Suggestive Instructions for CV Template

(These CV instructions are NOT mandatory and therefore will not influence your portfolio)

1. The rationale for using a standardized CV template for the promotion dossier is to promote an equitable process of presenting and evaluating accomplishments by candidates. The purpose is not to enforce specific formatting requirements such as **bold typeface** or <u>underlining</u> section headings. The purpose is rather to provide guidance on what information should be included in the CV.
2. For all sections in the CV, it is suggested to list items in the order from most-current to least-current.
3. The numeric scores of teaching evaluations for teaching at BCOM should be included for all evaluated teaching sessions. However, teaching evaluations for teaching at other institutions are not required (but may be included if the candidate choses to do so).
4. Some items listed in the CV template may not apply to everyone. Such items can simply be deleted. There is no need to say "not applicable". However, we caution against not including information that may be reasonably believed to be available (such as teaching evaluations at BCOM).
5. It is acceptable to add subheadings for items that do not seem to fit in any heading of the CV template.

Curriculum Vitae – Name goes here

Dept. of xxx
Burrell College of Osteopathic Medicine
3501 Arrowhead Drive
Las Cruces, NM 88001
Phone:
E-mail:

EDUCATIONAL AND PROFESSIONAL HISTORY

Higher Education

| yyyy-yyyy | Graduate Institution/Medical School, Degree |
| yyyy-yyyy | Undergraduate Institution, Degree |

Professional and Academic Positions

| yyyy-yyyy | Faculty position, Rank, Department, Institution |
| yyyy-yyyy | Post-doc, Department, Institution |

Board and Other Certifications

| yyyy | Certification |

Licensure

| yyyy | State License |

Honors and Awards

yyyy	Honor 1
yyyy	Honor 2
yyyy	Award 1
yyyy	Award 2

Memberships

| since yyyy | Organization, role, position |
| yyyy-yyyy | Organization, role position |

TEACHING AT BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

Fall semester 20xx

COURSE Name of lecture topic (# of contact hours, teaching format)

COURSE Name of lecture topic (# of contact hours, teaching format)

Student evaluations for COURSE, overall average: x.xx (scale from 1 to 5)

Instructor was well prepared: x.xx

Lecture objectives were clearly addressed: x.xx

Instructor effectively managed time during teaching sessions: x.xx

Instructor created a learning environment that was engaging: x.xx

Instructor responded to student questions: x.xx

Class sessions were understandable: x.xx

Session resources provided within Canvas were worthwhile: x.xx

Spring semester 20xx

COURSE Name of lecture topic (# of contact hours, teaching format)

COURSE Name of lecture topic (# of contact hours, teaching format)

Student evaluations for COURSE, overall average: x.xx (scale from 1 to 5)

Instructor was well prepared: x.xx

Lecture objectives were clearly addressed: x.xx

Instructor effectively managed time during teaching sessions: x.xx

Instructor created a learning environment that was engaging: x.xx

Instructor responded to student questions: x.xx

Class sessions were understandable: x.xx

Session resources provided within Canvas were worthwhile: x.xx

(Repeat the previous sections for all years that you taught at BCOM.)

Other teaching contributions

E.g., course directorship, developing a new course, new innovative teaching approach, etc.

Mentoring

Students mentored with name, mentoring activity (e.g., student summer research project), time period, outcome.

Other Contributions to Instructional Programs

yyyy   Describe program (e.g., student summer research program, clinical program, etc.)

TEACHING AT OTHER INSTITUTIONS

Fall semester 20xx

COURSE Name of lecture topic (# of contact hours, teaching format)

COURSE Name of lecture topic (# of contact hours, teaching format)

Spring semester 20xx

COURSE Name of lecture topic (# of contact hours, teaching format)

COURSE Name of lecture topic (# of contact hours, teaching format)

(Repeat the previous sections for all years that you taught at other institutions.)

Other teaching contributions

E.g., developing a new course, new innovative teaching approach, etc.

Mentoring

Students mentored with name, mentoring activity (e.g., student summer research project), time period, outcome.

Other Contributions to Instructional Programs

yyyy   Describe program (e.g., student summer research program, clinical program, etc.)

SCHOLARSHIP AT BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

1. Publications or Creative Works [1]

<u>Book Chapters</u>

<u>Peer-reviewed Articles</u>

<u>Non-reviewed Publications (e.g., published abstracts presented at scientific meetings)</u>

2. Grants Funded

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

The following reference system has been used to label multi-authored works:
      *   =   senior author, major contribution
      **   =   secondary contribution
      ***   =   equal contribution
      **** =   minor contribution

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3. Pending Funding Proposals

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

4. Funding Proposals Submitted But Not Funded

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

5. Invited Lectures and Conference Presentations

a. Invited Lectures (International)

b. Invited Lectures (National)

c. Conference Presentations (International)

d. Conference Presentations (National)

SCHOLARSHIP AT OTHER INSTITUTIONS

1. Publications or Creative Works [2]

<u>Book Chapters</u>

<u>Peer-reviewed Articles</u>

<u>Non-reviewed Publications (e.g., published abstracts presented at scientific meetings)</u>

2. Grants Funded

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

The following reference system has been used to label multi-authored works:
    *   =   senior author, major contribution
    **   =   secondary contribution
    ***   =   equal contribution
    ****   =   minor contribution

3. Pending Funding Proposals

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

4. Funding Proposals Submitted But Not Funded

a. External

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

b. Internal

mm/yyyy-mm/yyyy, Funding Agency, Grant #
    Title of grant
    Direct Costs: $xxx,xxx.   Role: (PI, Co-PI, Co-I, Consultant)

5. Invited Lectures and Conference Presentations

a. Invited Lectures (International)

b. Invited Lectures (National)

c. Conference Presentations (International)

d. Conference Presentations (National)

SERVICE

1. Profession

Editorships

yyyy-yyyy   Role (e.g., editorial board, associate editor, chief editor), Name of Journal.

Reviewer for Scientific Journals:

yyyy   Name of journal, number of manuscripts reviewed

Service on Review Panels

yyyy   Organization (e.g., AOA, NIH), Role (e.g., grant reviewer)

Offices Held in Professional Organizations

yyyy   Organization, Committee, Role.

Other Professional Service Contributions

yyyy   Description of service contribution

2. Department

Name of your Department at BCOM

yyyy   Committee, Role, Outcome.

Name of Departments at other Institutions

yyyy   Committee, Role, Outcome.

3. Institution

Burrell College of Osteopathic Medicine

yyyy   Committee, Role, Outcome

Other Institutions

yyyy   Committee, Role, Outcome

4. Community

yyyy   Type of community service

5. Other Service Contributions

yyyy   Type of service

PROFESSIONAL DEVELOPMENT

mm/yyyy   Description, duration of program, certification, etc.