



CURRICULUM VITAE

Working Meeting

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Career Development



What we'll cover

- CV requirements, frequent issues
- Questions about your CV



Basic rules

- Chronological order from oldest to newest
- Left align dates/years
- Education/Employment: months **and** years!
- NEW: Time in rank at the College of Medicine – Tucson up to ten years: for 2023-2024, 2014 at the earliest
 - Service/Outreach
 - Conferences/Scholarly Presentations
 - Grants and Contracts



Beginning

- Education
 - Leaves, military time, etc
- Employment
 - Active & shared appointments at the UA
- Honors and Awards
 - No grants!
 - Include Visiting Professorships, Teaching Awards



Service/Outreach

- Limit to time in rank at COM-T **up to ten years** (2014-now)
- Create sections for:
 - Local/state
 - National/international
 - Departmental committees
 - College committees
 - University committees
 - Other committees (Editorial boards, discussion groups, etc)



Publications/Creative Activity

- Create sections for:
 - Scholarly books & monographs
 - Chapters in scholarly books & monographs
 - Refereed journal articles
 - Other peer-reviewed publications
- Other Scholarship
 - Abstracts, bibliographies, computer programs, curricula, patents, pamphlets, research projects (non-grant funded), etc



Publications/Creative Activity

- Work in Progress
- Media
 - Performances, expert interviews, exhibits, shows, recordings, instructional videos online (YouTube, Vimeo, etc)



Conferences/Presentations

- Limit to time in rank at COM-T **up to ten years** (2014-now)
- Divide by Invited or Submitted
 - Organize by regional, national or international
 - Colloquia, seminars, symposia, conferences
 - Include presentation title, group/meeting, location and year



Grants and Contracts

- Limit to time in rank at COM-T **up to ten years** (2014-now)
- Divide by Awarded or Submitted
 - Sub-categories: Federal, State, Industry or Private Foundation
 - List title, % effort on grant, role (PI, Co-PI, Co-I, etc), source of funding or agency, full funding amount, indirect and direct funding amounts



Common problems

- Missing information (dates, names)
- Time limits exceeded
- Not in chronological order
- Items under wrong headings
- Teaching and mentoring included

