

The UMass Chan Format for the Curriculum Vitae (CV)

The UMass Chan CV Format is required for candidates for appointment, promotion or tenure. The purpose of a standard format is to promote consistent and fair review of all faculty. The UMass Chan CV format prompts faculty to comprehensively report activities and accomplishments and is aligned with the current Academic Personnel Policy.

Microsoft Word **templates** for the UMass Chan CV format, instructions for using the templates, an example CV, and an instructional video are posted on the Office of Faculty Affairs (OFA) website [here](#). If you have not yet converted your CV to the UMass Chan format, it is highly recommended you use the [Standard CV template with helpful instructional text](#).

The UMass Chan CV Format is organized into sections as listed below. Delete any sections that do not apply to you. List information in reverse chronological order, with the exception of publications (see *Scholarship below*). **Each activity should only be listed once in the CV.**

Contact and Personal Information: Professional contact information is listed at the top. Home address and personal contact information are not necessary for use within UMass Chan and are discouraged for safety. Educational degrees (Masters and higher degrees) are appended to your name at the top of the CV.

Do not include personal information such as age (birthdate/birthplace), gender, race, religion, marital/parental status, disability, or national origin. If you choose to include such information, consider that it may raise bias (conscious or unconscious) in the reviewer and you are volunteering information that is not allowed to be asked in an employment interview. *Do not include sensitive personal information such as your social security number.*

Education and Training: Separated into two sections: **Education** (earned degrees with institutions and dates)- Use the actual degree (e.g., M.B.B.S.), not the US equivalent (e.g., M.D.). Non-educational qualifications, such as professional society fellowships (e.g., FACP) should be listed under Honors and Awards and **Postdoctoral Training** (postdoctoral research training, residency, fellowship, certificate & other programs).

Appointments and Employment: Separated into two sections: **Academic Appointments** (faculty appointments) and **Other Positions and Employment** (professional employment, such as private practice or military service).

Major Leadership Positions: List **major** administrative leadership positions (e.g., chair, associate dean, center director, division chief). Mission-specific leadership positions should be listed in the appropriate section: **Educational Activities** (e.g., Residency Director), **Investigation** (e.g., Core Director), or **Health Care Delivery** (e.g., Clinic Director). Leadership positions for professional organizations should be listed under **Academic Service**.

Honors and Awards: Include recognitions (e.g., FACP) or elite competitive applicant programs (e.g., ELAM).

Educational Activities: This section is divided into the educational areas defined in the current APP.

Under **Mentoring and Advising** list the individuals, their current positions, and references to scholarly products (papers, grants) resulting from the mentoring.

Investigation: List research leadership positions (e.g., Core Director), grant funding (current, pending, and completed), and a brief list of non-funded research projects.

Health Care Delivery: List clinical leadership positions (e.g., Clinic Director); descriptions of your clinical activities; certification and licensure (*do not include medical license or DEA numbers*); descriptions of clinical innovations, safety and quality studies, and clinical guidelines and protocols that you have developed and implemented.

Population Health and Public Policy: List leadership positions, activities and projects that are population and public health specific and are not considered Health Care Delivery.

Scholarship: This section is subdivided into different forms of scholarship: publications of different types; scholarly works not disseminated by traditional academic publication; patents, software and devices; and presentations of scholarly work at professional meetings and institutions. Reverse chronological order is recommended but chronological order is acceptable particularly if the list is long. List all authors: do not use "et al."

Separate presentations into two categories: **Invited Presentations** and **Other Presentations, Posters and Abstracts**. Divide both by location: **local, regional, national, and international**.

Academic Service: Separate into categories: **Internal Administration and Service** (Department, School, Health System and University, as applicable), **Professional Memberships and Activities**, **Editorial Responsibilities**, and **Other External Professional Service**, which includes grant review panels, advisory boards, expert services and consultation (divide by location, as defined above for presentations). You should only list service activities that involve your professional expertise.