i.e., beginning with the most recent entry in a given category.

Please keep in mind that not every section of the CV outlined in this document will apply to every faculty member. Once the CV has been generated from the faculty productivity database and saved into a MS Word format, it will likely be necessary for edits to be made manually.

The integrity of the CV is of primary importance. Please note the following:

- One should avoid listing multiple entries which refer to teaching sessions that are repeated verbatim on multiple occasions. For example, it is inappropriate to list each instance of a

weekly or monthly teaching session; that is more appropriately represented by a notation with the frequency (e.g., “Mortality and Morbidity (M&M) resident conference, monthly” rather than “M&M resident conference, June 7; M&M resident conference, July 4; M&M resident conference, August 1”).

- A journal article in print format that was previously released electronically prior to print publication does not warrant a double entry. **Tip:** an article published only in an electronic journal should be printed and stored in one’s academic portfolio in case a review of that work is desired and the URL is no longer accessible.
- A published abstract, even in a supplement, is an appropriate entry, even if this entry is repeated from a presentation. Similarly, presentations given or posters displayed at more than one scientific meeting or venue involving different audiences justifies entry in the CV more than once.
- One must always distinguish between work that is peer reviewed versus non-peer reviewed, whether in reference to abstracts, other publications, presentations or other types of scholarly work.
- ANYTHING LISTED IN YOUR CV should contain sufficient detail to enable verification through various methods, either online or otherwise. Do not risk that someone viewing your CV will doubt your academic integrity.

The remainder of this document provides guidance for preparation of the CV in the VTCSOM approved format. Questions concerning CV preparation may be directed to the VTCSOM Office of Faculty Affairs via email: [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu)

- **IMPORTANT NOTE:** Please be aware that the sections in this CV guidelines document correspond to the CV report that is generated by the faculty activities database. The sections in this document do NOT, however, correspond in all instances with the many and various fields you see on the screen when you log into the database system. The system is designed to take the information entered into selected fields and populate the CV report using that information.

## **Major Sections of the CV**

This information in these sections is automatically inserted by the faculty database each time a CV report is generated. The database also inserts the date the CV was generated, which reflects the most recent entries/revisions to your data.

- 1. Personal Information**
- 2. Education and Professional History**
- 3. Awards and Honors**
- 4. Teaching/Education**
- 5. Scholarly Activity**
- 6. Contracts, Grants & Research**
- 7. Intellectual Property**
- 8. Consulting**
- 9. Media Contributions**
- 10. Professional Committees and Service**
- 11. Professional Memberships**

The very first line of the CV generated by the faculty activity database will contain the first name, middle name or initial, last name and professional suffix(es).

## **1. Personal Information**

In addition to name and professional suffix(es), faculty members may wish to consider adding their professional physical mail address. Adding personal information (such as name of spouse/partner, names of children, and a brief statement of academic interests) and professionally-oriented social media addresses (e.g., Linked-In, Twitter) is optional. **Please do NOT include** date of birth, home address, personal phone numbers, social security number, or any other sensitive information.

## **2. Educational and Professional History**

In this section, list and provide specific dates for all academic degrees and other entries. The CV should account for any gaps, absences and/or overlaps in the record.

### **Education**

List each degree-granting university, campus location, years of study, major or thesis topic, and conferred degree. List the actual degree awarded (e.g., MBBS, not MD), not the US equivalent.

### **Professional Training**

Include all residencies and fellowships with beginning and ending dates. Include professional post-graduate or post-doctoral activities (e.g., industry or military service that did not necessarily advance one's degree). **Do not list residency/fellowship training under employment**; must be listed here.

### **Licenses**

While this information is primarily relevant to physicians, other disciplines (e.g., psychologists, nurses, licensed clinical social workers) may have similar requirements. All should be listed with their award date and duration. **List actual time period for the license, not "Year to Present."** List licenses from all states in which one is currently or was previously licensed, even if the license has been voluntarily withdrawn. Do not include license number(s).

### **Certifications**

List any/all board certifications with most recent date. Do not include board certificate numbers.

### **Professional/non-academic work positions (paid and unpaid)**

Include location and duties of employment outside of an academic institution. This could include such things as employment in industry or institutes, military service, private practice for physicians/other clinicians and any other professional employment. It is appropriate to indicate positions of leadership or responsibility such as director, vice-president, military rank, or similar. This is also an appropriate location to include leaves of absence (e.g., extended family leave or family obligations).

### **Academic work positions (paid and unpaid)**

It is appropriate to add positions of co-appointment outside of one's primary department (e.g., Assistant Professor of Pediatrics and Physiology); however, one should note the primary department for clarity. Also, it is recognized that the rank of "Preceptor" may have different connotations for the scientist and the physician; the intention is to include an appointed faculty rank of Preceptor rather than a clinical designation.

### **3. Awards and Honors**

List all awards and honors received. If an award is not broadly recognized (e.g., Alpha Omega Alpha, Sigma Xi), it should be briefly explained. Teaching, research and clinical service awards are especially relevant. Education-related awards are an important indicator of teaching skills and should be included. Provide as much detail as possible (e.g., scope of the award, organization giving the award, date and location received).

Honors conferred outside academic or professional organizations may be included if the award recognizes activities performed because of one's academic professional expertise. Awards from service clubs (e.g., Rotary, Optimist Clubs), civic groups, or similar entities representing interests unrelated to one's profession should not be included.

### **4. Teaching/Education**

All teaching, either at VTCSOM or elsewhere, should be included. Be sure to include teaching activities with undergraduate students, graduate students, post-doctoral fellows, teaching assistants, academic interns, medical students, residents, fellows, physician assistant students, nursing students, and any/all other learners. Note: there is a distinction made in the CV between regular teaching duties versus invited lectures or other presentations given at regional, national, or international professional societies or organizations. The latter category of presentations should be included in the scholarly activity/research section of the CV.

## **Academic Leadership**

List any/all leadership roles (e.g., director, senior director, decanal titles, block director) related to positions within your current institution, with emphasis on any such roles at VTCSOM. Include campus location and duration of the leadership role.

## **VTCSOM Courses Taught (Years 1-4)**

Information about teaching activities within the VTCSOM medical school curriculum is uploaded once per year by VTCSOM personnel; this information reflects only teaching performed with VTCSOM medical students. All other information in this section pertaining to teaching activities must be entered manually.

Curriculum development is also a crucial academic activity. Significant work on curriculum and/or course development should be listed. Please keep in mind that curriculum development goes beyond the writing of a single case or preparing a single lecture. If teaching innovations occur in the context of curriculum development, these should be listed. Collaboration in the development of curriculum or teaching materials with colleagues nationally or internationally is especially noteworthy and should be listed.

**To avoid lengthening the CV, include teaching for the three most recent academic years.**

Below are sample entries for VTCSOM medical student teaching that are automatically generated by the database:

### **VTCSOM Courses Taught**

#### **VTCSOM Spring 2021**

##### **Block III, Year 1**

Health Systems Science and Interprofessional Practice Population Health and Health Care Delivery

Lecture (LCT): Organizational Ethics & Professionalism Issues in Health Systems Science

##### **Block VI, Year 2**

Ethical and Legal Issues in Practice

Discussion, Small Group (<12) (DSS): Autonomy, Dignity, & Veracity

Discussion, Small Group (<12) (DSS): Beneficence and Nonmaleficence

Discussion, Small Group (<12) (DSS): Distributive Justice

Discussion, Small Group (<12) (DSS): Intro to course, Ethical Principles, Model of Decision Making, & Codes of Ethics

## **Graduate Medical Education Teaching Activities**

List all teaching activities involving residents/fellows here, inclusive of all GME programs in which teaching has occurred. Include the following details: name of the residency/fellowship

program, date of presentation, title of presentation, other description of teaching context (e.g., didactic series, journal club). Activities listed here should not be duplicated elsewhere in the CV.

### **Advising and Mentoring**

List activities involving mentoring of any/all learners (e.g., research projects, special projects, career support). This may involve medical students, residents/fellows, doctoral students, Master's degree students and/or other students from the health professions and/or other fields of study.

### **Directed Learning**

List all occasions when you have served as a faculty committee member of record for learners who were preparing dissertations, theses and/or similar types of documents. Include information about the level of the student's program of study and the time frame for which you provided guidance to the learner.

### **Other Teaching Contributions**

List any/all other teaching contributions not previously shown.

## **5. Scholarly Activity/Research**

### **Scholarly and Professional Publications**

Entries in this section must be comprehensive, representing the totality of one's accomplishments. Each entry must contain sufficient information to enable the reader to easily locate the item, most often via online search using an identifier. Most common examples of identifiers used with scholarly publications include:

- **DOI:** the digital object identifier is a string of letters, symbols and/or numbers, often represented as an electronic link to a given publication.
- **PMID/PMCID:** the PMID number is a 1- to 8-digit accession number with no leading zeros assigned sequentially to every new citation added to the PubMed national database from a MEDLINE journal. PMID links to abstracts in PubMed. PCMID links to archived full-text journal articles in PubMed Central.
- **Online links:** many publications will contain direct links to a web page where the chapter, abstract or article may be viewed.

