

**UNIVERSITY OF NORTH DAKOTA
SCHOOL OF MEDICINE AND HEALTH SCIENCES**

The following information should be included in the curriculum vitae for applications for all faculty appointments, promotions and/or grants of tenure in the School of Medicine and Health Sciences.

1. Personal Data

- Begin with “Current Position” – include title(s) and professional address (with e-mail and FAX)
- Optional: Marital status, spouse’s name, children
- Do NOT include birth date or Social Security number

2. Licensure and board certification

- Include dates of state certification, board certification and recertification
- Do NOT list medical license numbers

3. Education

- a. In chronologic order, list institutions attended and degrees
- b. Include internship, residency, fellowships, post-doctoral training

4. Professional Experience

a. Academic appointments

- List these chronologically (including dates)
- Include part-time and adjunct faculty positions

b. Hospital, government or other professional positions

- List positions chronologically
- Include military service, if applicable
- List consulting positions

5. Honors, special recognitions and awards

- Graduate school honors and distinctions
- Clinical, teaching, research or service awards
- Elected and honorary society memberships
- Honorary fellowships

6. Membership in professional organizations

- List organizations
- Include offices held and other leadership positions

7. Major committee and service responsibilities

- Group (as appropriate) under headings: Departmental, SMHS, university and hospital
- Include state, national and international committees, task forces, boards and commissions
- List important community service or public health activities
- Note leadership positions, key responsibilities

8. Inventions, intellectual property and patents held or pending

9. Review and referee work

- Service on editorial board (include dates)
- Grant Review committees and study sections
- Service as ad hoc reviewer for journals, professional societies or scientific meetings (give dates, journals, meetings)

10. Invited extramural lectures, presentations and visiting professorships

May divide into headings: local, regional, national, international

11. Teaching activities

This list should include the courses and extent of participation (i.e., course director or lecturer in team taught courses). If applicable, indicate those students who received advanced degrees or certificates of specialization under your direct supervision. Also indicate dates of such courses.

12. Scholarship and Research

a. Grants

List past and current grants. For each include the following: granting agency or source of support, identifying number, title of project, dates of entire project period, extent of participation (i.e., principal investigator, co-investigator, consultant, percent of effort) and total dollar amount of grant.

b. Publications:

List the publications in chronological order. References should be in the usual format giving authors in the order in which they appear on the paper, the title, volume, first and last page numbers and year. Publications in the following categories should be listed separately:

1. Original papers which have appeared in refereed journals.
2. Reviews or editorials which have appeared in refereed journals.
3. Books or chapters in books, and publications in other journals.
4. Abstracts.

DO NOT INCLUDE “MANUSCRIPTS IN PREPARATION” OR PAPERS SUBMITTED FOR PUBLICATION. List only works which have been accepted for publication. If the paper has not yet appeared in print, the designation “in press” should follow the name of the journal.

Important: Clearly indicate those publications since initial appointment or last promotion at the University of North Dakota.