Preparing an Effective CV

Office of Faculty Affairs & Professional Development



CV STATUS UPDATE

Interfolio Faculty180 COMES TO WSU

CV Format will be updated from Interfolio Standard CV to WSUSOM Specific CV Format

Goal for 2018-19 P & T Cohort:

USE ONLY SOM STANDARD HEADERS

Don't over-think the formatting

Deciding What to Include or Exclude

- > DO NOT highlight deficiencies or things you're not expected to do
 - Delete headings if you have nothing to report; add if relevant to you even if not on the standard SOM CV format

Be comprehensive

- You are the best judge! BUT, if you do not write it down, evaluators will not know.
- Example: invitation to serve on national grant review panel should be included even if unable to serve. Demonstrates your scholarly reputation

Annotate

- Unique items whose significance not generally known
- Highly specialized foci indicate your time commitments

Key CV Tips

- Dates in a separate column (right side of CV)
- List items in reverse chronology within each category
- Number each page (after page 1)
- Use correct standard format for each section
 - Example: Not every section has a date column (grants, pubs)
- Highlight your name (bold or underline) in citations
- Add sections if some activities do not fall into standard ones
- Annotate your role for manuscripts & grants (not abstracts)

- Upper right corner of page 1of CV
 - An electronic or no signature
 - No date
- Track or track changes missing; Needs to be:
 - Under name at the top of the CV
 - Under "Faculty Appointments"
 - Track changes listed under Faculty Appointments
- Reverse chronology missing for some or all sections
- No CV page numbers (starting on page 2)
- Entries or small sections split across pages

- Listing non-faculty appointments under "Faculty Appointments"
 - Affiliate Medical Organization titles
 - SOM non-faculty titles

Place under: HOSPITAL OR OTHER PROFESSIONAL APPOINTMENTS

- Missing a clinical appointment if a clinician
- Dates column used where the CV format has none ("Grants...")
- Annotation missing when entry will not be clear to SOM and/or University P & T committee members

- Omitting start or end date for Licensure/Certification
- Failing to list service by source (in order specified)
 - Department/Division
 - School of Medicine
 - University and then others in order specified
- Confusing Affiliate Service with Dept./Division Service
 - Affiliate if includes DMC, Children's Hospital, Karmanos in title

- Including as service, membership in a professional organization
 - Include ONLY if additional responsibilities that extend beyond general membership (Treasurer, committee member, etc.)
- Including service that is not related to your profession (example: scout leader, volunteer for COTS packing lunches)
 - Do include if it is related to your profession: physical exams or immunizations for clients at COTS
- Interspersing teaching at WSU with other institutions. WSU comes first, then other teaching

- Listing under mentee every trainee from your division/dept.
 - List ONLY those you have personally mentored
 - Should have an outcome in many, if not all cases (abst., paper) and may have their current status (e.g., faculty at Case Western Reserve)
- Not providing list of mentees by trainee type (undergrad, medical student etc.) and year
- Using incorrect headers or sub-headers
- Omitting headers or sub-headers

- ACTIVE grant entries with a listing whose end date is now past
- PENDING grant entries with a listing whose beginning date is now past
- Not including all of the requested critical data for grant citations including:
 - Your role
 - Full funding dates (start and end) **ASK HOW TO ADDRESS**
 - Salary support for you (your percent effort)
 - Total Direct Budget
 - Grant title with brief description or source

- Research Educators without Active or Pending grants should think carefully if this is the right time to ask for a promotion or request tenure
- Investigator-initiated pharma grants should carefully annotate these grants
 - Faculty-initiated grants are weighted more than participation in multi-center clinical trials

- Publications section without all of the headers/sub-headers:
 - Typical omissions:
 - Peer-reviewed (underlined)
 - Reports of Original Work (not underlined) or Case Reports etc.
- Author list that does not match Pub Med style
 - Auth. 1: Last name Initials, Auth. 2: Last name Initials, etc.

