

# Curriculum Vitae Format

## Part I

### **PERSONAL DATA**

Name  
Office address, phone #, fax #, email  
Home address, phone #, fax #, email  
(*not necessary to have any family information or SS#*)

*(Everything from this point forward should be listed in reverse chronological order; most recent to earliest)*

### **EDUCATION** (*i.e. postdoctoral, graduate, and undergraduate*)

Year, degree earned, institution, location

### **CURRENT LICENSE AND CERTIFICATION**

Year, source, type, license number and certification number

### **PROFESSIONAL EXPERIENCE**

Years, position, institution, location

### **HONORS AND AWARDS**

### **RESEARCH** (*list, **not** in table format*)

Research and Educational Grants

Sponsored Projects (*dates, title of project, principal investigator, title/role, percent effort, funded by, total direct costs*)

Pending/Unsponsored Research/Educational Grants – Intramural and Extramural (*most recent to earliest, list dates, title of project, PI, title/role, percent effort*)

### **PRACTICE** (*list, **not** in table format*)

Practice Initiatives (*list practice, site, title, percent effort*)

Sponsored Projects (*dates, title of project, principal investigator, title/role, percent effort, funded by, total direct costs*)

Pending/Unsponsored Practice/Educational Grants – Intramural and Extramural (*most recent to earliest*)

**SCHOLARSHIP** (*list, not in table format, please consistently use a standard citation format and bold name*)

Publications (*All publications should be numbered in reverse chronological order with the most recent publication numbered one within categories (peer reviewed, non peer reviewed, chapters, books, etc.)*)

- Journal articles – (*Publications are to be separated into peer reviewed or non-peer reviewed categories with an asterisk (\*) inserted at the beginning of the databased citation. Include a footnote indicating that the asterisk (\*) means databased.*)  
Books/book chapters, monographs, edited symposia  
Abstracts (*only if published separately, not in conference proceedings*)

Conference Meetings / Presentations (*indicate if invited, keynote, poster, etc., - separate local, regional, national, and International by audience attending*)

International  
National  
Regional  
Local

Other (*practice guidelines, standards of care, research utilization, patient care materials, CD-ROM, video, slide set, inventions, patents, copyrights, etc.*)

**PROGRAM BUILDING/LEADERSHIP**

Date                      Role, name of research, educational or clinical program, brief notes to describe the program which might include the following:

University/School/Professional Organization

Your Role

Number of participants

Revenue/funding

Impact and Relevant Scholarship, Media, Products

**EDITORIAL ACTIVITIES**

Editor of journals

Editorial board memberships

Peer review activities

**PROFESSIONAL ACTIVITIES**

Society/Association membership and leadership (*name, dates, role*)

Advisory Panels

Consultations (*organization, role, indicate if local, regional, national, international*)

Testimony –

    Before governmental or regulatory agencies

    Expert witness testimony/depositions (*level of court, type of case*)

Proposal Review Activities

    External to School of Nursing

    Internal to School of Nursing

Major resources brought to SON not reflected above (*e.g. major gift, donors, etc. – specify role*)

*in securing these resources)*

**OTHER**

External and Internal Scholarly Review for Faculty Promotions

# Curriculum Vitae Format

## Part II

**EDUCATIONAL ACTIVITIES** (*reverse chronological order; most recent to earliest; list, **not** in table format*)

Classroom Instruction (*semester, course number/title, role, percent effort, level, # of registered students for the past ten years*). For clinical teaching, state the course title and size of the clinical group. For course coordinator, indicate the number of faculty supervised.

New Course Development

### **ACADEMIC SERVICE**

Committees and Task Forces  
School of Nursing  
E. Baltimore Campus  
University

### **MENTORING AND ADVISEMENT**

Student Advisement (*Number and Type of Students*)  
Independent Study (*Name, Title, Year*)  
Scholarly Project (*Name, Title, Year, Role*)  
Pre-doctoral Mentorship - student with extramural funds (*Name, Title, Year, Source*)  
- student without extramural funds (*Name, Title, Year*)  
Dissertation Chair (*Name, Title, Year*)  
Dissertation Member (*Name, Title, Year*)  
Postdoctoral (*Name, Title, Year, Role, Indicate primary advisor, committee member or chair*)

### **WORKSHOPS/SEMINARS**

Dates, duration  
Role - Leader; Co-Leader or significant member of training team  
Title  
Types (Learner level) and Numbers of attendees  
Venue and Location - Regional, National and/or International  
Notes – brief description of purpose, goals, objectives  
Impact- relevant scholarship, social media or other products

Approved by Academic Council on Monday, October 10, 2016