

# Starting **U**niversity **C**linical **C**areers **E**fficiently, **S**cholarly, and **S**uccessfully

## Creating an **O**rganized **C**V

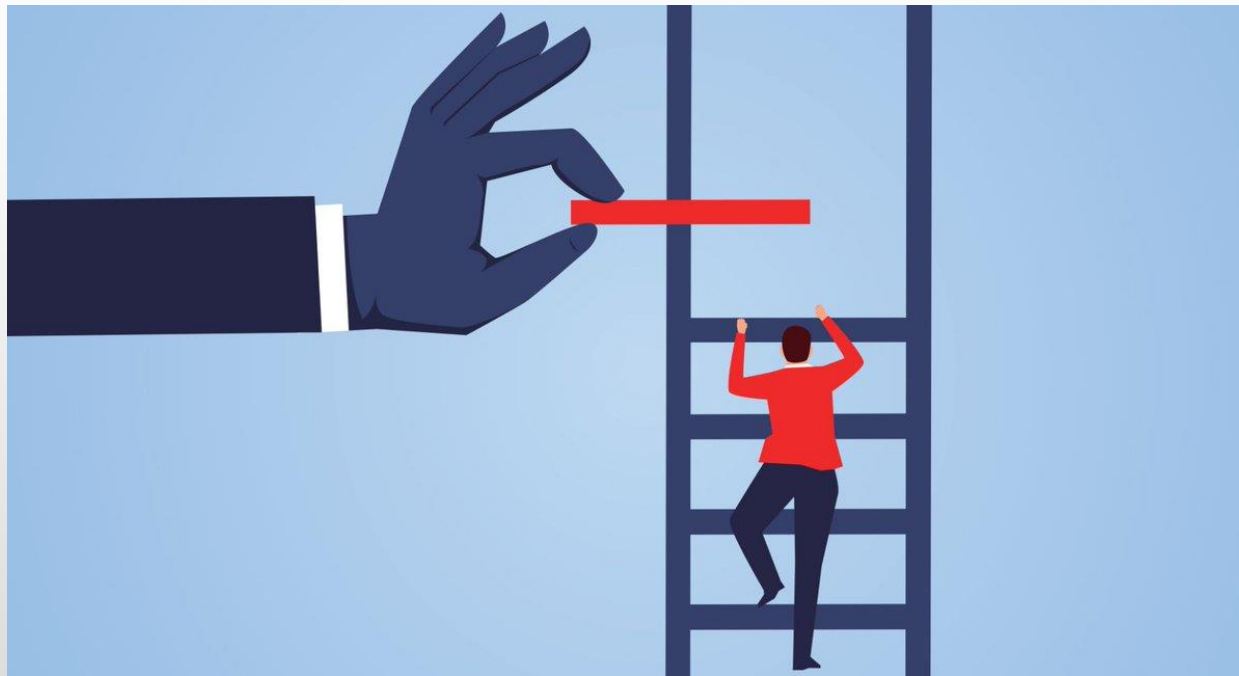
**Myra H. Wyckoff, M.D.**

**Co-Chair, Promotion and Tenure Committee**

**Professor of Pediatrics**

# What is a Curriculum Vitae (CV)?

Your CV is a professional self-marketing tool that should accurately reflect your professional accomplishments



# Your CV Can be Used for Different Purposes

- Used internally at UT Southwestern
  - Annual performance review
  - Institutional 4<sup>th</sup> year review
  - Promotion
- Used externally
  - As an invited speaker
  - Competition for awards
  - For job applications



# Create a CV that Shines

- Your CV should showcase your achievements
- Your CV reviewers will *always*
  - Compare you with other candidates
  - Form a lasting impression based on the substance as well as the presentation of your CV



# The Three CV Mantras

- Keep it simple
  - Your CV should allow a reader to understand *at a glance* the scope of your professional achievements
- Avoid abbreviations that are specific to your field
- Keep it accurate
- Keep the recipient in mind
  - Customize for each purpose



# The UT Southwestern Standardized P&T CV Template

Use the standardized P&T CV template for internal purposes

Delete the highlighted prompts before official use

## Curriculum Vitae

Date Prepared:

Name:

Office Address:

Work Phone:

Work E-Mail:

