

## The UMass Chan Format for the Curriculum Vitae (CV)

The UMass Chan CV Format is strongly recommended 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, and an example CV are posted on the Office of Faculty Affairs (OFA) website at <https://www.umassmed.edu/ofa/academic/basic-file/cv>. **Use of a template is not required, but your CV should reflect the organization of the UMass Chan CV Format described here.**

The **UMass Chan CV Format** is organized into sections as listed below. Delete any sections that do not apply to you. If you have activities that are not included in the CV format or a set of activities that you wish to highlight, you may add sections as appropriate. 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. If possible, 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.

We do not recommend including 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:** Separate into two sections: **Education** (earned degrees with institutions and dates) and **Postdoctoral Training** (postdoctoral research training, residency, fellowship, certificate & other programs).

**Appointments and Employment:** Separate 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.

**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** (within UMass Chan and its affiliates), **regional** (New England), **national** (within the USA) 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 and advisory boards, expert services and consultation, and community service (divide by location, as defined above for presentations). You should only list service activities that involve your professional expertise.

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## Instructions for the UMass Chan CV Template

The template is formatted as a Microsoft Word document. For best results open the template in the “Normal” or “Print Layout” view. Each section of the CV is formatted as a table and contains specific instructions in hidden text, which will not appear in printed copies or in pdf files of the CV. The instructions can also be deleted from the final CV.

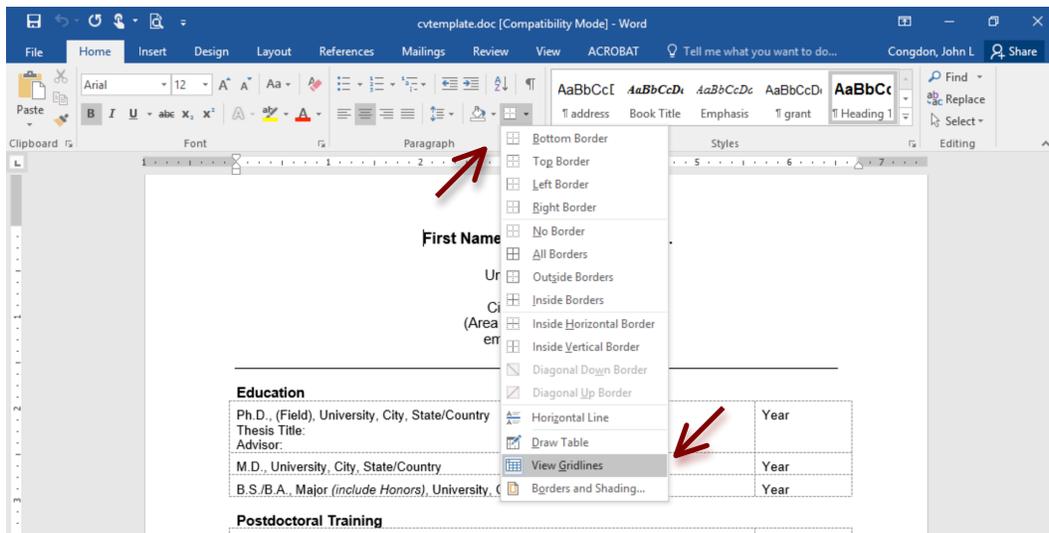
List your information in each section of the CV, using a separate table row for each item. To add new table rows, select an existing row and use the “Table” menu to add a row above or below the selected row.

Education	Each section is formatted as a table	
Instructions for each section in hidden text	List actual degrees (e.g., M.B.B.S.) not US equivalent (e.g., M.D.).	
	Fellowship, University/Institution, City, State	Years
	Residency, University/Institution, City, State	Years

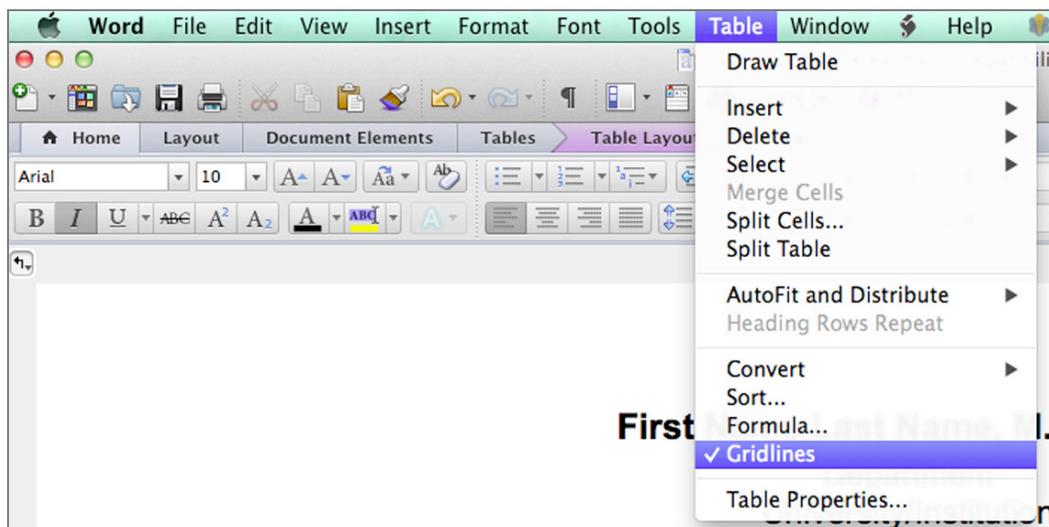
For easier formatting, make two changes to the Microsoft Word settings on your computer:

