

UNIVERSITY OF WASHINGTON SCHOOL OF MEDICINE CURRICULUM VITAE INSTRUCTIONS

PART 1: CV CONTENT REQUIREMENTS

File name: Save the document as UWSOM-CV, your last name, and date that the document was edited (i.e., UWSOM-CV Naka 09-16-2023). Change the date on the file name each time you make a change to your CV.

Document type: Word (do not convert to a PDF).

Content NOT permitted in the UWSOM-CV: hobbies, volunteer work, language proficiency, CME courses in which you have been a learner. You may maintain a separate personal CV with this information.

- **Section headers:** All numbered section headers appear in bold and all CAPS. **DO NOT** underline the section header or change it in any way. Include all section headers whether you have information for a section or not. If a section or category does not apply, indicate “None”.
- Information in all sections should appear in **CHRONOLOGICAL** order with **INCLUSIVE** dates (**month and year**) in the **left-hand column**.

A. Page header: Appears on the top of each page and includes the following three pieces of information: “Page _ of __” (numbers should auto-populate); “Curriculum Vitae: your name and degree(s)”; “Date last updated: ____”. **DO NOT** have dates in the header automatically update.

B. Title of document: CURRICULUM VITAE: add your name and degree(s).

C. CONTACT INFORMATION: Include your name and degree(s) and all the information necessary for someone in the Dean’s Office to contact you on official business. A personal phone and/or cell phone is optional.

1. PERSONAL DATA

Required: Legal name, place of birth and citizenship.

2. EDUCATION

List inclusive dates, undergraduate degree, name of institution, city, and state.

List inclusive dates, graduate degree(s), name of institution, city, and state.

3. POSTGRADUATE TRAINING

List inclusive dates, type of training (internships, residencies, fellowships), and location of institutions. *Note: At our institution, fellows are considered “residents” and the residency programs are under the umbrella of the “Department of Pediatrics, University of Washington School of Medicine”, **NOT** Seattle Children’s.*

4. FACULTY POSITIONS HELD

A faculty position is an academic position (e.g., Assistant Professor, Associate Professor, etc.) at an academic institution, such as the University of Washington School of Medicine. List the faculty positions you have held and provide inclusive dates, academic title, department, division, complete name of the academic institution, and location.

***Note:** Seattle Children’s is **NOT** an academic institution and should not appear in this section.*

5. HOSPITAL POSITIONS HELD

A hospital position is a credentialed position (e.g., staff physician, courtesy staff, etc.) at a hospital (e.g., Seattle Children’s). List inclusive dates and hospital positions that you have held, the name of the credentialed position, complete name of the hospital, and location. *Note:* “Seattle Children’s” is the correct name and spelling of the institution.

Note: DO NOT include leadership roles at a hospital (such as Director of Outpatient Services) in this section; those responsibilities are included in Special Local Responsibilities #14 below.

6. HONORS

List inclusive dates of honors received. Examples may include Phi Beta Kappa, Sigma Xi, AOA, Prizes, Research Career Development Awards, Young Investigator Awards, Teaching Awards, etc.

Note: DO NOT include Seattle’s Best Doctors, Who’s Who, etc.

7. BOARD CERTIFICATION

General Medical and Specialty Boards. List inclusive dates of initial certification and maintenance of certification. Example:

03/2016 – present	Certified, American Board of Pediatrics, General Pediatrics (MOC cycle 12/2021-12/2027)
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Other special certifications (e.g., NRP) can be listed here (providing inclusive dates).

8. CURRENT LICENSE(S) TO PRACTICE

List inclusive dates, name of state(s) and license number(s).

Note: DO NOT include USMLE scores or DEA license information.

9. DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES (DEI)

List inclusive dates and description (e.g., time, impact) of activities focused on DEI such as partnerships with community-based organizations, research in health disparities, advocacy efforts, mentoring underrepresented trainees or faculty, and teaching related to diversity and inclusion that are not highlighted elsewhere in your CV.

10. PROFESSIONAL ORGANIZATIONS

List inclusive dates, name of the organization and offices held.

11. EDUCATION AND TRAINING ACTIVITIES

Using the tabular format provided on the template, list inclusive dates of major teaching activities (not individual lectures) and mentoring in the order detailed below. Use as many subheaders as needed to distinguish teaching venues in which you have multiple responsibilities.

Note: If you held a faculty position at another institution prior to coming to the UW, use a subheader for that institution (and provide all relevant information on teaching responsibilities and mentoring in that venue) followed by a subheader for UW SOM (and provide all relevant information on teaching responsibilities and mentoring at UW).