### **Books/Book Chapters**

Books and/or book chapters should be listed as follows: author(s) by last name, first and

middle initials; chapter title; editor names if applicable; city of publication; publisher and location; year; volume and/or edition number; inclusive pages (book chapters only). For example:

Osakada F, Takahashi M. Stem cells in the developing and adult nervous system. In: Steinhoff G, editor. Regenerative medicine: From protocol to patient. Dordrecht, Netherlands: Springer; 2013. p. 129-152.

### **Journal Articles**

List all citations in a standardized format. It is acknowledged that some journals choose a slightly different format for citations, but VTCSOM follows the guidelines published by the National Library of Medicine (NLM) Citing Medicine project: ([www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed](http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed); accessed August 2021).

For all publication and presentation entries in the CV, the format is as follows: author last name, first name and middle initials; year, month and day (if available) of publication/presentation; title; journal/publication name, volume number, issue number in parentheses, page numbers, DOI (digital object identifier), PMID/PC MID number, other identifying number or online link if available.

It is general practice that the FIRST AUTHOR is the PRIMARY AUTHOR (person who had primary responsibility for writing the initial draft of the paper and/or directing the day-to-day activities of the project) and the LAST AUTHOR is the SENIOR AUTHOR (e.g., person who is the overall director of the research project). If you are not the first or senior author on a publication but made a significant contribution, you may include an optional one-line description of your role after the entry listing. Please do not include full abstracts of articles within the CV.

For all entries in this section, the name of the CV owner will automatically be **emboldened**; this aids in identifying authorship order. Names of co-authors/co-presenters who are learners (e.g., graduate students, resident physicians, medical students) should be marked by an asterisk (\*). Here are examples:

#### *Journal article:*

Arulraja E\*, Whicker SA, Shaver K, Wells L, Dallas AP, **Musick DW**. (2020, April 17). Assessment of a Continuing Medical Education Intervention Designed to Change Physician Practice Regarding Blood Transfusion. *Global Journal of Transfusion Medicine*, 5(1), 44-50. doi: 10.4103/GJTM.GJTM\_6\_20.

#### *Presentation:*

Arulraja E\* (Author), Dallas AP (Author & Presenter), **Musick DW** (Author), Whicker S A (Author), Wells L (Author), Vanblaricom K (Author). Annual Meeting, Society for Academic Continuing



Medical Education, "Assessment of a Continuing Medical Education Intervention Designed to Change Physician Practice Regarding Blood Transfusion," San Antonio, TX (April 26, 2018).

### **Abstracts**

Peer reviewed abstracts that have been accepted for publication can be included in the publication section, but should be clearly identified as abstracts. Non-peer reviewed abstracts should not be included. Abstracts that were accepted as a pre-cursor to an oral presentation at a scientific or professional meeting are more accurately included in the CV section entitled "Presentations."

### **Reports/Clinical Guidelines/Other**

Published reports, clinical guidelines, curricula and/or other types of scholarly publications should be included in this section. Include the date, any links to the publication and other details similar to other types of publication entries. A technical report, if completed in an academic setting for an appropriate purpose, may be cited. Many technical reports in the context of the private sector and/or military are considered to be proprietary material or classified; it is not appropriate to include this information in a VTCSOM curriculum vitae.

### **Electronic media (e.g., blog, podcast, webpage)**

In general, use the same format as indicated above for journal articles; include the date of electronic publication, the link to the online resource, and date accessed. The above-noted NLM website has specific guidelines and examples; for other citations (e.g. commentaries, newsletters), see also the above-noted website for the correct format.

### **Invited Commentary/Letter to Editor/Monograph/Newsletter**

For these entries, include as much information as possible, including author names in order, title, name of publication or other outlet, year, volume, issue number (if relevant), and inclusive pages. The above-noted NLM website should be reviewed for correct format.

### **Presentations to Professional Organizations**

Presentations given at academic society or organization meetings are arranged in sections by locale: international, national, regional, state, and local. These presentations should list author(s), title, organization and type of meeting (e.g., American Medical Association Annual Meeting), city/country, and inclusive dates of the meeting. Any invited keynote or plenary session presentation is especially noteworthy and should be highlighted in the CV.

