



Anatomy of the UNC SOM Curriculum Vitae

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SOM EHRA Personnel Consultant
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What is a CV and how is it different from a Resume and/or Biosketch?

Curriculum Vitae (CV):

- “Course of Life” – an overview of your life’s accomplishments, most specifically those that are relevant to the academic realm
- Comprehensive document that lists education, experience, achievements, awards, honors, and publications
- Used mostly in educational settings for faculty appointments, reappointments and promotions
- Construct a scholarly identity

Resume:

- Usually lists only education and experience
- Shorter in length
- Construct a professional identity

Biosketch:

- An abbreviated record of one’s accomplishments
- Presented most commonly for grant applications
- Construct a research identity

Why is the CV so important?

The faculty member's CV is part of their Career Progression dossier. The CV is intended to showcase ALL of the faculty member's qualifications for the proposed appointment, reappointment or promotion in order to qualify them for the intended rank. This is the faculty member's best opportunity to showcase their body of work/accomplishments to the Committee within the appointment/reappointment/promotion process.

UNC SOM Standardized CV Format:

1. Personal Information
2. Education
3. Professional Experience – Employment History
4. Honors
5. Bibliography
6. Teaching Activities
7. Grants
8. Professional Service
9. Research Statement
10. Teaching Statement
- 11. Diversity, Equity and Inclusion Statement (as of July 1, 2021)**
12. Service and Engagement Statement, if applicable

***CV must also:

- Include page numbers
- Include most recent revision date
- Be in reverse chronological order (most recent first) in all sections

1. Personal Information

Include:

- Full Name + Credentials (MD, PhD, FACS, etc)
- Work Address
- Work Phone Number

- Email, Work Fax can also be included

Do **not** include:

- Date of Birth
- Place of Birth/National Origin
- Marital Status
- Children Name(s)/Age(s)
- Gender
- Race
- Religion
- Social Security Number
- Picture

Why???

1. Personal Information

Example:

Kenneth “Kip” R. Hutchins II
145 Medical Drive
Chapel Hill, NC 27599

Date of Birth: March 30, 1970

Place of Birth: Tijuana, BCN, Mexico

Gender: Male

What’s wrong here?

1. Personal Information

Example:

Kenneth "Kip" R. Hutchins II, JD
145 Medical Drive
Chapel Hill, NC 27599

Degree missing

Missing Phone Number

Date of Birth: March 30, 1970
Place of Birth: Tijuana, BCN, Mexico
Gender: Male

Should not be included

1. Personal Information

Correct:

Kenneth “Kip” R. Hutchins II, JD

145 Medical Drive
Chapel Hill, NC 27599

(919) 962-6556

2. Education

Include:

- Undergraduate
- Medical School
- Other graduate school, if appropriate
- Postgraduate
 - Residencies
 - Traineeships
 - Fellowships
- Certifications

- Degree earned
- Institution
- Dates attended
- Specialty

****Reverse Chronological Order – Most recent first!
(by end date, rather than start date of item entry)**

2. Education

Example:

Chapel Hill High School – Chapel Hill, NC	May 1996
University of North Carolina – Chapel Hill, NC Biology	May 2000
University of North Carolina – Chapel Hill, NC Doctor of Medicine	8/2000 – 05/2004
University of North Carolina – Chapel Hill, NC General Surgery Residency	2004 – 2010
University of North Carolina – Chapel Hill, NC Clinical Fellow, Abdominal Transplant	2010 – 2011

2. Education

Not in Reverse Chronological Order

Example:

Chapel Hill High School – Chapel Hill, NC	H.S. should not be included	May 1996
University of North Carolina – Chapel Hill, NC Biology	Degree missing	May 2000
University of North Carolina – Chapel Hill, NC Doctor of Medicine		8/2000 – 05/2004
University of North Carolina – Chapel Hill, NC General Surgery Residency		2004 – 2010
University of North Carolina – Chapel Hill, NC Clinical Fellow, Abdominal Transplant		2010 – 2011

Dates should be listed using the same format

Any certifications?