### Education

Year	Degree (Honors)	Field of Study (Thesis advisor for PhDs)	Institution

### Postdoctoral Training *[Include residency/fellowship]*

Year(s)	Titles	Specialty/Discipline (Lab PI for postdoc fellows)	Institution

### Professional Development Training

Year(s)	Course or Program, Degree if any	Institution

### Faculty Academic Appointments

Year(s)	Academic Title	Department	Academic Institution

The screenshot shows a web browser window displaying the 'Office of Faculty Development' page for 'Promotion and Tenure'. The page includes a navigation menu with 'Who We Are', 'Clinicians', 'Educators', 'Leaders', and 'Researchers'. The main content area features a sidebar with 'Association of College and University Educators (ACUE)', 'Educator Development at UTSW (EDU)', and 'Promotion and Tenure'. The main text describes the committee's role and provides a 'Quick Links' sidebar with links to 'FAC-351 Criteria for Promotion and Tenure', 'Promotion Timeline', 'Managing Your Author Profile', 'Standardized CV Format Template', 'UTSW Library', 'Who Is Citing Your Articles?', 'Sample Clinical Scholar Packet', and 'Sample Clinician Educator Packet'. A section titled '2024-2025 Symposium: Demystifying the P&T Process' mentions a symposium on January 13, 2025, for junior faculty and department chairs.

# Why the UT Southwestern CV Template?

## *Curriculum Vitae*

Date Prepared:

Name:

Office Address:

Work Phone:

Work E-Mail:

### Education

Year	Degree (Honors)	Field of Study (Thesis advisor for PhDs)	Institution

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- The formulaic template makes it easier for reviewers to rapidly locate the information they seek about you
- Help your reviewers help you!

# Let's Get Started: Collect All Your Information



The CV typically includes:

- Name and contact information
- Education (undergraduate through fellowship; in chronological order)
- Licensures, board certification
- Professional experiences and faculty appointments
- Honors, awards, and professional affiliations



# Let's Get Started: Collect All Your Information

The CV typically includes:

- Institutional and national committee service
- Clinical service responsibilities
- Grant Review Activities
- Publications (in chronological order)
- Presentations (international, national, regional, local)
  - Abstracts submitted to meetings are not invited talks

## Invited Lectures

Year(s)	Title	Location
<u>International</u>		
<u>National</u>		
<u>Regional/Local</u>		

Technological and Other Scientific Innovations [Patent, if any, pending or awarded /If described in print/on web, provide citation]


## Bibliography

# Document All Teaching Activities

## Educational Activities

### 1. Direct Teaching

Date	Course Name, Rotation or Session Topic	Role	Number of Instruction hours	Primary Learner Audience (number)	Department or Organization
	Medical and Graduate School (UME) Course Instruction, Small Group Instruction, Clinical Supervision				
	Graduate Medical Education (GME) Course Instruction, Small Group Instruction, Clinical Supervision				
	Instructor in Continuing Medical Education (CME), Faculty Development, National Educational Symposia				

### 2. Curriculum Development

Date	Course Name or Curriculum Product	Role	Purpose	Primary Learner Audience	Organization or Institution

### 3. Mentoring and Advising

Date	Mentee Name	Mentee Level/ Program and Institution	Role	Mentee Outcomes, Current Position

### 4. Learner Assessment Activities or Tool Development

Date	Course Name or Session Topic	Role	Number of Evaluation Hours	Primary Learner Audience	Organization or Institution

### 5. Educational Administration and Leadership

Date	Title	Responsibilities	Time (FTE or hours)	Organization and Program Scope	Outcomes

- Direct Teaching
- Curriculum Development
- Mentoring and Advising
- Learner Assessment Activities or Tool Development
- Educational Administration and Leadership



# Keep It Simple

- Aim for a crisp and professional document
- Use a single type of font (e.g. Arial, 11 points)..
- Judiciously highlight key points
  - Bold, underlining and/or capitalization
  - Indents and/or bullet points

