## Curriculum Vitae

**Name**

**Current Academic Title**

**Department**

**Jacobs School of Medicine and Biomedical Sciences**

**University at Buffalo**

(date revised)

Work Address

Work contact details including preferred email

*Do not include date of birth; social security number; marital or family information.*

**Education: Terminal degree** and discipline, name of university

Year Awarded Note Advisor and dissertation/thesis title

(reverse chronological) **Other degrees** and discipline, name of university

**Traineeships**: certificate (if applicable), title, place

**Boards & Certifications:**

**Professional Appointments:** Academic and professional positions

Dates Title, institution/company, location

(reverse chronological)

**Administrative Appointments:** Administrative positions

Dates Title, institution/hospital/department, location

(reverse chronological)

**Awards & Honors:**

Year Title of honor; brief description

**Professional Society**

**Memberships:** List Society

Inclusive dates

**Invited Presentations\*:** Group by **International, National** then **Regional/Local**

Date Host organization; seminar/lecture/keynote address, etc.

*Include Grand Rounds*

**Service to the Profession:** Include service/leadership to the Profession (ie. Editorial Boards, ad hoc

Inclusive Datesmanuscript reviewer, grant review study sections/review panels/advisory boards, board examiner)

Organization, role, activity or description

**Note:** In the areas of service, teaching, research/scholarship, the university highly values contributions to diversity, inclusion, culture, equity and community advocacy activities. Such activities should be documented in the appropriate sections that follow.

**University Service:** Include service/leadership to the University (ie. Committee memberships,

Inclusive DatesFaculty Senate)

Activity, role, approximate hours annually

**School Service:** Include service/leadership to the Jacobs School (ie. Directorships, curriculum

Inclusive Dates development, search committee)

Activity, role, approximate hours annually

**Department Service**: Include service/leadership to your department (ie. committee service,

Inclusive Dates practice specific meetings for which you participate)

Activity, role, approximate hours annually

**Service to the Community:** Roles in which your professional expertise was shared with or utilized by the

Inclusive Dateslarger community

Activity, role or description, location

**Courses Taught & Other**

**Educational Activities**: Didactic courses: include course name and #, # of in-class contact hours; level of students/trainees; # of trainees per course; course dates.

Clinical teaching: note in-patient or out-patient setting; # of months supervising; level; # of students/trainees/week or annually.

Recommendation: tables display this section well.

**Didactic Lectures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Course # (if applicable) & Title*  *Include*  *Clinical Didactic lectures to Fellows, Residents, Med Students* | *Course Director*  *(Y/N)* | *Department* | *Level (undergrad, graduate, medical student, fellows, residents)* | *# of trainees*  *annually* | *Dates* | *# of in-class contact hours per course* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Clinical Teaching**

|  |  |  |
| --- | --- | --- |
| ***In-Patient Setting*** |  |  |
| Institution/Dates | # months supervising med students/residents/fellows | Average # trainees /week or annually |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Out-Patient Setting*** |  |  |
| Institution/Dates | # months supervising med students/residents/fellows | Average # trainees /week or annually |
|  |  |  |
|  |  |  |

**Research Supervision**:

1. List of current and completed Master’s and doctoral degree candidates for whom you are/were the major advisor; include full names and inclusive training dates. Provide current positions. Indicate for each trainee if they published (co-authored) papers while working with you (how many?), or abstracts (oral/poster presentations (how many). Do not repeat the details that appear in the Publications section.
2. 2. List of current and completed Postdoctoral Fellows and Clinical Fellows you are/were mentor; inclusive dates. Provide current positions. Indicate for each trainee if they published (co-authored) papers while working with you (how many?), or abstracts (oral/poster presentations (how many?). Do not repeat the details that appear in the Publications section.

3. List thesis committee memberships for trainee research or other sponsored programs for which you are/were a member. Include names and inclusive dates.

Recommendation: tables display this material well.

**Mentoring:** List mentees who were not your research trainees listed above.

**Research Interests/Expertise: It is** recommended that faculty describe their research focus and expertise in a paragraph to assist evaluators in understanding your contributions to grants and publications.

**Grants & Research Awards:** List **Current,** **Completed** and **Submitted** research grants/clinical trials.

(reverse chronological) Specify funding agency, inclusive dates, project title, PI name, your role with a 1- sentence description of your unique contributions, % effort, funding $.

**Clinical Trials:**

If applicable, consider including appropriate descriptions to inform others of your Roles: i.e.,

**Site PI:** Plays an important role in trial selection, site activation, and study execution, including the development and implementation of a strategy to maximize enrollment, optimize data quality, and ensure patient retention.

**Clinical Investigator** workload includes assisting with the screening process, discussing trial participation with patients and families, conducting study-specific patient visits, responsibility for adverse event monitoring, oversight of data collection and regulatory/audit visits, and supervision of all participants in the research endeavor.

**Study Chair**: one of the designated ofﬁcers of the multicenter trial. Responsibilities of the Study Chair (also called the Principal Investigator of the trial) also include writing the protocol document, overseeing the review by regulatory agencies (CTEP/NCI, CIRB, FDA if needed) as well as overall conduct of the trial within the cooperative multi-center group system. The Study Chair is also responsible for analysis of the outcome data in conjunction with the statistical team, and for publication of results of the trial.

From: Meinert, Curtis L. *Clinical Trials Handbook: Design and Conduct*, John Wiley & Sons, Inc., 2012.

**Patents:**  Listany patents awarded or pending, provide date.

Intellectual and/or social contribution of patent.

**Publications**:  **Google Scholar ‘My Profile’**. Please set up, make public and hyperlink to CV under publications.

**Key**: symbols indicate co-authors who are/were your trainees.

R Resident M Medical Student F Fellow P Postdoc G Graduate U Undergraduate

Publications should be numbered in each section and subdivided as listed below.

Use full bibliographic style (i.e. authors, publication title, journal, date, volume, issue, and inclusive page numbers).

Include your **Role** on each publication (at least for past 10 years) by a 1-sentence description of your contributions beneath the citation. Include i.e., corresponding/senior author, wrote or edited manuscript, data collection or analysis, experimental design, contributed reagents, technical expertise, etc.

**Sequence of Entries:**

1. Peer reviewed journals

2. Peer reviewed journals submitted

3. Non-peer reviewed journals for a professional audience

4. Non-peer reviewed publications submitted

5. Conference proceedings\*\*

6. Chapter, textbook, manuscript contributions to and/or in books

7. Scholarly Reviews

8. Letters to the Editor

9. Publications/media presentations offering professional expertise

10. Videos, audio-tapes or other academic/educational efforts

11. Meeting Abstracts – note whether poster or oral presentation

Provide full citation: *Authors, Title, meeting, location, volume/page, date*

**Invited Presentation**

An ‘Invited Presentation’ is an event for which you are contacted *individually* and invited to lecture or speak, usually at a college/university or symposium. Examples of an ‘Invited Presentation’ include a lecture at a university to speak about your field of study or a keynote speaker at a meeting or symposium. These invited presentations should be listed early in the CV.

Attendance and participation at a society’s annual meeting is not an ‘Invited Presentation’ - both oral and poster presentations should be listed at the end of the CV under ‘Conference Proceedings’ or ‘Meeting Abstracts’. Even though abstract submissions are solicited and individuals are invited to present their work at annual meetings, these presentations are not usually personally solicited and thus are not considered ‘Invited Presentations’ for inclusion in that section of the CV.

**Conference Proceedings**

These are a collection of technical papers presented at professional association meetings. If they are published papers, they are considered **proceedings/conference proceedings**.

Abbreviated versions are listed as **abstracts or conference abstracts**.