



GUIDELINES TO FACULTY FOR PREPARING A CURRICULUM VITAE FOR ACADEMIC REVIEW

These guidelines are intended to assure that faculty evaluations for all personnel actions (appointments, promotions, merit advancements, appraisals for promotion, etc.) are accomplished by Departmental, School, Campus, and Academic Senate reviewers in a fair and impartial process, with adequate data presented by each faculty member fully representing the entire scope of their academic activities.

These are guidelines only. Each faculty member will have unique activities which are not fully represented in these guidelines. Feel free to add subsections for such activities as appropriate. Selected sections may not be applicable to all faculty, depending on the specific title series being proposed or reviewed. Please check with your department and the University APM Manual to clarify the criteria used for evaluation of your series.

Your CV will be evaluated by many reviewers, some of whom are not specialists in your field. Avoid undefined acronyms, focusing on clarity. Please be as concise as possible. List items in chronological order from oldest to most recent. Please note that some items should include all relevant information, while other listings are limited to activities during only the past five years.

CURRICULUM VITAE**Name: John or Jane Smith**

Position: Professor in Residence, Step X
 Department of YYY
 School of ZZZ

Professor in Residence, Department of Social and Behavioral Sciences (secondary)

Graduate Program Memberships

Address: Room XXX, Box XXXX
 University of California, San Francisco
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EDUCATION:

19XX-XX	College, College Town, CA	B.A.	Cum Laude, Biology
19XX-XX	Medical School	M.D.	
19XX-XX	University (Advisor Name)	Ph.D.	Molecular Biology
19XX-XX	University of California, San Francisco	Intern	Medicine
19XX-XX	University of California, San Francisco	Resident	Medicine
19XX-XX	University of California, San Francisco	Resident	Pathology
19XX-XX	University of California, San Francisco	Chief Resident	Medicine
19XX-XX	University of California, San Francisco	Fellow	Medicine

LICENSES, CERTIFICATION:

19XX Medical licensure, California
 19XX Board Certification

PRINCIPAL POSITIONS HELD:

19XX-XX	University of California, San Francisco	Assistant Professor	Medicine
19XX-XX	University of California, San Francisco	Associate Professor	Medicine
19XX-now	University of California, San Francisco	Professor	Medicine

OTHER POSITIONS HELD CONCURRENTLY:

19XX-XX	Medical School	Fellow, Medical Sciences Training Program
19XX-now	Department	Director, Specific Medical Service
19XX-now	Another Department	Director, Other Service
19XX-2002	Old Graduate Program Faculty	
2001-20XX	New Graduate Program Faculty	

HONORS AND AWARDS: *[All inclusive, most recent last]*

19XX	In My Youth Award
19XX	Middle Age Award
20XX	Hard Work Award

KEYWORDS/AREAS OF INTEREST: *[Please provide a set of indexing terms to describe your research and clinical interests.]*

Cancer, quality of life, tyrosine kinase inhibitors, steroid hormones, genomics, estrogen receptor, breast, prostate, microarrays, prognosis, neurodegenerative disorders, medical education, history of breast surgery.

PROFESSIONAL ACTIVITIES

CLINICAL *[Focus on activities in last 5 years, but include longer time periods as appropriate.]*

Director, Outpatient Specialty Clinic, UCSF: I have attended in this clinic for 12 months of the year for one day per week for the past 15 years.

Attending, Medical Service, UCSF: I attend 3 months of the year on this service, supervising 18 house staff, fellows, medical students, etc. I have been doing this for 4 years. Before that I attended at SFGH.

SUMMARY OF CLINICAL ACTIVITIES

[Please summarize highlights of your clinical activities since your last advancement; please limit to 1-2 paragraphs.]