Care should be taken in classifying presentations and the scope/category used to describe them:

- International: a meeting that is sponsored by an international organization and specifically features participants from more than a single country (e.g.,

International Association of Medical Science Educators annual meeting); or a meeting that is held outside or within the United States that attracts a significant international audience; the dissemination of the work must be to an international audience;

- **National:** a meeting that is sponsored by a national organization and has participants from all regions of the United States (e.g., Association of American Medical Colleges annual meeting); the dissemination of the work must be to a national audience;
- **Regional:** a meeting sponsored by national or regional entity but involving participants from a designated group of states or regions (e.g., Southern Group on Educational Affairs annual meeting);
- **State:** a state-wide meeting sponsored by a entity clearly confined to a single state (e.g., Medical Society of Virginia annual meeting);
- **Local:** a meeting within one's own institution or city and sponsored by a local organization (e.g., annual Carilion Clinic Research Day, annual TEACH Education Day).

The CV format generated by the faculty activity database lists presentations in the following sections and in the order shown:

- Conference Papers or Presentations
- Presentations (Not at a Conference)
- Posters

Presentation of a regularly scheduled media activity (e.g., a TV series "Health Tip of the Day") is a legitimate scholarly activity and may be included. However, individual appearances on radio or TV, even if on a medical or scientific topic (a "talking head"), should not be included.

### **Editorial Board and/or Reviewer of Journal Articles or Similar**

Selection as a member of an Editorial Board should include the name of the journal or electronic site and the inclusive dates of membership. Similarly, regular activity as a reviewer for a journal should list the journal and inclusive dates. These entries are not included in the presentations section; they should be listed in section nine entitled "Professional Committees and Service (External to VTC and Carilion Clinic)."

## **6. Contracts, Grants, and Research**

The CV generated by the faculty activity database for a given faculty member will show grants, contracts and other funded research. The information is generally organized by the following categories of activities:

- Grants: External Funding
- Grants: Internal Funding

- Grants: Proposals
- Grants: Non-Sponsored Research

It is important to recognize that there are many different types of funded (sponsored) and/or non-funded (non-sponsored) scholarly research activities. In addition to grants, such activities may include:

- Clinical Trials of pharmaceuticals and/or devices
- Research Contracts
- Educational Research Protocols
- QA/QI (quality assurance/improvement) Protocols
- Research Fellowships

Not every faculty member's CV will be identical in this section, due to differences in types of research performed. It is important to review the generated CV to ensure that all work done in this regard is captured in the CV, and to manually edit this section as required.

Be sure to include all grants and contracts that were submitted for potential funding, but were not ultimately funded; submission of proposals represents significant work effort on the part of the faculty member.

All entries within each sub-category in this section should be arranged in reverse chronological order, i.e., most recent first. As a consistent format, each entry should be organized as follows: principal investigator (PI), co-PI, and co-investigators; complete title; year awarded and duration of funding; percent effort; source of funding; total amount of the entire award. If the title/topic is outside of one's generally accepted area of expertise, a short comment about the role of one's involvement is appropriate.

**Percent of effort:** this item pertains to either how much of your time is dedicated to a grant-related project; if a funded grant, the percentage of your total salary supported by the grant; or a combination of both. There should always be some effort associated with an active grant; zero effort is not acceptable. It is recognized that the percent of salary support and percent of time spent on a grant could be different.

*Sample entry for funded contract (work ongoing/active):*

Principal Investigator: Parker, S., Supporting Investigator: Jesso M., Supporting Investigator: Wolf, L. *Human Factors in Outpatient Dialysis*. Awarded 2019; July 15, 2019 - July 14, 2020 (10% effort), Centers for Disease Control, \$108737.

*Sample entry for funded grant (work completed):*

Principal Investigator: Milam T., Co-Investigator: Morgan S, Supporting Investigator: Musick DW. *Carilion Clinic Telemedicine Network Delivery*. Awarded 2016; October 1, 2016 - September 30, 2019 (5 % effort), United States Department of Agriculture, \$684,182. Additional Information: Funding for purchase of telemedicine equipment only (no operational funds).

*Sample entry for non-funded grant:*

Principal Investigator: Vari, R. C., Supporting Investigator: Musick, D. W. *Longitudinal Teaching and Comprehensive Assessment of Entrustable Professional Activities (EPAs)*. Submitted September 2015, not funded.

### **Clinical trials information**

Clinical trials are important indicators of involvement in scholarly activity. Entries should include the source and total amount of funding (if funding is related to number of patients enrolled, so indicate), specific role in the trial process (e.g., principal investigator, referring physician), portion of effort/FTE time allocated to the trial, start and end dates (some clinical trials do not have end dates; if so this should be noted).

### **Sample entries for clinical trial activity**

#### *Funded/Active:*

*Kablinger, A. S., A Double-Blind, Placebo- and Active-Controlled Evaluation of the Study of Levomilnacipran ER in Adolescent Patients with Major Depressive Disorder. Awarded FY17; 05/09/2017-5/09/2019, (3%), Forest Research Institute, Inc. \$123,865. Awarded 2017; September 2017 - present, (3 % effort), \$123865.*

#### *Completed:*

*Kablinger, A. S., A Double-Blind Placebo Controlled Study of CM-AT for the Treatment of Autism in Children with All Levels of Fecal Chymotrypsin. Awarded 2015; February 10, 2015 - June 2018, Curemark, \$21274.*

#### *Not Funded:*

*Principal Investigator: Kablinger A. S., Supporting Investigator: White, J. B., Supporting Investigator: Tran, K. D., Supporting Investigator: Preud'homme, X., A Multicenter, Randomized Double-Blind, Placebo-Controlled Study of AGN-151607 (Botulinum Toxin Type A) Purified Neurotoxin Complex as Monotherapy Treatment in MDD in Adults. Awarded 2020; May 2020 - June 2020, (5 % effort). Additional Information: Company merged with another and determination was made not to pursue this compound/indication*

## **7. Intellectual Property (Copyrights, Patents, Trademarks)**

For patents and software, the NLM Citing Medicine website has a lengthy section on appropriate citation formats. The website should be consulted, but editing for purposes of space is appropriate as long as sufficient detail is included, as in the sample entry below:

*Patent:*

Title of Patent, Patent Number/Identifier

AUTHOR ONE, AUTHOR TWO

Year Approved by Patent Office: XXXX

Patent Cooperation Treaty (if applicable): COUNTRY

Additional Information: details about status of patent (e.g., pending, country where awarded)

## **8. Consulting**

List all consulting engagements with external entities in this section. Include the name of the organization, location of the organization, start and end dates of the consultation, and the approximate number of hours involved in the consultation.

## **9. Professional Committees and Service**

Include all committee work performed/completed as part of VTCSOM, Carilion Clinic, Radford University Carilion, Virginia Tech and/or other academic entities. These entries should reflect academically-relevant activities which require participation based on professional expertise. Service to entities that is not related in any way to either one's profession or the mission of the academic health center, while often meaningful and important to the individual, should not be included.

The following subsections are used to reflect the different categories of committee work and other service contributions:

- Virginia Tech Carilion School of Medicine Committees and Service
- Virginia Tech Carilion School of Medicine/Carilion Clinic Residency and Fellowship Committees and Service
- Fralin Biomedical Research Institute Committees and Service
- Radford University Carilion Committees and Service
- Carilion Clinic Departmental and Hospital Committees and Service
- Virginia Tech Committees and Service
- Professional Committees and Other Service (External to VTC and Carilion Clinic)
- Other Committee Service
- Community and Public Service
- Manuscript Reviewing/Refereeing

If the purpose of a given committee or specific involvement/role is not clear, include a brief explanation. Special note should be made of service (such as advising) to student organizations, as this represents a valuable contribution to professional service.

Also included in this section are activities as a peer reviewer and/or editor for academic journals, as shown in the following examples:

Ad Hoc Reviewer, GEA National Grants Program  
AAMC Group on Educational Affairs  
Washington, DC  
March 1, 2018 - Present

Associate Editor  
BMC Medical Education  
January 26, 2018 – Present

Peer Reviewer  
Journal of Graduate Medical Education  
2011 - 2016

### **10. Professional Memberships**

List any relevant organization, be it international, national, regional, state and/or local. There may be some repetition in this section with societies/organizations mentioned above (e.g., Section 8, Professional Service). Indicate years of membership in the organization (e.g., “American Medical Association, 1990 –present”).

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#### **Most Common CV Mistakes:**

- Including personal identifying information
- Omitting information (dates, teaching details, grant details, service details, percent of effort on grants/contracts/clinical trials)
- Including license numbers (these are confidential and should NOT be included)
- Incomplete citation information for publications (e.g., dates, DOI information)
- Publications and/or presentations listed more than once
- Presentations listed in incorrect categories (e.g., listed as national, but is regional)
- **Not proof-reading** to catch these mistakes!!!!

Please remember: the final responsibility for ensuring that your CV is up to date and accurate belongs to **YOU**, the faculty member!! The faculty activities database is a useful tool, but it is not designed to generate the perfect CV – every CV will require careful review and editing prior to submission.

Further information about the CV template and the designed database for entry of faculty activities is available from the Office of Faculty Affairs. Contact us via email: [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu). We are here to support you!

<https://medicine.vtc.vt.edu/faculty-affairs.html>