2. Education

Correct:

University of North Carolina – Chapel Hill, NC
Clinical Fellow, Abdominal Transplant

07/2010 – 06/2011

University of North Carolina – Chapel Hill, NC
General Surgery Residency

06/2004 – 06/2010

University of North Carolina – Chapel Hill, NC
Doctor of Medicine

May 2004

University of North Carolina – Chapel Hill, NC
Biology
Bachelor of Science

May 2000

Certifications:

ABS General Surgery – 2011

ACLS Certified – 2013, 2017

3. Professional Experience – Employment History

Include:

- Position
- Rank
- Dates of Appointment
- Experience pertinent to position
 - For example – if the faculty member spent a summer as a Camp Counselor, that does not need to be included on the CV;
 - Whereas, if they spent a summer as a Paramedic it would relate

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4. Honors

- Include the award name and awarding institution, if possible
- Should include dates of honors received
- Honors should not be duplicated elsewhere
 - For example: if a faculty member received a training grant, this would go only under the Grants section and should not also be included here
- If they have won the same award multiple times, can list on the same line
 - For example:
Best Doctors in the Triangle – 2017, 2015, 2014, 2011

****Reverse Chronological Order – Most recent first!
(by end date, rather than start date of item entry)**

5. Bibliography

Subsections Include (*don't need all, only include what's applicable*):

- i. Books/ Book Chapters
- ii. Book Chapters – in press/submitted
- iii. Refereed Articles
- iv. Refereed Articles – in press/submitted
- v. Refereed other products of scholarship (with electronic links displayed, if relevant)
- vi. Products of interdisciplinary scholarship
- vii. Products of engaged scholarship
- viii. Products of creative activity such as performances and exhibitions
- ix. Digital and other novel forms of scholarship
- x. Refereed unpublished oral presentations and/or abstracts
- xi. Other as appropriate

****Reverse Chronological Order – Most recent first!
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5. Bibliography

CV's for SOM Faculty going before the SOM Committees (includes both tenure/tenure track and fixed term track) should preferably use the CSE/CBE citation style. Examples of citations in this format are available through the UNC Libraries here for your reference:

www.lib.unc.edu/instruct/citations/cse/index.htm

Additional Items to Consider

- PubMed: <https://www.ncbi.nlm.nih.gov/pubmed/>
 - Ensure you are searching the correct name for faculty member
 - Could there be other names to search (e.g. maiden name)
- Bold faculty member's name
- Number each section separately

Why???

5. Bibliography

i. Books/ Book Chapters

Book Author

Author(s) names + Title of Book + Publisher City/Company Name + Copyright Date + total number of pages

Mech LD. *The Arctic wolf: living with the pack.* Stillwater (MN): Voyageur Press; 1988. 128 p.

Book Chapter:

Chapter Author(s) names + Title of Chapter + “In:” [Book Editor(s) names]. [Book title] + Publisher City/Company Name + Copyright Date + Chapter page numbers

Allan SA. Ticks (class Arachnida: order Acarina). In: Samuel WM, Pybus MJ, Kocan AA, editors. *Parasitic diseases of wild mammals. 2nd ed.* Ames (IA): Iowa State University Press; 2001. p 72-106.

ii. Book Chapters – in press/submitted

Same as above except:

- Use **date submitted** instead of Copyright date
- List **number of typed pages** submitted instead of published pages

5. Bibliography

iii. Refereed Articles

Author(s) names + Title of Article + Name of Journal + Date of Journal/edition information + pages of article

Losos JB. Evolution: a lizard's tale. *Sci Am.* 2001 Mar;284(3): 64-69.

iv. Refereed Articles – in press/submitted

Same as above except:

- Use **date submitted** instead of Date of Journal
- List **number of typed pages** submitted instead of published pages

5. Bibliography

- x. Refereed unpublished oral presentations and/or abstracts
 - Can be divided by papers, panels, exhibits, etc.
 - Should indicate solicited/invited
 - Should indicate date of presentation
 - Should indicate location/meeting of presentation

Presentation

Presenter(s) name(s) + Title of Presentation + Name of Event where presented + Location of event where presented + Dates of Event where presented

Hutchins KR. Anatomy of the UNC SOM Curriculum Vitae. UNC School of Medicine Academy of Educators. Chapel Hill, NC. January 19, 2021.