PROFESSIONAL ORGANIZATIONS

Memberships *[list all]*

19XX-20XX, American Association for the Advancement of Science
19XX-20XX, American Society of Great Medicine and Nursing
19XX-20XX, American Association for Cancer Research
19XX-20XX, American Society of Pharmacology
19XX-20XX, American Society of Dentistry

Service to Professional Organizations *[list all]*

19XX-XX	American Association for Cancer Research	President
19XX	American Assoc. for the Advancement of Science	Membership Committee
20XX	Amer. Assn. Cancer Research, Annual Meeting	Chair Local Organizing Committee
20XX	Society for Research in Child Development	Scientific Advisory Board

SERVICE TO PROFESSIONAL PUBLICATIONS: *[list all as appropriate]*

19XX-XX Editorial Board, Medical Journal

19XX-XX Ad hoc referee for Journal X (3 papers in past 5 years), Journal Y (2 papers in 5 years), Journal Z (1 paper in 5 years)

INVITED PRESENTATIONS *[list all as appropriate, at least 5 years – do not include titles]*

INTERNATIONAL

International Symposium on Medicine, Nursing, Pharmacy, and Dentistry; London, 19XX (invited talk); Moscow, 19XY (poster); Dublin, 20XY (platform)

International Congress on A SoSo Topic; Tokyo, Japan, 19XX (plenary talk)

International Society of Science; Barcelona, 19XX (poster)

NATIONAL

American Society of Medical Testing; 19XX (session chair)

American Academy of Your Specialty, 19XX (plenary session)

REGIONAL AND OTHER INVITED PRESENTATIONS *[past 5 years or as appropriate]*

1998 UCSF GI Program

1999 Visiting Professor, University of Alabama Nursing School, Dept. of Community Health

1999 American Society of Laboratory Technicians

1999 Drug Company Inc, San Diego

2000 A Great University, Department of Cell Biology

2000 UCSF Faculty Group

2001 Gordon Research Conference

2001 Grand Rounds, XYZ Hospital, Honolulu HI

2002 Research Conference, ABC University, New York

CME COURSES ATTENDED *[Last 5 years]*

19XX How to be a great doctor, New York City

GOVERNMENT and OTHER PROFESSIONAL SERVICE: *[list all as appropriate, at least 5 years]*

19XX	National Institute of Health	Study Section Member
19XX-XX	National ABCDEF Institute	Ad Hoc Program Project Reviews (3)
19XX-YY	National Science Foundation	Grant Reviews
19YY-ZZ	March of Dimes	Grant Reviews and Board of Directors

UNIVERSITY AND PUBLIC SERVICE**UNIVERSITY SERVICE***[list all]*SYSTEMWIDE:

2000-2001 UC Academic Senate Committee on Academic Personnel UCSF Representative

UCSF CAMPUS-WIDEAd Hoc Faculty reviews (2 in 2003, 4 in 2002, 1 in 2001, 1 in 1999, 5 in 1998, 8 from 1984-1996)
1999-2001 Chancellor's Committee on the Status of WomenSCHOOL OF XXXXXXXX19XX-XX Dean's Committee on Research Space Allocation
2000-now Research Evaluation and Allocation Committee (Member)DEPARTMENTAL SERVICE: *[at least last 5 years, more as appropriate; subdivide as necessary]*19XX-XX Department of Physiology Merits and Promotions Committee
2000 Department of Physiology Faculty Search Committee**PUBLIC SERVICE:**19XX-XX San Francisco School District Science Education Partnership Program (Counselor)
2000-03 SF Public Health Department Water Quality BoardSUMMARY OF SERVICE ACTIVITIES*[Please summarize highlights of your service activities since your last advancement; please limit to 1-2 paragraphs.]***TEACHING and MENTORING**FORMAL SCHEDULED CLASSES FOR UCSF STUDENTS: *[list classes taught in last 5 years or since last promotion]*

Qtr	Academic Yr	Course No. & Title	Teaching Contribution	Units	Class Size
W	19XX-XX	Medicine 101; Understanding Disease	Discussion Group Leader; 5 one hour sessions	6	20
F	19XX-XX	Nursing 101; Understanding Nursing	Lecturer; 2 lectures	4	150
S	20XX-XX	Physiology 199; Special Studies – Literature Reviews	Discussion Leader for group readings	4	22