Numbering between sections that is inconsistent with track requirements

- Published Abstract list contains entries without a citation (e.g., presented at a conference that does not publish and disseminate the published abstracts)
- Includes under the PRESENTATIONS section non-refereed (typically local or small regions) abstracts that are unlikely to have been refereed (SOM abstract)
- Refereed list that does not match Pub Med style
 - Auth. 1: Last name Initials, Auth. 2: Last name Initials, etc.
- Invited lectures or seminars that are local or regional are put into sections for International/national

 No Impact Factor or Citation Index when submitting for Promotion and Tenure

> Use the Journal Citation Reports database



Use the Journal Citation Reports database

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Use the Journal Citation Reports database

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Open Access		7	NATURE	617,363	41.456	1.49869			
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Use the Journal Citation Reports database

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- Three possible databases:
 - Scopus (access through library)
 - Web of Science (access through library)
 - Google Scholar (free)
- NOTE: Scopus and Web of Science will return similar but not identical citation counts. Google Scholar will always return higher citation counts.
- ADVICE: Use a single database to look up all of your article citations. Indicate on your CV which database you used so that others can validate your work.

Example: Scopus database



Example: Scopus database

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Example: Scopus database

Author details

🕕 The Scopus Author Identifier assigns a unique number to groups of documents written by the same author via an algorithm that matches authorship based on a certain criteria. If a document cannot be confidently matched with an author identifier, it is grouped separately. In this case, you may see more than 1 entry for the same author. 📃 Print | 💟 E-mail Back to results | 1 of 1 Receive emails when this author Follow this Author ublishes new articles Delaney-Black, Virginia D. About Scopus Author Identifier | View potential author matches Get citation alerts Wayne State University, Carman and Ann Adams Department of Other name formats: Delaney-Black, Virginia Black, V. D. Pediatrics, Detroit, United States Add to ORCID 2 Delaney-Black, V. Author ID: 7004325164 View More Request author detail corrections 298 Documents: 82 Analyze author output Citations: 3374 total citations by 2856 documents View citation overview h-index: 31 🕐 View h-graph Co-authors: 150 (maximum 150 co-authors can be displayed) Subject area: Medicine, Neuroscience View More 2007 2017 Years 82 Documents | Cited by 2856 documents | 150 co-authors 82 documents Sort on: Date View in search results format Cited by Author History Export all 🕂 Add all to list 🔰 🖤 Set document alert 🔰 💦 Set document feed Publication range: 1978 - 2016 References: 2218 Impact of Optimized Breastfeeding on the Costs of Necrotizing Enterocolitis in Colaizy, T.T., Bartick, M.C., 2016 Journal of Pediatrics 0 Extremely Low Birthweight Infants Jegier, B.J., (...), Gilliam, W.S., Source history: Poulsen, J. Acta paediatrica (Oslo, Norway : 1992) View documents American Journal of Perinatology So Link to Full Text View at Publisher View documents Journal of Traumatic Stress View documents Prenatal alcohol exposure selectively enhances young adult perceived Hannigan, J.H., Chiodo, L.M., 2015 Physiology and Behavior View More pleasantness of alcohol odors Sokol, R.J., Janisse, J., Delanev-Show Related Affiliations Black, V. soo Link to Full Text View at Publisher 0 Parental support, mental health, and alcohol and marijuana use in national and Maslowsky, J., Schulenberg, J., 2015 Substance Abuse: Research and high-risk African-American adolescent samples Chiodo, L.M., (...), Sokol, R.J., Treatment Delaney-Black, V. **Open Access** 360 Link to Full Text View at Publisher Violence Exposure and Teen Dating Violence Among African American Youth Black, B.M., Chido, L.M., Preble, 2015 Journal of Interpersonal Violence K.M., (...), Kernsmith, P.,

Lewandowski, L.

- Example: Web of Science database
- Connect to Web of Science database through "Article Databases" link or by using the QuickSearch box



Example: Web of Science database

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Enter last name and first initial. You then have an option to select research domain. If you have a common last name, you may want to take this step to limit the search in health & medicine related research domains. Otherwise, you can click on "Finish Search" to see the results.

