**Instructions for the SMPH CV template**

*(Recent CV template revisions can be found highlighted throughout)*

**Implementation**

* The publication date of this template was May 1, 2021.
* We advise all new faculty to start using this template to record their academic, teaching, service, outreach, DEI and leadership activities as soon as they arrive at SMPH.
* Anyone can elect to use the new format starting immediately.
* Note: you may add headings if you cannot find an existing category for your activity.

**Track specific instructions** (PLEASE REVIEW THE SECTION FOR YOUR TRACK):

* **Tenure track**
	+ Tenure track faculty who are going up for promotion from **assistant to associate** professor before the **Biological Science Committee**:
		- This format will ensure compliance with the Divisional Committee Guidelines.
		- Please note, you also need to review the current Biological Science Divisional Committee Guidelines (or applicable divisional tenure committee guidelines as they contain more details about the dossier than are included in this CV template.
		- These guidelines change annually so you must review the latest version.
	+ Tenure track faculty who are going up for promotion from Associate Professor to Professor:
		- Consult the SMPH Tenure Track Promotion Guidelines for additional details relevant to construction of the dossier.
		- This template will be required starting May 1, 2024.
* **CHS Track faculty**
	+ Starting May 1, 2024 this template will be required for by the CHS Promotions Committee for all dossiers.
	+ Prior to May 1, 2024 you may use the old SMPH format.
* **CT Track Faculty**
	+ Starting May 1, 2024 this template will be required by the CT Promotions Committee for all dossiers.
	+ Prior to May 1, 2024 you may use the old SMPH format.
* Because CT track faculty are not required to have an area of significant accomplishment, some categories in the CV may not be applicable.
* You may delete sections that are not relevant to your promotion or mark as N/A.
* **Research Professor Track & Teaching Professor Track**
* Starting May 1, 2024 this template will be required by the Research Profess and Teaching Professor Promotion Committees for all dossier submitted to the committee.
* Prior to May 1, 2024 the previous SMPH template may be used.
* Because Research or Teaching Professor track faculty are not required to have an area of significant accomplishment, some categories in the CV may not be applicable.
* You may delete sections that are not relevant to your promotion or mark as not applicable (N/A).

**Background Information**

Name and Contact Information

Office Address

Office Phone:

Cell Phone:

E-mail:

**Formal Education**

Undergraduate

Graduate/Medical School

Residency

Postgraduate/Fellowship

Certification and Licensure

Specialty/Subspecialty Certification

Medical or Other Professional Licensure

**Current Positions**

**Past Positions** *(Indicate length of service.)*

Academic Appointments

Administrative Positions

Clinical/Hospital Positions

Other Professional Positions and Employment. *(List non-academic employment history noting positions held, employer, locations and dates.)*

**Honors and Awards** (*You may list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process. Examples include Phi Beta Kappa, Sigma Xi, AOA, Prize, Young Investigator Awards, Teaching Awards, etc.)*

**Professional Society Memberships** *(Note any memberships that are elected.)*

**Publications (***Reminder- List in chronological order)*

* *For each publication with multiple authors, the role(s) played by the candidate, their mentees/trainees, and any previous mentors must be indicated clearly. It is especially helpful if a one- or two-sentence narrative is added after each paper listed indicating the contributions of the candidate’s research team. Indicate whether the candidate was senior/corresponding author and identify all authors who were directly supervised by the candidate (e.g., students, post-docs, technicians, scientists).*
* *Indicate the responsibility (%) of the candidate’s research team for:*

*Key: (a) = concept development and design, (b) = data acquisition, (c) = analysis,*

*(d) = writing. For each paper, each percentage (a-d) should include the effort of the candidate and any trainees that were directly supervised by the candidate.*

* ***Example****: “Co-author, Candidate, Co-author. Title of publication. Journal Name. Year; volume (issue): page-page. (a) 70%, (b) 90%, (c) 80%, (d) 90%. I was primary author and provided the intellectual framework of the project.” (or, “I was senior author and mentor to the first author.”)*
* *Contribution percentages are not required for promotion from Associate Professor to Professor on any track. However, they are required for appointment to Tenured Professor.*
* *The candidate should insert asterisks (\*) before the five publications from the probationary period that represent their most noteworthy scholarly contributions to their discipline.*
* *For tracks with a clock for promotion, indicated publications that were prior to your probationary period by using a light grey color for the font.*

Subdivide publications as follows:

**Peer-Reviewed Publications** (*Original research papers published in or accepted by peer-reviewed journals; list inclusive page numbers of each publication).*

**Reviews, Case Reports, and Other** (*Review papers, case reports, and other research papers published in or accepted by peer-reviewed journals; list inclusive page numbers of each publication)*

**Papers Submitted to Peer-Reviewed Journals** (*Papers submitted to peer-reviewed journals but not yet accepted for publication. Specify the journals and the dates submitted.)*

**Non-Peer Reviewed Articles** (*Papers published in or accepted by journals that are not peer reviewed.)*

**Conference Publications** (*Invited papers, conference proceedings, and scientific abstracts published in conference proceedings. Indicate contributions if co-authored.)*

