APPENDIX H

UR SMD CV TEMPLATE

ANNOTATED TO SHOW PLACES WHERE DEI WORK CAN BE CONVEYED

(revised May 2021)

[Bracketed italicized text is provided for guidance — please delete from your CV and replace with your information. Also, please delete category headings that are not applicable.]

[name, degree] | [month, year CV updated]   p. X

UNIVERSITY OF ROCHESTER SCHOOL OF MEDICINE & DENTISTRY
CURRICULUM VITAE
[Name, Degree]
[full mailing address]
Telephone: | Fax:
E-Mail:

[optional] **Date of Birth:**   *[optional]* **Citizenship:**

[optional] **Pronouns:**

CURRENT POSITIONS
[list here only what you want visible at first glance; all listed in this section will be repeated in various sections below]
[current academic appointment / department]
[any other major leadership / administrative title/role]   MAJOR ROLE CAN GO HERE
University of Rochester School of Medicine & Dentistry, Rochester, NY

EDUCATION
[years]   [degree, institution, location]

POST-DEGREE TRAINING
[include residency, fellowship, postdoc training, or certificate programs or other major non-degree-granting educational programs taken; do not list all continuing education activities taken]
[for each, list:]
[years]   [type of training/field, institution, location]

PROFESSIONAL LICENSURE & CERTIFICATIONS
[years]   [type of license, licensing state or agency]
[years]   [specialty board/field, indicate if initial certification or maintenance of certification]

FACULTY APPOINTMENTS
[years]   [rank/title, department, institution, location]

HOSPITAL & ADMINISTRATIVE APPOINTMENTS
[years]   [role/title, department if relevant, institution/organization, location] ADMIN ROLES CAN GO HERE

PROFESSIONAL NON-ACADEMIC EMPLOYMENT HISTORY
[years]   [role/title]

HONORS AND AWARDS
[year]   [name of honor/award, institution or organization]   ==AWARDS CAN GO HERE==

ACADEMIC & PROFESSIONAL ORGANIZATIONS
[if helpful, consider using subheadings for local/regional vs national/international]

==MEMBERSHIP IN EDI-RELATED ORGANIZATIONS CAN GO HERE==

[years]   [organization in which you are a member]
[year]   [any appointed/elected role beyond membership, e.g., elected as a fellow, board of
          directors or officer role]

COMMITTEES & OTHER ADMINISTRATIVE SERVICE
*[may use subheadings, e.g., UR Department of {primary department}, UR Extra-Departmental,
Local/Regional, National, International]* ==*EDI COMMITTEE WORK CAN GO HERE*==
[under each subheading, list as follows:]
[years]   [role, name of committee or assignment, specify if departmental, school or other
organizational unit if not already clear from title and subheading]

PROFESSIONAL SERVICE ASSIGNMENTS
[only include those not covered by categories above] ==EDI SERVICE NOT COVERED ABOVE
CAN GO HERE==

EDUCATIONAL CONTRIBUTIONS
==*EDI TEACHING / TRAINING DELIVERED CAN GO HERE*==
*[Subheading for type of learner; use subheadings such as undergraduate, graduate student,
medical student, resident, postdoctoral fellow, junior faculty, continuing education {including
local/regional presentations} — may further subdivide into UR vs regional, national,
international if relevant]*
[under each subheading, list as follows:]
[years]   [role/title {making clear if role involves teaching, assessment, curriculum
development, mentoring/advising, or leadership/administration}, context/educational program,
terse description of what the role involves {if needed}, terse description of how much time
involved {if relevant, e.g., "0.20 FTE," "4 hours/week x 8 weeks/year"} or mentoring role {e.g.,
may use * to denote primary mentee if applicable}]

COMMUNITY ACTIVITIES
==*EDI COMMUNITY WORK CAN GO HERE*==
[may include local, regional, national, or international community engagement or service]
[years]   [role, organization, other description if needed]

EQUITY, DIVERSITY & INCLUSION ACTIVITIES

*EDI ACTIVITES CAN GO HERE — RECOMMENDED TO CHOOSE EITHER LISTING HERE
OR LIST ACROSS OTHER SECTIONS, I.E., DO NOT LIST ACTIVITIES TWICE*
[EDI activities may be listed here instead of distributed across other sections of the CV]
[years]   [title or role, name and description, specify if departmental, institutional,
community, national international, or other organizational unit if not already clear from title]

VISITING PROFESSORSHIPS & NAMED LECTURESHIPS
[dates]   [title/role, institution, location]

EXTERNAL ADVISORY / HEALTH COUNCILS & RESEARCH REVIEW COMMITTEES
[dates]   [role, organization/agency, location]

CONSULTATIONS
FORMAL CONSULTATIONS CAN GO HERE
[dates]   [role, agency/institution/organization, location]

 WORK IN ANY TRADITIONAL ACADEMIC ACTIVITIES CAN GO IN ANY OF THE
REMAINING, CORRESPONDING SECTION(S)
EDITORIAL ASSIGNMENTS IN PROFESSIONAL JOURNALS
***Ad hoc* reviews for:**
[list journals]
Editorial Assignments
[may use subheadings to denote Editorial Board vs Editor & Associate Editor roles if desired]
[dates]   [title/role, journal]

PATENTS & INVENTIONS
[inventors, invention, country, patent number, granted date]

GRANTS & CONTRACTS
As Principal Investigator / Co-Principal Investigator
[for each, list P.I.s and Co-P.I.s, % effort supported, mechanism/type of funding, project
name/title, funding agency, dates, total costs, and terse description of project or your role if
needed]
Other Roles
[for each, list P.I.s and Co-P.I.s, your role, % effort supported, mechanism/type of funding,
project name/title, funding agency, dates, total costs, and terse description of project or your role
if needed]

UNFUNDED / OTHER RESEARCH PROJECTS
[for each significant project, list dates, role, % effort supported {if applicable}, project
name/title, source of support {if applicable}, terse description of project]

PRESENTATIONS
        * *denotes trainee / supervisee*
[conferences refer to work submitted for presentation]

Local, Regional, & State Conferences
[date]   [authors, title, type of presentation {if applicable, e.g., poster, symposium}, meeting/organization name, location]

National & International Conferences
[date]   [authors, title, type of presentation {if applicable, e.g., poster, symposium}, meeting/organization name, location]

Invited Presentations: Local, Regional, & State
[date]   [title, meeting/organization/institution name, location]

Invited Presentations: National & International
[date]   [title, meeting/organization/institution name, location]

PUBLICATIONS
　　　　denotes trainee / supervisee
[may include 'Published Abstracts' section if desired, but for most, this will be 'covered' above under presentations at meetings]

Peer-Reviewed Journal Articles
[numbered list with authors, title, journal, volume, pages, year]

Books, Monographs, Chapters, & Reviews
[numbered list with authors, title, journal or book title, volume, pages, year]

Letters, Editorials, & Other Publications
[numbered list with authors, title, journal/venue, volume, pages, year]

Other Media
NOTE THAT ACTIVITIES IN SOCIAL MEDIA CAN GO HERE IF REACH/IMPACT CAN BE DEMONSTRATED
[i.e., any non-print media / enduring materials including webinars]
[numbered list with authors, title, type of media, issue/volume/pages {if applicable}, publisher {if applicable}, date] [include brief metrics if helpful to demonstrate reach/impact]