POSTGRADUATE AND OTHER COURSES

19XX-XX Continuing Education, Dept. of Medicine Organized 3 day course and gave 3 lectures

PREDOCTORAL STUDENTS SUPERVISED OR MENTORED: *[list all individual students supervised or mentored. Give dates; State whether undergraduate, medical school, or graduate school; list current position if known; describe Mentoring role, e.g. thesis advisor, personal advisor, research advisor, etc...]*

Dates	Name	Program or School	Role	Current Position
1992-1995	Carole Simon	PIBS, graduate stud.	PhD Advisor	Asst. Prof, UCLA
1995-2000	Joe Aboud	PIBS, graduate stud.	PhD Advisor	Post-doc with Joe Scientist, NYU
1997-1998	Chuck Squab	Medical Student III	Supervised research year	Resident, UCSF
1999	Mary Lamb	Stanford Univ. (Sr.)	Supervised summer work	Chicago Med Sch

POSTDOCTORAL FELLOWS AND RESIDENTS DIRECTLY SUPERVISED OR MENTORED: *[list all, defining research or clinical supervision; give dates; list current position if known; describe Mentoring role, e.g. personal advisor, research advisor, career advisor, etc.]*

Dates	Name	Fellow	Faculty Role	Current Position
1992-1994	Jonathan Schwarz MD	Urology Research Fel	Research Supervision	Asst. Prof., Biol., Columbia U.
1995-2000	Fred Silver PhD	Post-Doc Researcher	Research Supervision	Asst. Prof., Micro., UCSF
1997-1998	Bill Honey PhD	Post-Doc Researcher	Research Supervision	Genentech Scientist
1999	Karen Carpenty MD	Clinical Fellow	Clinical EKG Training	Private Practice, Cardiology

INFORMAL TEACHING: *[Describe nature of this teaching since last advancement]*

19XX-XX Hematology blood smear reviews (weekly with 5 residents/students at the microscope)

19XX-XX Attending rounds, Hematology Service (Jan, Mar, and Nov)

FACULTY MENTORING

[Definition of this important academic activity and documentation of its quality and quantity are being developed for faculty and administrative review. Please describe any such activities which you participate in, both formal and informal, and request that any available documentation and evaluation of these activities be included in the departmental information accompanying your advancement packet.]

FACULTY MENTORED: *[list all; list the current position of the faculty mentored; list dates; describe Mentoring role, e.g. assigned faculty Mentor, informal career advisor, personal advisor, research/grant review, etc.]*

Dates	Name	Position while Mentored	Mentoring Role	Current Position
1995-2000	Jane Doe PhD	Asst. Prof.	Academic and Research Collaborator/Advisor	Assoc. Prof., Bioch., UCSF
1999-2001	James Jones MD	Assoc. Prof.	Reviewed grant application	Assoc. Prof., Surg, UCSF
2000-2002	Sally Brown	Asst. Prof.	Career Advisor	Asst. Prof., Can.Ctr., UCLA

OTHER VISITING FACULTY SUPERVISED: *[list all]*

1999-2000 Mark Tark University of Milan
2000-2001 Shelley Laser University of Dublin

TEACHING AIDS: *[Include here, even if listed again as a formal publication, below.]*

Hematology Syllabus for 3rd year medical students; this has been adopted by rotations at SFGH and SFVA, and was requested by UCLA medical school.

EKG reference for the Palm Pilot. Development of this software was in collaboration with industry.

OTHER:

See book (Bush and Bush) published in 1999 which updates the field of medicine and is being used in 15 medical schools as a textbook.

See visiting professorships and service lectures listed under “Invited Presentations.”

TEACHING AWARDS AND NOMINATIONS: *[list all teaching awards, even if already listed above]*

1999 Kaiser Teaching Award
2000 Kaiser Teaching Award Nomination

SUMMARY OF TEACHING HOURS:

[All faculty are required to summarize their total hours of teaching and mentoring for the previous academic year, total hours of teaching and mentoring expected for the current academic year, and total hours of teaching and mentoring anticipated for the next academic year.]

