

Headings for the U of A CURRICULUM VITAE for Promotion Dossier

Name & Contact Information (no specific format; all other areas should be chronological – oldest to newest with dates aligned to the left margin for all sections)

Chronology of Education **Month/Year, no gaps** (Include any leaves, military, etc.)

- All colleges and universities attended
 - Institutions, degrees and dates awarded
- Title of doctoral dissertation/master's thesis and name of director/advisor
- Major field(s)
- Board Certifications & Licenses

Chronology of Employment (Include active and Shared Appointments at UA) **Month/Year, no gaps**

Honors and Awards (**Do not** include grants, **do** include Visiting Professorships, Teaching Awards, Patents, etc.)

- Honorary membership in a society (e.g. Fellow, American College of Cardiology)

Service/Outreach (Limited to time in current rank at the College of Medicine - Tucson, up to ten years) List year "2015" or years "2015-2017" or "2018 –" for current

Create a separate section for each of the following categories:

- Local/state outreach **Memberships on local/state committees, organizations**
- National/international outreach **Memberships on nat'l/internat'l committees, organizations**
- Departmental committee(s) **Example: Dept. of Medicine Executive Committee, etc.**
- College committee(s) **Example: College of Medicine Curriculum Committee, etc.**
- University committee(s) **Example: Ombuds Committee, etc.**
- Other committees (internal or external) **Boards (Editorial Boards), discussion groups, etc.**

Publications/Creative Activity (**Break out by Published or Accepted in Chronological Order** [oldest to newest])

*Place a * to the left of any publication title substantially based on work done as a graduate student.*

Place a ° by the name of co-authors who are undergraduate and graduate student advisees or postdoctoral mentees.

*Provide English translations of titles for foreign publications. Include all publication information, including page numbers and the sequence of co-authors' names. **Bold** candidate's name, include PMID and spell out acronyms.*

- Scholarly books and monographs (distinguish scholarly works vs. textbooks)
- Chapters in scholarly books and monographs
- Refereed journal articles, published or accepted in final form
- Other peer-reviewed publication; electronic publications

Other Scholarship (May include abstracts, bibliographies, computer programs, conference proceedings, curricula, patents, professional pamphlets, research projects, other)

Work in Progress (May include publications and other creative activities)

Media (May include performances, expert interviews, exhibits, shows, recordings)

Conferences/Scholarly Presentations (Limited to time in current rank at the College of Medicine - Tucson, up to ten years)

Create sections for invited and submitted presentations. Provide presentation title, group/meeting and location for each.

- Colloquia, Seminars, Symposia, Conferences
 - The first section should be invited talks
 - Each section can be divided into regional, national or international

Awarded Grants and Contracts (Limited to time in current rank at the College of Medicine - Tucson, up to ten years) If grant title is not descriptive, a 1 or 2 line description can be added

List grant title, percent effort on grant; role [PI, Co-PIs]; all co-PIs; source of funding or agency; full funding amount; indirect and direct funding amounts.

- Categorize by: Federal, State, Industry, Private Foundation
- Use NIH formatting - NIH Example can be found here:
https://grants.nih.gov/grants/funding/phs398/competing_othersupport.pdf

Submitted Grants/Contracts (Limited to time in current rank at the College of Medicine - Tucson, up to ten years) If grant title is not descriptive, a 1 or 2 line description can be added

List grant title, percent effort on grant; role [PI, Co-PIs]; all co-PIs; source of funding or agency; full funding amount; indirect and direct funding amounts. Please indicate if 'pending' or 'un awarded'. Awarded grants are listed in the area above.

- Categorize by: Federal, State, Industry, Private Foundation
- Use NIH formatting - NIH Example can be found here:
https://grants.nih.gov/grants/funding/phs398/competing_othersupport.pdf

List of Collaborators and their Organizational Affiliations

Collaborators include all individuals whom you have worked **closely and directly** within the last five-years or 60 months preceding the submission of this dossier. Individuals who have co-authored on books, articles, publications, reports, abstracts, papers or awarded grant proposals and projects.

- **Use table to list the name (first and last), institution or organization name, and collaboration type of individuals described in the bulleted points below.** Click [here](#) to download table template.
 - Collaborators on grants and co-authors on publications, articles, abstracts and manuscripts from last five years
 - Advisors (Thesis, Dissertation and/or Postdoctoral), Mentors or Sponsors (*Individuals are lifetime collaborators without a time limit. Collaborators also include individuals who have been a candidate's dissertation advisor, mentor, supervisor, co-instructor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review.*)

Signed Statement by Candidate

The Career Track candidate's signature should appear on the last page of Section 5 with the following statement: Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing promotion on the career track may lead to dismissal or suspension under ABOR Policy 6-201 J.

The Tenure Track candidate's signature should appear on the last page of Section 5 with the following statement: Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing promotion on the tenure track may lead to dismissal or suspension under ABOR Policy 6-201 J.

Common CV Questions

Question: What if I don't have any information for a specific heading, e.g. *Awarded Grants and Contracts* or *Media*?

Answer: The heading can be removed or you can put N/A under the heading

Question: Where do my teaching and mentoring activities go on the CV?

Answer: Teaching and mentoring information do not go on the UA Dossier CV but in a separate section of the Dossier where the candidate can list courses, individual student content (advising, mentoring, clinical instruction, dissertations directed & in progress), teaching awards, instructional innovations and collaborations as well as provide supporting documentation such as syllabi and course materials.

Question: What format should my publication be in?

Answer: APA format is acceptable, but always list all authors and **bold** your name. You can include your ORCID (<https://orcid.org>) in this section.