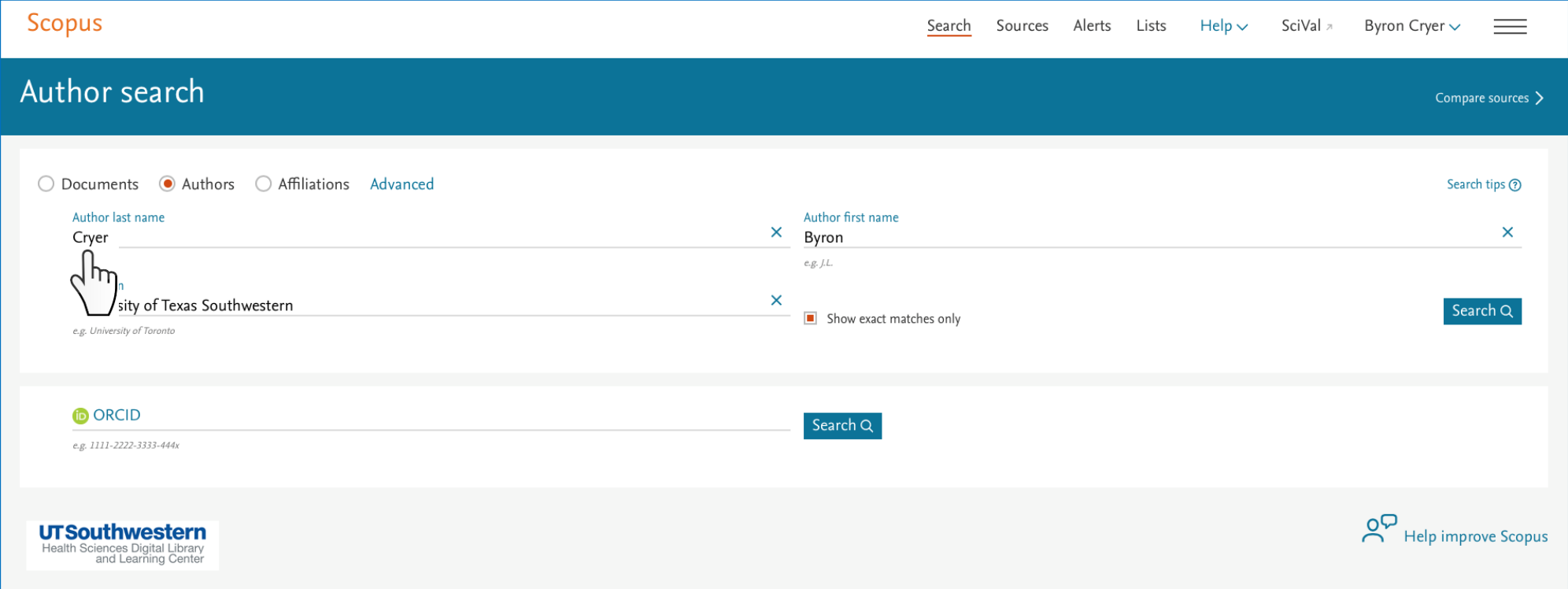
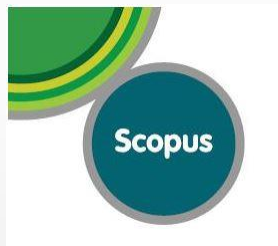
# Small Details Matter

- Errors in CV organization, misrepresentation and inaccuracies are major derailers
- Insert page numbers
- Give your CV a recognizable file name (e.g., John Doe, MD CV, date)
- Provide complete and unified citation for publications (list all authors, bold your name)
- Always proofread and ask someone to review your CV

# Keep It Accurate

## Do not Misrepresent Yourself

In the *Peer-Reviewed Original Publications* section, list only publications that can be verified in public databases (e.g. **SCOPOS**, **PUBMED**)



The screenshot shows the Scopus Author search interface. At the top, the Scopus logo is on the left, and navigation links for Search, Sources, Alerts, Lists, Help, SciVal, and a user profile (Byron Cryer) are on the right. The main heading is "Author search" with a "Compare sources" link. Below this, there are radio buttons for "Documents", "Authors" (selected), "Affiliations", and "Advanced". A "Search tips" link is also present. The search fields are: "Author last name" with the value "Cryer" and a hand cursor icon; "Author first name" with the value "Byron"; and "Affiliation" with the value "University of Texas Southwestern". There are "X" icons to clear each field. A "Show exact matches only" checkbox is checked. A "Search Q" button is at the bottom right. Below the search fields, there is an "ORCID" search field with a "Search Q" button. At the bottom left, the "UT Southwestern Health Sciences Digital Library and Learning Center" logo is visible. At the bottom right, there is a "Help improve Scopus" link with a speech bubble icon.

