

# Preparing Your CV using the Dell Med CV Template

Presented by: The Office of Faculty Academic Affairs

Resources available on our webpage:

<https://intranet.dellmed.utexas.edu/public/promotion-and-tenure-information>

Questions? Please reach out to us: [DellMedFacultyAffairs@austin.utexas.edu](mailto:DellMedFacultyAffairs@austin.utexas.edu)

# This information session will cover:

- Common errors
- Why your CV is important
- A closer look at the Dell Med CV template: how to organize sections of the CV, convey geographical reputation and impact
- CV Review Checklist
- Pro Tips
- What YOU can do to ensure your CV is at its best
- Q&A

# Common Errors

- CV is not updated, missing valuable information related to the impact and geographic scope of your work.
- Grants section is missing information.
  - Make sure to include % effort on each grant.
  - Unless the grant is from NSF, do not use the term “Co-PI”
- Invited Presentations and Professional Organization Service are designated incorrectly between local, regional/state, national, or international.
- Information about the nature of the relationship with Mentees and Advisees and the resulting products of the relationship are left out

# Other Common Errors: Clerical Issues

- Attention to detail helps to engender confidence in reviewers.
  - Typos: spellcheck and proofread your CV.
  - Medical licensure information: should not be listed as expired or set to expire soon.
  - All abbreviations: should be written out.
  - CV revision date: include in the top right header.
  - Activities should only be listed once on the CV.

# Why your CV is Important

- **Impact:** When your contributions are organized and presented clearly, your CV will convey the *impact* of those contributions so that they are visible and understood by all levels of review (internal/external reviewers, your own department, Dell Med APT Committee, Dean, and UT President's Committee) including non-biomedical readers
- **Geographical Reputation:** When your contributions are organized and presented clearly, your CV will convey geographical reputation (where applicable)

# Contributions that help convey Geographical Reputation & Impact:

- Invited Presentations
- Leadership roles in professional societies or other entities related to your area of expertise
- Service on advisory panels, committees
- Mentorship/Advising
- Publications
- Grant Funding
- Honors/Awards

# Guidelines for Geographic Scope of Faculty Activities

- Proper organization of faculty activities helps to convey the impact and geographic reputation of the activity, which is an important consideration for promotion and tenure.
- The Dell Med CV template includes annotations and guidance on organizing faculty activities.
- Guidelines can be found on the [Resource Library for Faculty page](#).

# Invited Presentations vs. Abstract Presentations:

- **Invited Presentations:**
  - Invitations that are *specific to you*, where you are sought after due to your expertise and invited to speak at e.g. conferences, symposia, seminars, grand rounds.
  - Designation of the presentation between local, regional/state, national, or international is based primarily on the geographic proximity of the institution/organization relative to UT (or wherever the faculty member was appointed at the time of the activity). It is **NOT** based on the geographic scope of the affiliations of the audience or attendees.
  - “Regional” refers to the *region of the US*, not the region of Texas.
- **Abstract Presentations:**
  - Are not considered *invited* presentations.
  - They should be listed under Oral Abstract and Poster Presentations



# Leadership Roles in Professional Societies

- Correctly designate/organize professional organizations as local, regional/state, national, or international.
  - Regional refers to the region of the US (i.e. Southwest US), not region of Texas.
  - Designation is based on the geographic scope of the organization.
  - The geographic scope can generally be inferred from the name or the organization (ex: American Society of “X”)
  - The organization’s membership is not a primary determinant of the geographic scope of the organization.

# Mentorship vs. Advising

- **Mentor:** \*“fosters personal and professional growth by imparting wisdom, sharing experiences, and delivering expert insight.”
- **Advisor:** \*“addresses questions by providing direct answers or potential solutions based on institutional and national guidelines. Supports students with competing program-specific tasks.”

## IMPORTANT:

Do not just list names. You must include brief summary of the mentoring and advising relationships and what product(s) came out of the relationships.