> Example: Web of Science database

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Web of Science Categories PEDIATRICS (44) SUBSTANCE ABUSE (27) OBSTETRICS GYNECOLOGY (19) TOXICOLOGY (13) NEUROSCIENCES (10) more options / values	 PRENATAL RISK ALCOHOL EXPOSURE IS RELATED TO DNA METHYLATION CHANGES IN INFANT BLOOD AND TO LATER CHILD BEHAVIOR By: Hannigan, J. H.; Chiodo, L. M.; Kruger, A.; et al. Conference: 39th Annual Scientific Meeting of the Research-Society-on-Alcoholism (RSA) Location: New Orleans, LA Date: JUN 25-29, 2016 Sponsor(s): Res Soc Alcoholism ALCOHOLISM-CLINICAL AND EXPERIMENTAL RESEARCH Volume: 40 Special Issue: SI Supplement: 1 Pages: 300A-300A Meeting Abstract: 207 Published: JUN 2016 	Times Cifed: 0 (from Web of Science Core Collection) Usage Count ~
	 Prenatal alcohol exposure selectively enhances young adult perceived pleasantness of alcohol odors By: Hannigan, John H.; Chiodo, Lisa M.; Sokol, Robert J.; et al. PHYSIOLOGY & BEHAVIOR Volume: 148 Special Issue: SI Pages: 71-77 Published: SEP 1 2015 Link Full Text from Publisher View Abstract 	Times Cled: 1 (from Webof Science Core Collection) Usage Count ~
EDITORIAL MATERIAL (3) REVIEW (1) more options / values Refine	 Violence Exposure and Teen Dating Violence Among African American Youth By: Black, Beverly M.; Chido, Lisa M.; Preble, Kathleen M.; et al. JOURNAL OF INTERPERSONAL VIOLENCE Volume: 30 Issue: 12 Pages: 2174-2195 Published: JUL 2015 Link to Full Text 	Times Cited: 1 (from Webof Science Core Collection) Usage Count ~
Research Areas	 Implementing staff-administered TACER-3 alcohol screening in an antenatal clinic By: Chiodo, Lisa; Hannigan, John; Mehta, Shobha; et al. Conference: 36th Annual Scientific Pregnancy Meeting of the Society-for-Maternal-Fetal-Medicine (SMFM) Location: Conference: CA Detail JECR 00.072, 2047 	Times Cited: 0 (from Web of Science Core Collection)

Upcoming P & T Events & Sessions

<u>P & T 101: Personal Statement:</u>

When: Wednesday, February 7, 2018 from 12 p.m. – 1 p.m.

Location: Margherio

In this session you will receive advice about how to create a compelling and effective personal statement for Promotion and Tenure.

Speed Mentoring (SOM FACULTY ONLY)

When: Thursday, February 15, 2018 from 5 p.m. – 7 p.m.

Location: Margherio

Speed Mentoring provides you with an opportunity to meet face-to-face with mentors/senior faculty members for 3-5 short and focused conversations about your own personalized plan regarding career advancement.

You will receive on-site SOM CV assistance, information about publishing your case reports and research

A lite meal will be served from 5 p.m. – 7 p.m.

<u>P & T 101: Personal Statement Panel Discussion:</u>

When: Wednesday, February 21, 2018 from 4 p.m. – 5 p.m.

Location: Green Auditorium

A panel discussion with faculty who have had success participating in a recent promotion and tenure cycle, regarding the creation of their personal statement.

<u>P & T 101: Teaching Portfolio:</u>

When: Tuesday April 10, 2018 from 12 p.m. – 1 p.m.

Location: Margherio

In this session, participants will review the requirements for documenting teaching, observe examples of how to document a variety of types of teaching and have the opportunity to ask questions and discuss teaching documentation with the presenter and fellow participants.

Link for upcoming Events: <u>https://events.wayne.edu/facultyaffairs/</u>

For questions or assistance, contact

askmed@wayne.edu

Need Assistance in the Office of Faculty Affairs?

Virginia Delaney-Black, MD, MPH

Preparing your CV, questions about P&T

Email: vdelaney@med.wayne.edu

Linda M. Roth, Ph.D.

Personal Statement, Teaching Portfolio

Email: <u>lroth@med.wayne.edu</u>

Office phone: 313-577-9877

Website: http://www.med.wayne.edu/facaffairs