Divide teaching responsibilities by the following types of learners:

- (a) TABLE: Didactic Teaching. Use the suggested tabular format provided on the template to list inclusive dates, course and titles, and specific responsibility with percentage of responsibility if shared course. Example:

Dates	Course & Title	Responsibility (% if shared course)
03/2021, 03/2022, 03/2023	PEDS 499 Undergraduate Research	Individual research advising (100%)
Summer 2022	BIOEN483 Vascular Engineering	Instructor (50%)

- (b) Thesis Committee Membership. Use the suggested tabular format provided on the template to list inclusive dates, student names, degree program (e.g., MS, MPH, PhD, etc.) and role in the committee (e.g., member, chair).

- (c) Advising/Mentorship. Use the suggested tabular format provided on the template to list inclusive dates, name of the mentee, trainee, or advisee, their position at the time, and the frequency of meetings or other interactions. Positions include but not limited to medical students, residents, fellows, post-docs, and junior faculty. Example:

Dates	Name	Position	Frequency of Interactions
09/2021 – 06/2023	John Doe, MD	post-doc	3 times per week
01/2022 – present	Jane Doe, MD	junior faculty	weekly

- (d) Curriculum and Training Program Development. Includes any courses and degrees or other training programs that you designed. Use the suggested tabular format provided on the template to list inclusive dates, your role and percentage of responsibility if shared with others.
- (e) Other Venues. Including (but not limiting to) lectures in lecture series, participation teaching workshops and recurring lecturing responsibilities for a committee or activity at, for example, Seattle Children’s or UW. Use the suggested tabular format provided on the template to list inclusive dates and activities. **DO NOT** include every lecture given.

Note: Leadership roles relating to teaching (e.g., course director, fellowship director) go under Special Responsibilities and Service (#13).

Note: Individual invited regional and national lectures should go under Invited Talks and Presentations (#17). **DO NOT** duplicate entries.

12. EDITORIAL RESPONSIBILITIES

Use the suggested tabular format provided on the template to list inclusive dates, type of editorial responsibilities (such as editor, deputy editor, associate editor, or editorial board member) and ad hoc reviewing responsibilities with the name of publication.

13. SPECIAL RESPONSIBILITIES AND SERVICE

List inclusive dates, type of responsibilities, and the organization. These include NIH study sections, training grant committees, advisory committees, leadership roles at professional or educational organizations, hospital and university committee memberships and other similar responsibilities. When there is more than one responsibility in an organization, make a subheader for that organization and list inclusive dates for each major responsibility. Separate them as international, national, regional, and University of Washington.

Note: administrative responsibilities/leadership roles relating to an educational activity (such as course director, fellowship director) belong in this section.

14. CLINICAL ACTIVITIES

Include cFTE percentage and a **brief** description of the clinical time spent in outpatient setting, inpatient services, procedural areas, imaging, or other substantial clinical activities (i.e., 50% cFTE, one day/week spent in general surgery clinic, one day/week spent in the OR and six weeks/year spent on general surgery consult service). Occasional clinical activities may be included but only if it is meaningful to your clinical work. This focus should be on current clinical work, but you may include a **very** brief description of past clinical activities from a prior institution.

15. RESEARCH FUNDING

Divide research funding into active, pending, and past (or completed) projects.

Active Funding. List and include the following information using NIH format: source of funding, number and title of project with brief description, inclusive dates of funding (month/date/year), funding amount, your role (e.g., PI, multi-PI, investigator, co-investigator, site PI), and FTE percent effort.

Note: NIH does not recognize co-PI as an official role; the correct term is multi-PI.

Pending Funding. List using the above instruction under “active funding”.

Past Funding. List using the above instruction under “active funding”.

Note: Training grants (e.g., T32) can be included.

16. BIBLIOGRAPHY

Include each of the subsections (a-g below). Within each subsection, list items and number them consecutively (do not continue the numbering sequence from other subsections). **Bold your name** in each citation.

- (a) Peer-Reviewed Manuscripts. Include peer-reviewed published articles and manuscripts accepted for publication (i.e., *in press*). For each article use the National Library of Medicine (NLM) PubMed journal bibliographic citation format. The authors must appear in the same order as in the original publication. Include the DOI and PMID for each citation. Example:

[Li G, Hilgenfeld R, Whitley R, De Clercq E. Therapeutic strategies for COVID-19: progress and lessons learned. Nat Rev Drug Discov. 2023 Jun;22\(6\):449-475. doi: 10.1038/s41573-023-00672-y. PMID: 37076602](#)

If a manuscript is a group authorship and meets [ICMJE criteria](#), include here; otherwise, include in the section “Other Publications” below.

