

Please read the following directions before beginning your document.

- You must follow the order of the **SOM CV template** – no exceptions. If you have a section that is not applicable to you, you may omit it and renumber accordingly.
- Be sure to include ALL information requested in the brackets [] of the SOM CV template.
- Number all lists.
- List all items chronologically from **oldest to newest**, and be consistent throughout CV.
- For dates, list full years. If you are still participating in an organization, etc., please indicate as such with “present.”
 - Examples:
 - 2002
 - 2004 – 2006
 - 2005 – present
- Make sure you include the dollar amounts in the grant support section, along with your role, dates, title, type of award, and agency.
- Do NOT include your license numbers.
- Bold your name in each of your abstract presentations and in each entry of your bibliography.
- Use complete page numbers in your bibliography (e.g., 136-139).
- Include your name, date, and page number on each page in the footer.
- Research focus must be **50 words or fewer**. You may not omit this section.
- List current title and position of all mentees.
- Ensure all information that is replicated in your Service and Teaching Portfolios matches the information in your CV.

See template below.

**EMORY UNIVERSITY SCHOOL OF MEDICINE
STANDARD CURRICULUM VITAE**

[The following order is required. Please omit non-applicable sections and instructions.]

Revised: *[month/day/year]*

1. Name:
[Include full name, degrees, and fellowships (e.g., FAAN) as you wish them to appear on your appointment/promotion confirmation letter.]
2. Office Address:
[Include room and box number, if applicable.]
Telephone:
3. E-mail Address:
4. Current Titles and Affiliations:
 - a. Academic Appointments:
 - i. Primary Appointments: *(SOM title, e.g., Assistant Professor of Medicine. Please include month and year if you are credentialed through Emory Healthcare.)*
[Title, institution, date of appointment]
 - ii. Joint and Secondary Appointments: *(Academic title in departments for which you have a secondary appointment (no salary) or joint appointment (with salary) (e.g., Assistant Professor of Dermatology)*
[Title, institution, date of appointment]
 - b. Clinical Appointments: *(e.g., Division Director, Laboratory Director)*
[Title, institution, date of appointment]
 - c. Other Administrative Appointments: *(e.g., Graduate Program Director)*
[Title, institution, date of appointment]
5. Previous Academic and Professional Appointments: *(Academic appointments at Emory or other academic institutions or positions held in the private sector. Please include month and year if you are credentialed through Emory Healthcare.)*
[Title, institution, year(s)]
6. Previous Administrative and/or Clinical Appointments: *(As in section 5, above.)*
[Title, institution, year(s)]
7. Licensures:
[Include state and date issued. Do not include license number.]
8. Boards and Specialty Boards:
[Include state and date issued]
9. Education:
[In chronological order; years, degree, institution]
10. Postgraduate Training:
[In chronological order; years, institution, location, supervisor]

11. Continuing Professional Development Activities: *(Activities beyond post-graduate training (e.g. Woodruff Leadership Academy, Physician Executive Program, AAMC development programs))*
[Name of activity, year(s)]
12. Military or Government Service:
[Branch/agency, years]
13. Committee Memberships: *(Memberships on committees at national/international, regional, or institutional levels. Service on committees for the same organization at both the national and regional levels may occur [e.g., Society of General Internal Medicine and Southern Society of General Internal Medicine]; this should be listed in each section. Institutional committees may be at the divisional, departmental, school, or institutional level. This section does NOT include memberships in societies. [See #19.]*
 - a. National and International:
[Office held if any, committee, year(s)]
 - b. Regional:
[Office held if any, committee, year(s)]
 - c. Institutional:
[Office held if any, committee, year(s)]
14. Peer Review Activities:
 - a. Grants: *(National/international grant review committees include NIH, national society review committees, and international granting agencies. An example of an institutional review committee is the University Research Committee.)*
 - i. National and International:
[Committee name, related organization, year(s)]
 - ii. Regional:
[Committee name, related organization, year(s)]
 - iii. Institutional:
[Committee name, related organization, year(s)]
 - b. Manuscripts: *(List names of journals for which you are an ad hoc reviewer. Do not list individual manuscripts. List years, if known.)*
 - c. Conference Abstracts: *(These entries are tied to specific conferences and are usually national conferences.)*
 - i. National and International:
[Include conference name, location, date]
 - ii. Regional:
[Include conference name, location, date]
15. Consultantships/Advisory Boards: *(e.g. expert witness, executive board, or pharmaceutical consultant)*
[Title, company or agency, year(s)]