\*Reference: Santiesteban L, Young E, Tlarks GC, Boemi MG, Patel RK, Bauckman KA, Fine L, Padilla ME, Rajput V. Defining Advising, Coaching, and Mentoring for Student Development in Medical Education. *Cureus*. 2022 Jul 27;14(7):e27356. doi: 10.7759/cureus.27356. PMID: 36043012; PMCID: PMC9411822.)

# Publications

- Numbered list in **reverse chronological order** (newest to oldest)
- Use complete citations. Must include PMID or doi. [reviewers will read your publications!]
- Papers that are authored by a large group of individuals, such as a multi-institutional collaboration or research consortium should be listed under the “Consortium/Collaborative Publications” section.
- Notate when mentees are co-authors. This can be signified by using (\*) symbol next to mentee's name.
- Do not list abstracts under Publications.

## Publications: Example of complete citation

- Burbank AJ, Hernandez ML, Jefferson A, Perry TT, Phipatanakul W, Poole J, Matsui EC. Environmental justice and allergic disease: A Work Group Report of the AAAAI Environmental Exposure and Respiratory Health Committee and the Diversity, Equity and Inclusion Committee. *J Allergy Clin Immunol*. 2022 Dec 28:S0091-6749(22)02555-6. doi: 10.1016/j.jaci.2022.11.025. Online ahead of print. PMID: 36584926

# Grant Funding

- List projects by funding status
- Important: **Include pending grants [speaks to trajectory]**
- For all grants: Include all relevant and up to date data for each project. [example on next slide]
- Your role:
  - PI: full responsibility & authority for the project
  - Multiple PI: equal responsibility & authority as lead PI
  - co-I: make significant contributions
  - site PI: Lead investigator at one site of a multi-site study
  - Key Personnel: contribute in a substantive measurable way
    - "Co-PI" terminology should be avoided as it does not convey extent of scientific contribution and role (unless the grant is from NSF)

# Grant Funding: Example of Complete Listing

## Funding Status (Current, Under Review, or Completed)

- Sponsor Name (and mechanism, if applicable)
- Name and Affiliation of Principal Investigator
- Role of the Candidate (PI, Multiple PI, co-I, site PI, or Key Personnel)
- Project Title
  - Project/Funding Period
  - Funding Amount
  - **Percent Effort**
  - If Project Under Review, Indicate Current Status

Sponsor name: CPRIT (Cancer Prevention and Research Institute of Texas)

Name and Affiliation of the PI: Jane Doe, Department, Institution

Role of the Candidate: Co-Director

Project Title: Inpatient Screening and Treatment for Unhealthy Alcohol Use and Tobacco Use as a Means of Cancer Prevention

Funding Period: 12/01/2022 - 11/30/2025

Funding Amount: \$999,957

Percent Effort: 15%

# Honors and Awards

- Include curated annotation of significance of the honor/award. Details regarding competitiveness of honor/award are helpful to reviewers not in your field!
  - Example: National Award of Excellence in Teaching, Society of Hospital Medicine  
*Awarded to one hospitalist nationally for “demonstrated outstanding teaching prowess” and having served as a “role model and mentor to other hospitalists, residents, medical students, or other healthcare professionals”*
  - Example: Fellow, American College of Physicians  
*“Distinction earned from colleagues who recognize accomplishments and achievements over and above the practice of medicine. The most important considerations for ACP Fellowship are excellence and contributions made to both medicine and to the broader community in which the internist lives and practices.”*

## Other sections where annotated info is helpful:

- Educational Activities: Include details such as course name, your role, number of students, learner level, duration of the activity, amount of time dedicated to this activity, any other explanatory notes. Help the non-biomedical reader understand “clinical teaching”.
- Clinical and Quality Improvement (QI) Projects:
  - Provide brief description of the project that helps explain the scope and impact of these projects
- Goal is to convey the amount of time, duration, scope and impact of the work



# CV Checklist

- Set your CV up for success with this checklist
- Your CV will be returned to you if there are issues that need to be addressed.

Updated 12/12/2024

CV Review Checklist

Here's a checklist to review to ensure that the CV follows the DMS CV template. The DMS CV template is on the Dell Med Faculty Academic Affairs webpage. Please check out this and other resources on the [Resource Library for Faculty](#).