Published Abstract

Author(s) names + Title of Abstract + Name of Journal + Date of Journal/edition information + pages of abstract.

6. Teaching Activities

Subsections Include (don't need all, only include what's applicable):

- i. Course Director – **Pertinent timeframe**; list number of students
- ii. Lecture
 - Students
 - Graduate Students
 - Residents
 - Fellows or Postdocs
- iii. Grand Rounds (at UNC and Outside of UNC)
- iv. Continuing Ed Lecture (at UNC and Outside of UNC)
- v. Training Grant Director
- vi. Lab or Research Teaching Mentorships
- vii. Clinical Teaching
- viii. Student Preceptorships
- ix. Attending on Clinical Service
- x. Graduation Supervision, Committees – List Grad student names, thesis titles, and dates
- xi. Other Supervision

****Reverse Chronological Order – Most recent first!**

(by end date, rather than start date of item entry)

6. Teaching Activities

Subsections Include (don't need all, only include what's applicable):

- i. Course Director – **Pertinent timeframe**; list number of students

Program Directorship:

2016-present **TITLE of PROGRAM**

This program provides for medical students. (Co-director 2016-2018)

All Years Duration: 1 hour/week #Students/StudentType

Course Directorship:

2019-present **TITLE of COURSE**

This required course prepares central campus students for clinical rotations.

All Years Duration: 40 hours #Students/StudentType

2019-present **TITLE of COURSE**

These two required rotations prepare fourth year medical students for intern year.

All Years Duration: 1 month #Students/StudentType

2016-present **TITLE of COURSE**

This required course prepares central campus students for clinical rotations.

All Years Duration: 40 hours #Students/StudentType

****Reverse Chronological Order – Most recent first!
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6. Teaching Activities

Subsections Include (don't need all, only include what's applicable):

vii. Clinical Teaching

Clinical Teaching:

(1: 16)

2011-present **Geriatric Medicine Chronic (MS3-4, RES, FEL)**

Role: Attending Physician

Combined Learner Rounds: Bedside Learning

All Years

Duration: 1 month

8 Learners

Formal Weekly Didactic Sessions

All Years

Duration: 45 min

8 Learners

(1: 16)

****Reverse Chronological Order – Most recent first!**

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6. Teaching Activities

Subsections Include (don't need all, only include what's applicable):

- x. Graduation Supervision, Committees – List Grad student names, thesis titles, and dates
- xi. Other Supervision

Mentorship:

2019- present **Betty White, MD, MPH** (degree anticipated 2020) *Mentored : MPH and Geriatrics Scholarly Concentration*
Project: End-of-Life Care Curriculum for Medical Students

2018-present **Elton John, MD** (degree awarded 2019) *Mentored: Geriatrics Scholarly Concentration*
Project: Geriatrics Emergency Medicine and Transitions Curriculum for
Medical Students

2017-present **Felix Unger, MD, MPH** (degree awarded 2019) *Mentored: MPH and Geriatrics Scholarly Concentration*
Project: Infectious Diseases Provider Opinions on Care Models for Older Adults Living with HIV

2017-2019 **Mary Tyler Moore, MD, MPH** (degree anticipated 2021, 2020) *Mentored: 2018 and 2019 Transition Course*
Project: Mistreatment and Micro-aggressions Curriculum for Medical Students

2017-2018 **Garth Brooks, MD** (degree awarded 2019) *Mentored: Project*
Project: Being Mortal Forms Basis of Medical Student curriculum
Presented: American Geriatrics Society Annual Scientific Meeting Published: Journal of Medical Education

2016 **Hermione Granger, MPH** (degree awarded 2016) *Mentored: Master's Project/Paper*
Project: Improving Support, Education, and Training for Dementia Patient Caregivers for the Purpose of Minimizing Caregiver Burden