- (b) MedEdPORTAL or other Peer Reviewed Curricula. List peer-reviewed, open-access papers. Example:

[Almanzar A, Martinez D, Vega E, Lopez M, Hodes-Villamar L, Sanchez JP. COVID-19 education for health professionals caring for Spanish-speaking patients. Accepted for publication, MedEdPORTAL. April 12, 2022. Available from \[https://doi.org/10.15766/mep_2374-8265.11240\]\(https://doi.org/10.15766/mep_2374-8265.11240\)](#)

- (c) Book Chapters. For each chapter, use a standardized bibliographic citation format. The authors must appear in the same order as in the original publication. Example:

[Gontasz MM, Keiser AM, Aucott SW. Care of the Newborn. In: Gleason CA, Sawyer T \(eds\). *Avery's Diseases of the Newborn, 11th ed.* Philadelphia: Elsevier, 2024.](#)

- (d) Published Books, Videos, Software. Activity on social media should not be listed; in contrast, peer-reviewed research conducted regarding social media should be included where appropriate in the CV.

- (e) Other Publications. Examples are invited editorials, Letters to the Editor, publications in non-referred journals, UpToDate chapters, and group authorship that do not meet ICMJE criteria.

Note: *Clinical standard work (CSW) at Seattle Children's should not be listed; in contrast, peer-reviewed research based on CSW should be included where appropriate in the CV.*

- (f) Submitted Manuscripts. List separately using a standardized bibliographic citation format with date of submission and journal to which it was submitted. **DO NOT** list manuscripts *in preparation* or *work in progress*.

- (g) Abstracts. Use the following format: (1) authors in the order they appear in the abstract; (2) the title of the abstract; (3) name, location, and date of the meeting to which the abstract was submitted; (4) type of presentation given (i.e., plenary, platform, or poster); and (5) name of the presenting author. **Associate and Full Professors may limit to the last five years.*

If you have many abstracts, you may wish to group them by venue using an appropriate subheader; for example, local/regional (e.g., Seattle Children's fellow/resident research day), national, and/or international. If you have many national abstracts, you might wish to separate them by presentation type (e.g., plenary, platform, and poster).

17. TALKS AND PRESENTATIONS

List inclusive dates and invited talks or presentations which may include CME presentations and abstracts accepted at conferences. Separate them into international, national, regional, and local. Use the following format: inclusive dates in the left-hand column on the template, then in the right-hand column, add (1) your role (invited speaker, panelist, moderator, etc.); (2) title of presentation, seminar, symposium, etc.; (3) name of organization to which the talk was given (university, hospital, professional society, government committee, etc.); and (4) location (city and state if US; city and country if non-US). For conference presentations, specify whether it was an oral or poster presentation.

If you have many regional talks, you might wish to group them as Grand Rounds and Lectures.

If you have many national talks, you might wish to group them as Moderated Sessions and Presentations.

DO NOT include fundraising talks or activities.

DO NOT include one-off talks given to colleagues at your local institution as part of your ongoing research, any division retreats, regularly scheduled patient-care conferences, etc.

18. OTHER EMPLOYMENT

List other work experience **ONLY** if there has been a break or gap in your education and/or medical training. **DO NOT** list work experience that was concurrent with your education and/or medical training.

PART 2: USE OF CV FORMATTING TOOL

A formatting tool has been developed to assist in consistent formatting of your CV. This tool is table formatted using Word for Microsoft 365.

1. Open the Word document
2. If gridlines are not seen, do the following:
 - Click on any line.
 - A “Table Design” tab will appear on the ribbon at the top of the program window.
 - Click on “Table Design” tab.
 - On the right, under ‘Borders’, use drop down menu to select “View Gridlines”.
 - You should now see dotted gridlines – this is the table layout.
3. The formatting tool includes the following:
 - Section Headers – **do not** change, underline, or delete these.
 - Pre-set tables in Section 11-13. Subsections may be retitled to suit your needs.
 - Rows and columns have been designed to be consistent.
 - Some examples are included for you to follow. Delete/add rows as you populate your CV. Font type/size is preset to Times New Roman 12.
 - Numbering in Section 16 (bibliography) may need to be adjusted accordingly.
4. Options to populate the CV:
 - Type your CV directly into the formatting tool, OR
 - On a second monitor, open your CV and cut & paste into the appropriate cells, adjusting indents and font if needed. Add and/or delete rows as needed.
5. Delete ALL red and blue colored font lettering as well as the examples prior to submitting your CV for preliminary review.
6. Save your CV using the file name as described in the beginning of Part 1.