Items to check for on CV:	Task Completed: Y/N
Revision Date: Included in top right corner of document.	
Up to Date: Ensure that each section is updated by reviewing dates of most recent activities listed.	
Ensure that each activity is only listed on the CV once.	
Formatting of Dates: Follows prescribed date format of [mm/yy to mm/yy] where applicable.	
Abbreviations: Check to make sure all abbreviations in the document are defined.	
Licensure is up to date. Should not be listed as expired.	
Academic appointments specify if professional-track, tenure-track, or tenured. For professional-track faculty in the clinical professor title series, include clinical modifier in the appointment. Example: Clinical Assistant Professor	
Honors/Awards: Curated annotation of significance needs to be included (e.g. regional/state/national scope of organization, who nominates for the award, competitiveness of award, etc.) Example: Outstanding Educator Award Department of Internal Medicine, Dell Medical School at UT Austin This is an annual award given to one faculty member in the department of 200 faculty to "...recognize educational leadership, innovation, clinical teaching skills, and the capacity to inspire."	
Professional Memberships/Service: Confirm geographic scope of the organizations in order to correctly categorize as local, regional/state, national or international. Designation is based on the geographic scope of the organization. The geographic scope of the organization's membership is not a primary determinant of the geographic scope of the organization.  "Regional" refers to the region of the US (i.e., Southwest US)	
Is Mentoring and Advising correctly separated by category? A Mentor "fosters personal and professional growth by imparting wisdom, sharing experiences, and delivering expert insight. Encourages holistic long-term mentee success." An Advisor "addresses questions by providing direct answers or potential solutions based on	

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Mentoring: Is documentation included on current position of mentee, nature of mentoring relationship, product/project of mentoring relationship?	
Advising: Is documentation included on current position of advisee and nature of advising relationship?	
Grants: Is all required data - as indicated on the template - included for each project? Please note: "Co-PI" should not be listed as a role on a grant. Confirm if the role is Co-I or Multiple PI.	
Publications: Are they numbered AND in reverse chronological order?	
Publications: Is PMID or doi included as part of all citations? This is a required component.	
Publications: Are publications correctly divided by category?	
Publications: Do not list abstract presentations under publications. Abstract presentations go in the Oral and Abstract Presentations section of the CV.	
Invited Presentations and Abstract Presentations: Ensure that all required information - as indicated on the template - is included for each presentation	
Are Invited Presentations and Abstract Presentations correctly separated? Invited presentations are ones in which an organization reaches out to the faculty member asking them to speak; abstract presentations are ones in which the faculty member submitted an abstract for consideration for presentation.	
Invited Presentations: Is specific context included that confirms that the invitation is specific to the faculty member? For example, is it an invitation to present grand rounds, a seminar, or give a talk at a session at a conference? This helps to distinguish between invited presentations and abstract presentations.	
Invited Presentations: Correctly designate between local, regional/state, national, or international presentations.  Designation of the presentation between local, regional/state, national, or international is based primarily on the geographic proximity of the conference relative to UT (or wherever the faculty member was appointed at the time of the activity). "Regional" refers to the region of the US (i.e., Southwest US). This is not based on geographic scope of the affiliations of the audience or attendees.	
Whenever possible, add annotated information to help explain the geographic category in the	

## Pro Tips

- Review the Examples of Evidence of Achievement for your track, title series, tenure status for guidance on items to include in your CV. The Examples documents can be found on the [Faculty Appointments, Promotion, and Tenure](#) page.
- Check out The Effort Report podcast episode: [Your CV: More than Meets the Eye](#)
- Do you have updates for your CV after you've submitted dossier? Send updated CVs to your department faculty affairs representative. **This is important for new achievements, new publications, new funding and awards.**

# What YOU can do to ensure your CV is at its best

- Update your CV each year
- Make sure that you're using the latest template (updated in December 2024)
- Include annotated information to educate all reviewers
- Review your CV using the CV Checklist
- Bring your CV questions to one of our OFAA Biweekly Office Hours. Please see our webpage for upcoming dates/times.

# Q&A