1. **View Gridlines.** This setting will allow you view the tables in each section.

**Windows:** In the “Paragraph” ribbon, click the arrow next to the grid box and select “View Gridlines”.

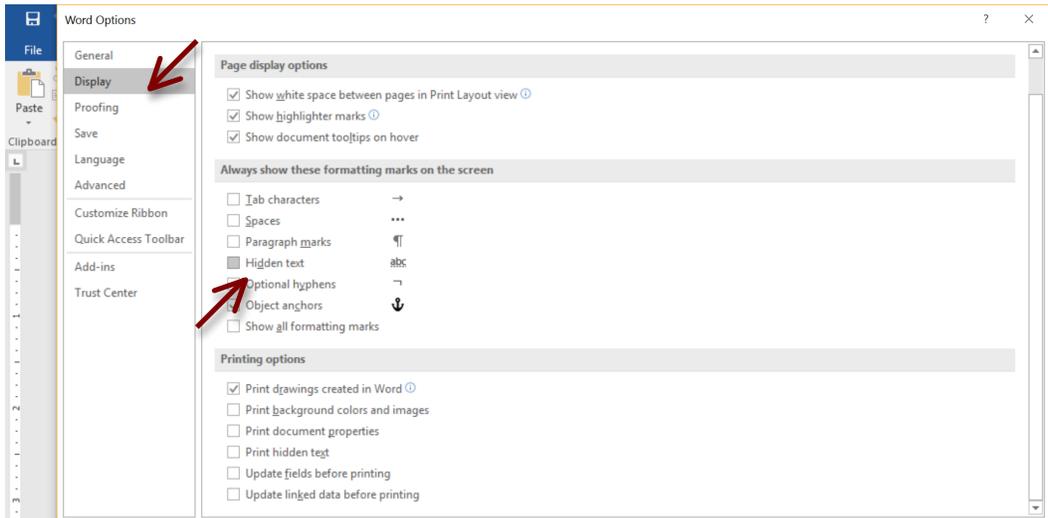


**Mac:** Under the “Table” menu, select “Gridlines”.

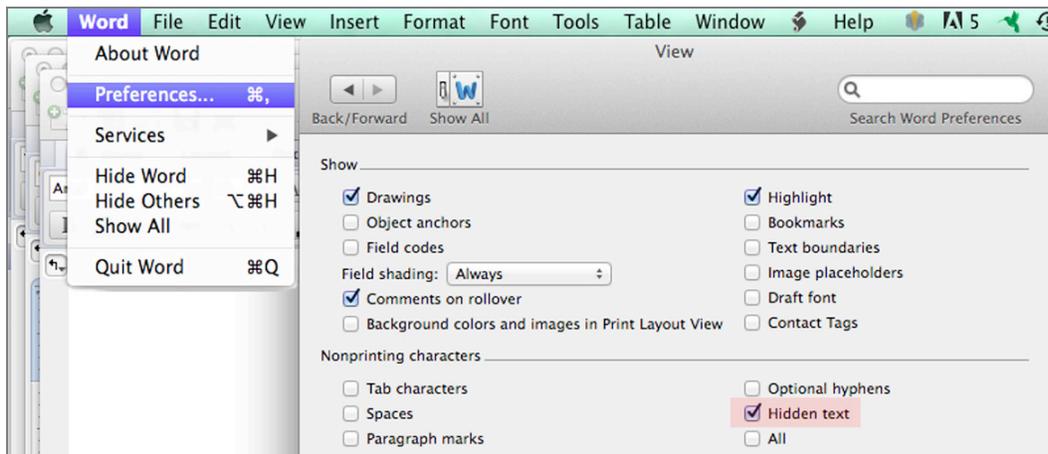


2. **View Hidden Text.** This setting will allow you see the instructions for each section.

**Windows:** Click on “File” (Word menu), then on “Options”, then on “Display”. Check the box marked “Hidden Text”.



**Mac:** Click on “Preferences” (Word menu), then on “View” on the open dialog box. Check the box marked “Hidden Text”.



**Header:**

Add your name to the document header (the first page header is blank).

**First Page Footer:**

Add the current date to the first page footer (do not use the automatic date feature).