# Know What Does Not Count as a Peer-Reviewed Publication

> Nat Genet. 2008 Jan;40(1):26-8. doi: 10.1038/ng.2007.41. Epub 2007 Dec 16.

## Common Genetic Variants at the CRAC1 (HMPS) Locus on Chromosome 15q13.3 Influence Colorectal Cancer Risk

Emma Jaeger<sup>1</sup>, Emily Webb, Kimberley Howarth, Luis Carvajal-Carmona, Andrew Rowan, Peter Broderick, Axel Walther, Sarah Spain, Alan Pittman, Zoe Kemp, Kate Sullivan, Karl Heinemann, Steven Lubbe, Enric Domingo, Ella Barclay, Lynn Martin, Maggie Gorman, Ian Chandler, Jayaram Vijavakrishnan, Wendy Wood, Elli Papaemmanuil, Steven Penegar, Mobshra Qureshi, **CORGI Consortium**, Susan Farrington, Albert Tenesa, Jean-Baptiste Cazier, David Kerr, Richard Gray, Julian Peto, Malcolm Dunlop, Harry Campbell, Huw Thomas, Richard Houlston, Ian Tomlinson

Collaborators, Affiliations + expand

PMID: 18084292 DOI: 10.1038/ng.2007.41

### Abstract

We mapped a high-penetrance gene (CRAC1; also known as HMPS) associated with colorectal cancer (CRC) in the Ashkenazi population to a 0.6-Mb region on chromosome 15 containing SCG5 (also known as SGNE1), GREM1 and FMN1. We hypothesized that the CRAC1 locus harbored low-penetrance variants that increased CRC risk in the general population. In a large series of colorectal cancer cases and controls, SNPs near GREM1 and SCG5 were strongly associated with increased CRC risk (for rs4779584,  $P = 4.44 \times 10^{-14}$ ).

- **Acknowledgements** do not count as authorship
- Being a **contributor** in a multicenter clinical trial does not automatically count as authorship
- If you are listed as a collaborator but not an author, explain your contributions

# Keep Your CV Updated!

As your academic career progresses, so should your CV



2000

Assistant Prof.

CV: 3 pages



2008

Associate Prof.

CV: 28 pages



2024

Professor

CV: 58 pages

# Keep Your CV Updated

- Separately maintain a master tracking document that you update regularly (I keep this open on my desktop daily)
  - Preferably in an Excel format, to allow sorting and reordering
  - Systematically collect and record relevant achievements as they occur
  - Ideally, the majority of items in your work calendar should be captured
- Keep track of different CV versions with date in title





# It is Your Job to Maintain Your CV

- Your CV is an evolving document. It requires early, continuous maintenance
- Do not try to retrospectively document CV activities. You will forget!
- CV maintenance is your responsibility
  - Do not assign maintenance to an assistant without careful supervision
  - Remember you will pay for his/her mistakes

# Creating an Effective CV

## Summary of Key Points

CV is a “self-marketing tool” that should accurately showcase your professional accomplishments.

It should be polished, error-free and accurate. Small details matter.

Your CV is an evolving document that requires frequent maintenance. CV maintenance is your responsibility.

Keep it accurate, simple and customize for different purposes. Use the P&T template for internal purposes.

# Additional Information and Resources

1. Creating a Physician CV That Shines: **NEJM Career Center**, August 7, 2018  
<https://www.nejmcareercenter.org/article/creating-a-physician-cv-that-shines/>
2. UT Southwestern SUCCESS Program Website  
<https://utsouthwestern.edu/about-us/administrative-offices/faculty-diversity/faculty-development/success.html>
3. UT Southwestern Promotion & Tenure Intranet website  
<https://www.utsouthwestern.net/intranet/education/faculty/electronic-promotion-tenure/>

# Starting University Clinical Careers Efficiently, Scholarly, and Successfully

Questions? Email me!



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Professor of Pediatrics

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