**Monographs or Books** *(Indicate contributions if co-authored.)*

**Chapters in Books, Videos or Other Appropriate Media**

**Visual scholarship (*such as infographics with impact analyzed by Altmetric or twetorials with impact analyzed by Twitter analytics*)**

**Invited Editorials, Technical Reports, and Other Publications**

**Patents**

**Invited Research Presentations** *(“podium talks” at scientific conferences or academic institutions should be provided. Only invited and/or competitive oral presentations delivered by the candidate should be included.)*

Local/UW

Regional

National

International

**Peer-reviewed Presentation** *(“abstract” presentations or “paper” readings at a scientific conference)*

Local/UW

Regional

National

International

**Research Presentation to Disseminate Research Finding to the Community**

**Research Support** *(Include grant title, source, monetary amount, date(s) of award, name of PI, role of faculty member if not PI, and percentage of effort. Percentage of effort for grants is salary supported by the grant. For example, smaller departmental and seed grants would be listed as 0%. Multi center grants should specify what is allocated to the candidate's lab, not the project entirety. Include clinical trials, contracts, training grants and other research support.)*

Current

Major Past Awards

Pending Proposals

**Educational Activities & Presentations** *(Describe audience whenever possible, e.g., faculty, undergraduates, medical students, residents/fellows, public. Include information noted in the teaching tables. Add an annotation to note new and innovative teaching methods and their data effectiveness. )*

|  |
| --- |
| **Classroom Teaching** (graduate & undergraduate) |
| Years | Course Title | Credits | Students | Grade Distribution | Contact Hours | Format |
| *2018*  | *Bio 152 Intro to Biology* | *5* | *653* |  | *3h/wk x 5 wks* | *lecture* |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Guest Lectures** (graduate & undergraduate) |
| Years | Course Title | Credits | Students | Contact Hours | Format |
| *2016, 2021* | *Micro 370* | *3* | *20-22* | *1 x 75 min* | *lecture* |
|  |  |  |  |  |  |

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| --- |
| **Medical School Teaching** |
| Years | Course Title | Credits | Students | Grade Distribution | Contact Hours | Format |
| *2017, 2018*  | *Anatomy 400* | *2* | *80-95* |  | *3 x 75 min/yr* | *lecture* |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Clinical Teaching** (postgraduate trainees/clinical trainees, including fellows and residents) |
| Years | Trainee Name | Face-to-Face Contact Hours | Teaching Context\* |
| *2018, 2019* | *Jane Doe* | *120 Hours* | *clinic* |
|  |  |  |  |

\*e.g., clinic, operating room, procedures suite, simulation center

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| --- |
| **Local Continuing Medical Education Courses** |
| Years | Course Title | Students | Hours | Sponsor - Venue |
| *2017*  | *IBD Update* | *~50* | *3h/year* | *SMPH* |
|  |  |  |  |  |

|  |
| --- |
| **Regional Continuing Medical Education Courses** |
| Years | Course Title | Students | Hours | Sponsor - Venue |
| *2017, 2019* | *IBD Update* | *~50* | *3h/year* | *UW-Madison* |
|  |  |  |  |  |

|  |
| --- |
| **National Continuing Medical Education Courses** |
| Years | Course Title | Students | Hours | Sponsor - Venue |
| *2018, 2019* | *IBD Update* | *~50* | *3h/year* | *Mayo Clinic* |
|  |  |  |  |  |

|  |
| --- |
| **International Continuing Medical Education Courses** |
| Years | Course Title | Students | Hours | Sponsor - Venue |
| *2021* | *IBD Update* | *~50* | *3h/year* | *Mayo Clinic* |
|  |  |  |  |  |

|  |
| --- |
| **Postdoctoral Mentees** |
| Years | Mentee Name | Current Position |
| *2016-2018* | *Xia Huang* | *Assistant Professor of Biology, UW-Madison* |
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| --- |
| **Graduate Student Mentees** |
| Years | Mentee Name | Degree Program | Current Position |
| *2016-* | *Nico Nueva* | *Ph.D. (CMB)* | *In Progress* |
|  |  |  |  |

Other Educational Activities

**Service Activities** *(Examples: administrative activities, program development, committee assignments, journal or grant reviewer, etc.)*

 Local Administrative service *(committee member or leadership position, conference organizer, etc.)*

Departmental

School

UW-Madison

Hospital

**Professional Service** *(Service to societies, government organizations, review panels, study sections, committees, and other public service groups Appointments or election to editorial boards of scientific journals and to office in national and international scientific and educational societies, etc. Create subgroupings if desired. Add subheadings if needed for clarity.)*

Local

Regional/State

National

International

**Community Outreach/Service** *(Include public facing presentations and media appearances, etc.*)

**Optional:**

* **Diversity, Equity, & Inclusion Statement: Optional for CHS, CT and promotion to professor on the tenure track—not a part of the divisional committee template. (***Can include a 1 to 2 paragraph narrative statement summarizing the contribution you have made to diversity, equity and inclusion in your department, school, university, field of study, teaching, mentoring, clinical care and/or health equity. )*
* You can also add annotations to any section of your CV indicating how you have integrated DEI into your professional work.