20XX-YY: XXX total hours of teaching (including preparation).
Formal class or course teaching hours: 25 hours
Informal teaching hours: 200 hours
Mentoring hours

20YY-ZZ: XXX total hours of teaching (including preparation).
Formal class or course teaching hours: 30 hours
Informal teaching hours: 250 hours
Mentoring hours

20ZZ-AA: Total anticipated hours of teaching: XXX hours (as above).

TEACHING NARRATIVE

[Please include a brief description of your teaching activities since your last advancement, as appropriate, limited to 1-2 paragraphs]

RESEARCH AND CREATIVE ACTIVITIES

RESEARCH AWARDS AND GRANTS *[Current and Pending Grants, Contracts, etc.]*

[List grant title and number, your role on the grant (e.g., PI, co-investigator, or consultant.), funding period, source of funding, direct costs for year 1, total direct costs for entire period of grant)

CURRENT

1. R01 CA12345 (PI)	6/1/89-5/31/05
NIH/NCI	\$250,000 direct/yr 1
Molecular Diagnostics in the Clinic	\$2,750,000 direct/yrs 1-16

PENDING

None

PAST

1. R01 CA246810 (PI)	6/1/95-5/31/99
NIH/NCI	\$190,000 direct/yr 1
Fundamentals of molecular disease	\$790,000 direct/yrs 1-4
2. R01 CA54321 (PI)	6/1/99-5/31/01
NIH/NCI	\$750,000 direct/yr 1
How disease works.	\$1,500,000 direct/yrs 1-2

PEER REVIEWED PUBLICATIONS: *[All inclusive. Numbered. List publications in chronological order (oldest first). Include full list of authors (no "et al."), full title, and full citation and date. Manuscripts accepted but not yet published can be included as "In Press" after the name of the Journal. Submitted manuscripts may be included, but inclusion of "planned" or "in preparation" manuscripts is discouraged.]*

1. Spector, DH, Varmus, HE, and Bishop, JM. Nucleotide sequences related to the transforming gene of avian sarcoma virus are present in DNA of uninfected vertebrates, Proc Natl Acad Sci U S A. 75: 4102-6, 1978.
2. Hughes, SH, Shank, PR, Spector, DH, Kung, HJ, Bishop, JM, Varmus, HE, Vogt, PK, and Breitman, ML. Proviruses of avian sarcoma virus are terminally redundant, co- extensive with unintegrated linear DNA and integrated at many sites, Cell. 15: 1397-410, 1978.
3. Parker, RC, Varmus, HE, and Bishop, JM. Cellular homologue (c-src) of the transforming gene of Rous sarcoma virus: isolation, mapping, and transcriptional analysis of c-src and flanking regions, Proc Natl Acad Sci U S A. 78: 5842-6, 1981.
4. Gerbert, B, Caspers, N, Milliken, N, Berlin, M, Bronstone, A, and Moe, J. Interventions that help victims of domestic violence. A qualitative analysis of physicians' experiences. Fam Pract, Oct 2000; 49(10): 889-95.

NON-PEER REVIEWED PUBLICATIONS AND OTHER CREATIVE ACTIVITIES:

[All inclusive. This may be separated into subcategories such as Review Articles, Books and Chapters, Teaching Aids and Other Publications, etc.]

Review Articles

Books and Chapters

Other Publications

PATENTS ISSUED OR PENDING (ALLOWED) *[All inclusive; oldest first]*

OTHER CREATIVE ACTIVITIES *[list other forms of creative activities such as teaching aids, syllabi, web pages, etc. Dissemination of such creative work is an essential element of criteria for review.]*

ABSTRACTS: *[Optional. If included, abstracts should be listed separately and should not be mixed in with full length publications.]*

RESEARCH PROGRAM (SEPARATE SUMMARY)

Please include a list of five significant recent publications with a description of your role/contribution to each study (one page maximum). In addition, a one page description of your current research interests/program is required for Ladder Rank, In Residence, Clinical X, and Adjunct faculty. Health Sciences Clinical Professor faculty should include this description as appropriate.