16. Editorships and Editorial Boards: *(Do not list journals for which you are an ad hoc reviewer [see #15b] or predatory journals.)*
[Your title, journal name, year(s)]
17. Honors and Awards: *(e.g., from university, national, regional, or local professional society, or charitable organizations. Do not include grant awards or awards for which you were nominated but not selected.)*
[Name, year(s)]
18. Society Memberships: *(National/regional/local organizations. These include only memberships, not committee work.)*
[Society, office held if any, year(s)]
19. Organization of Conferences: *(Session/conference organizer or sessions for which the faculty member served as chair.)*
 - a. National and International:
 - i. Administrative Positions:
[Role, title, conference, year(s)]
 - ii. Sessions as Chair:
[Title, conference, year(s)]
 - b. Regional:
 - i. Administrative Positions:
[Role, title, conference, year(s)]
 - ii. Sessions as Chair:
[Title, conference, year(s)]
 - c. Institutional:
 - i. Administrative Positions:
[Role, title, conference, year(s)]
 - ii. Sessions as Chair:
[Title, conference, year(s)]
20. Clinical Service Contributions: *(Create bullet point list or a short paragraph detailing significant accomplishments. Examples include “expanded patient volume of clinic from X to Y” or “created policy for XYZ procedure.” You may elaborate on these activities more fully in the Service Portfolio.)*
[Significant accomplishments]
21. Community Outreach: *(e.g. local charities, community clinics, religious or service organizations, and media appearances)*
 - a. General:
[Activity, year(s)]
 - b. Media Appearances:
[Activity, year(s)]

22. Formal Teaching:
[Activity, year(s), contact hours]
- a. Medical Student Teaching: *(SOM classes or roles; e.g., M2 Clinical Methods, Society Advisor)*
 - b. Graduate Programs: *(Include teaching of PhD and master's students, residents, and fellows, divided according to type of program. Entries may include Journal Clubs, Ambulatory Block Noon Conferences, graduate courses organized, lectures to PhD students, etc.)*
 - i. Residency Programs:
 - ii. Fellowship Programs:
 - iii. Master's and PhD Programs:
 - c. Other Categories: *(e.g., physician assistant, physical therapist, etc.)*
23. Supervisory Teaching: *(List mentees whom you have supervised in a meaningful way, not just a month- long rotation through your clinic)*
- a. PhD Students Directly Supervised: *(List only those students for whom you are the primary advisor.)*
[Name, years, current position]
 - b. Postdoctoral Fellows Directly Supervised:
[Name, years, current position]
 - c. Residency Program:
[Name, years, current position]
 - d. Thesis Committees: *(List only thesis committees on which you were not the primary advisor.)*
[Name, program, institution, year]
 - e. Other: *(e.g., tutorials, summer research, supervision of visiting scientists, etc.)*
[Name, program, institution, year]
24. Lectureships, Seminar Invitations, and Visiting Professorships: *(This category includes talks given at your institution [e.g., grand rounds], as well as lectures at other academic venues.)*
- a. National and International:
[Title of lecture, location, and date]
 - b. Regional:
[Title of lecture, location, and date]
 - c. Institutional:
[Title of lecture, location, and date]
25. Invitations to National/International, Regional, and Institutional Conferences: *This category includes invited presentations at meetings of your society or at institution-wide conferences. Do not include oral or poster presentations of selected abstracts. (See #27.)*

- a. National and International:
[Title of lecture, conference title, location, and date]
- b. Regional:
[Title of lecture, conference title, location, and date]
- c. Institutional:
[Title of lecture, conference title, location, and date]

26. Abstract Presentations at National/International, Regional, and Institutional Conferences:
List both oral and poster presentations. Indicate oral vs. poster in parentheses. Use an asterisk to indicate the primary presenter.

- a. National and International:
[Authors, title of lecture, conference title, location, and date]
- b. Regional:
[Authors, title of lecture, conference title, location, and date]
- c. Institutional:
[Authors, title of lecture, conference title, location, and date]

27. Research Focus:
[One paragraph; 50 words or fewer]

28. Patents:
[Name, number, title, date (if issued)]

- a. Issued:
- b. Pending:

29. Grant Support:
[Investigator status (PI, Co-PI), source, title, award type, direct costs, year(s)]

- a. Active Support: *(Include above information for grants that are currently active.)*
 - i. Federally Funded: *(Includes NIH, CDC, and VA.)*
 - ii. Private Foundation Funded: *(Includes, for example, American Heart Association, Crohn's and Colitis Foundation.)*
 - iii. Contracts: *(Includes industry funding. In some clinical trials, if there is no strict budget, indicate funding per patient or amount of salary support.)*
 - iv. Other:
- b. Previous Support:
[All types]

30. Bibliography:
[Bold name. Number in chronological order with earliest first. Authors, title, journal, year, volume, complete page numbers]

- a. Published and Accepted Research Articles (clinical, basic science, other) in Refereed

Journals: (*Published articles, "ePub ahead of print," and "accepted." Update upon publication.*)

- b. Manuscripts Submitted: (*Original research articles submitted for publication or currently in revision.*)
- c. Review Articles:
- d. Symposium Contributions: (*Papers published in the proceedings from a conference.*)
- e. Book Chapters:
- f. Books Edited and Written:
- g. Book Reviews: (*Review of books by another author.*)
- h. Manuals, Videos, Computer Programs, and Other Teaching Aids:
- i. Published Abstracts:
- j. Other Publications:

31. Contributions Not Otherwise Noted: