

**Oakland University William Beaumont School of Medicine**

**CURRICULUM VITAE GUIDELINES**

A Curriculum Vitae, commonly referred to, as CV is a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors affiliations and other details. The CV in its literal Latin translation means race of life.

This outline is provided to faculty members as a guide to compiling the curriculum vitae. Delete section headings that do not apply to you. Few faculty will utilize all categories listed herein, but it may be useful to see the full range of activities expressed in CV’s. Please bear in mind that there is no single, perfect format, and that a given accomplishment might be listed under one of several headings, depending on the nature of the accomplishment and which areas you particularly want to emphasize. The general sequence of the CV is a follows: education and training; licensure and certifications; academic positions, administrative positions, professional positions and clinical appointments; professional memberships, awards and honors, teaching, publications, presentations, other, paper, poster, speaker, research; grants, research in progress, service interests; grants; honors and awards; memberships in professional societies; editorial positions, boards, and peer –review service; teaching; committee, organizational, and volunteer service; consulting positions; visiting professorships, seminars, and extramural invited presentations; patents; and bibliography (peer-reviewed journals and publications, not peer reviewed publications; book chapters, books, other media, and abstracts). Please use dates as month and year.

Many people will be reading your CV in the appointment or the promotional process. Standard spacing titles, and fonts make this easier for them, which is always a good thing when you are asking for a review of your work. The Medical School preferences are:

1. Font for Header – Name, Present Title, Telephone Number, Email Address and Mailing Address. Font Size: Arial 14
2. Font for Titles of Sections should be size 14 and in bold
3. Font for body of CV should be size 12
4. Font for the footer is automatically configured when using the footer option (9 or less). Footer should include name, date of CV, and page. Place low at bottom of each page
5. The CV should not include social security numbers, grizzly numbers, date of birth, gender, marital status, spouse, children’s names or ages, etc.
6. If the section doesn’t apply just omit it, rather than including the heading and writing “none”.
7. The CV should avoid gaps in the timelines.

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Signature Line

Date

**Candidates Name**

Oakland University William Beaumont School of Medicine

Candidate’s Department

Candidate’s Home Address

City, State, Zip Code

 (Area Code) (Telephone Number)

E-mail address

|  |  |
| --- | --- |
| Hospital Address  |  Medical Office Address |
|  |  |

The following is a guide for compiling your curriculum vitae. F*or each category in the CV, list items in* ***chronological order****. Please indicate dates in entries when applicable, utilizing the column to the side of the entry. Eliminate any heading for which there is no entry. Add headings as appropriate to your work. Dates should be month and year (1/2011-1/2012)*

**EDUCATION AND TRAINING**

Dates List name of institution, location and date of degree for each; graduate, baccalaureate, other

 Residency – Institution, field of training

 Fellowships – Institution, field of training

**LICENSURES AND CERTIFICATIONS**

1. List year and type of board certification and certification number.
2. List year, states of licensure and license number for medical licenses

**PROFESSIONAL, ACADEMIC, ADMINISTRATIVE, CLINICAL, MILITARY POSITIONS**

Chronological employment history since education and training

**Academic Positions**

Dates List each academic appointment in chronological order; include title, rank, department and academic institution

**Administrative Positions**

Dates List each administrative appointment in chronological order; include title, rank, department and academic institution

**Professional Positions**

Dates List each professional position in chronological order; include title, rank, department and academic institution

Military Positions

**CONSULTING** *(if applicable)*

**PROFESSIONAL MEMBERSHIPS** *(if applicable)*

Dates List each professional membership.

**AWARDS AND HONORS** *(if applicable)*

Dates

1. List these major awards chronologically by name of honor and award received. These may be international, national, regional, state, local or institutional awards and honors.
2. Departmental teaching awards can be listed here.

**PROFESSIONAL/FACULTY DEVELOPMENT** *(if applicable)*

**PUBLICATIONS**

Indicate type

**PRESENTATIONS**

 Indicate type

**VISITING PROFESSORSHIPS/LECTURESHIPS** *(if applicable)*

**INTELLECTUAL PROPERTY/PATENTS** *(if applicable)*

**TEACHING**

Dates This section should include the following:

1. Courses taught at other universities
2. Non-credit or CME & Lectures
3. Directed Student Learning
4. Advising/Mentoring
5. Lectures (to medical students or residents including

**RESEARCH/GRANTS**

Dates This section should include the following:

1. Research in progress
2. Grants
3. Sponsored Research

**SERVICE**

Dates This section should include the following:

1. Editorial & Review Activities
2. Professional
3. Public
4. OUWB School of Medicine