2015 **Richard Chamberlain, MD** (degree awarded 2016) *Mentor: MS3 Research for Elective Rotation in Geriatrics*
Project: Teaching and Learning in Medicine curriculum

****Reverse Chronological Order – Most recent first!
(by end date, rather than start date of item entry)**

7. Grants

Grants should be listed as follows (by award period):

- i. Active
- ii. Pending
- iii. Completed

Components to be included:

- Title of project
- Type of Grant
- Award period dates
- Indicate role on grant (e.g. PI, co-PI, etc.)
- \$ Awarded
- % effort for any grants which are PI or co-PI

7. Grants

Grants should be listed as follows (by award period):

- i. Active
- ii. Pending
- iii. Completed

ACTIVE

R01 MH 123456	Hutchins and Ross (Co-PI)	1/1/17-11/30/21	10%
NIH/NIMH		\$5,000.00	

The effect of PowerPoint presentations on hungry attendees

The goal of this project is to test the effects of knowledge retention on wandering minds of otherwise engaged seminar attendees through the lingering distraction of hunger pains.

Role: Co-PI

7. Grants

Grants should be listed as follows (by award period):

- i. Active
- ii. Pending
- iii. Completed

Title of project
Type of Grant
Award period dates
Role on Grant
\$ Awarded
% effort for grants PI or co-PI

ACTIVE

R01 MH 123456 NIH/NIMH	Hutchins and Ross (Co-PI)	1/1/17-11/30/21 \$5,000.00	10%
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The effect of PowerPoint presentations on hungry attendees

The goal of this project is to test the effects of knowledge retention on wandering minds of otherwise engaged seminar attendees through the lingering distraction of hunger pains.

Role: Co-PI

7. Grants

PENDING

R01 MH 123456 NIH/NIMH	Hutchins and Ross (Co-PI)	9/1/20-8/30/21 \$5,000.00	10%
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The effect of PowerPoint presentations on hungry attendees

The goal of this project is to test the effects of knowledge retention on wandering minds of otherwise engaged seminar attendees through the lingering distraction of hunger pains.

Role: Co-PI

COMPLETED

R01 MH 123456 NIH/NIMH	Hutchins and Ross (Co-PI)	7/1/16-6/30/20 \$5,000.00	10%
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The effect of PowerPoint presentations on hungry attendees

The goal of this project is to test the effects of knowledge retention on wandering minds of otherwise engaged seminar attendees through the lingering distraction of hunger pains.

Role: Co-PI

8. Professional Service

Subsections Include (*don't need all, only include what's applicable*):

- i. Professional Service to Discipline
 - State, national, international offices or committees
 - Consultants
 - Editorial Appointments
- ii. Professional Service within UNC- Chapel Hill
 - Committees
 - Other Administrative activities (division, clinical, section or team)
- iii. Other (site visits, review panels, etc)

****Include:**

- Role/Office held
- Dates associated with role

Statements

****To be completed by Faculty Member****

9. Research Statement

- A summary of your area(s) of expertise, accomplishments, and vision for the future, particularly as related to your research scholarly activities

10. Teaching Statement

- This statement must contain a summary of your various activities as an educator, and it should reflect upon your overall teaching philosophy

11. DEI Statement

- This statement must contain a summary of your various DEI activities.

Junior faculty will tend to be fewer while more active/senior faculty will have more.

12. Service and Engagement Statement, if applicable

- This should be included if the faculty member has information applicable.

Things to avoid ...

- Wrong format
- Misspellings, poor grammar, mixed formats
- Lack of documentation
- In press/submitted publications mixed with published
 - Scholarly works “under review” (not in press/not submitted) should not be on the CV
- Incomplete presentations data – title, date, meeting, location
- Unclear roles in teaching (i.e., mentoring fellows or post-docs, course instruction, bedside instruction)
- Poor documentation of professional and internal service
- Overstating awards and honors
 - Ex: service on committee is not an award
- Failure to list in reverse chronological order
- Just plain sloppy and lack of attention to detail!

Questions?

Future Questions:

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Skype for Instant Messaging needs