**Instructions** (*Updated 03/21/2019*)

*Note: Faculty who are clinical/adjunct instructors or clinical/adjunct assistant professors should refer to* [*https://facaffairs.med.wayne.edu/voluntary/forms*](https://facaffairs.med.wayne.edu/voluntary/forms) *for instructions related to their CV format. All other faculty should use this document.*

* CV’s should be formatted using at least a 1-inch margin
* Provide page numbers at the top or bottom of the page starting on page 2 of CV.
* Remove **all** instructional information and comments when using the template to create your CV.
* Within each section, list entries in reverse chronological order.
* Move category headings to the next page if located at the bottom of a page with no information following the header.
* Do not split entries between 2 pages.
* Number lists of publications and presentations.
* Use category headings provided in the template. In general, titles should not be changed; however, **you may eliminate any heading for which there is no entry.**
* Copy and paste the initial row in each section to add an item when using this CV template.
* “Enter” to move down and “Tab” to add dates.
* To **hide table gridlines**: Highlight entire table by selecting the cross shaped symbol at the top left of the table (for example, above EDUCATION) then select **Design Tab 🡪 Borders 🡪 No Border**

## Date of Preparation:

Signature *(WSU doesn’t allow electronic*

*Signatures)*

NAME, Degree

Current Track (Required if already appointed; omit Current Track if requesting an appointment)

## Office Address:

## Office Telephone:

## Candidate Cellphone:

Office Fax Number: (Optional)

E-mail Address:

|  |  |
| --- | --- |
| **EDUCATION**  List name of institution, location (city/state), and date of degree for each  Graduate:  Baccalaureate  Other | **DATES**  *Identify all gaps in CV (e.g. any period for which you are neither in an educational program, training program or employed and provide an explanation)* |
| **POSTGRADUATE TRAINING**  *List fellowships, residencies, internships, etc.* |  |
| **FACULTY APPOINTMENTS**  *If you have more than one current WSU faculty appointment, indicate which is primary, secondary, or joint.*  ***All tenure track dates must include month/day and year in date column*** |  |
| **HOSPITAL OR OTHER PROFESSIONAL APPOINTMENTS**  *Requires start and end dates* |  |
| **MAJOR PROFESSIONAL SOCIETIES**  *Requires start and end dates* |  |
| **MEDICAL LICENSURE**  All states.  List Michigan license number and inclusive effective date (MM/DD/YYYY) and expiration date (MM/DD/YYYY) in date column.  NPI: List [NPI number](http://npinumberlookup.org/) |  |
| **BOARD CERTIFICATION**  Include certification number and effective date (MM/DD/YYYY) and expiration date (MM/DD/YYYY) in date column. |  |

|  |  |
| --- | --- |
| **HONORS/AWARDS**  *Indicate name of award and the institution/organization from which it was received; provide annotation (if helpful to the reviewer) and indicate number of awards made annually.*    Examples:  **Faculty Research Excellence Award**  Wayne State University School of Medicine  This award recognizes research excellence and achievement by the faculty of the School of Medicine. Six awards annually.  **Infant Mortality Reduction Leadership Award**  March of Dimes, Michigan Chapter  Lansing, Michigan  *This award highlights initiatives to reduce risks for premature birth, birth defects, and infant mortality in at-risk populations. One award annually.* |  |
| **SERVICE**  Indicate the activity and your role. List service in the order specified below, i.e., WSU service should be listed first. **Note:** **If an Affiliate name is included in the service, likely this is NOT WSU Service.**  **Wayne State University**  **Departmental/Divisional**  **School of Medicine**  **University**  For all entries below, DO NOT list if you are an organizational member, but have provided no additional service. |  |
| **UPG or Other Physician Practice Plan**  Examples: UP, Anesthesiology, Emergency Medicine, Radiology |  |
| **Affiliate Medical Organizations**  Examples: Children’s Hospital, DMC, KCI, VA, HFHS, St. John Health System, Oakwood, Crittenton. |  |
| **Professional**  *Do not include memberships in professional organizations. Indicate your role in medical or scientific organizations and societies* ***as service ONLY if you have/had additional responsibilities that extend beyond a general membership.*** *Include items such as officer (president, treasurer, secretary, etc.), working roles on sub-committees (example: membership committee chair) or other activities for your professional organization (examples: abstract reviewer or moderator for a scientific session).* |  |
| **Community**  Examples: Presentations for lay audiences, educational outreach, media presentations/interviews |  |
| **Consulting**  *List role, sponsoring institution/organization, location (city/state).* |  |
| **Scholarly Service**  List role, sponsoring institution/organization, location (city/state). Grant Review Committees Indicate whether full member, ad hoc, or telephone reviewer.  Include if you were invited but had to decline because of conflict. National/InternationalRegional/Local   Service for Peer-Reviewed Journals  Editorship  Editorial Board Membership  Review of Manuscripts |  |
| **Other Scholarly Service**  Examples: Institutional Review Board, Clinical Evaluation Committee, Data and Safety Monitoring Board |  |
| **Other Service** |  |
| **TEACHING**  In each category, list course number/title or type of teaching, role, when taught. **Teaching at Wayne State University** Undergraduate studentsGraduate students Medical students  Residents/Fellows  Faculty (e.g., CME)  Other |  |
| **Teaching at Other Institutions**  Undergraduate students  Graduate students  Medical students  Residents/Fellows  Faculty (e.g., CME)  Other |  |
| **Mentorship**  *List names of mentees and level (e.g. students, residents, fellows or faculty), brief description of project and/or published work, if applicable.* |  |
| **Essays/Theses/Dissertations Directed** List students by name, level, and title of project. Indicate dates. If former student’s current position is known, you may wish to include that information. |  |
| **Course or curriculum development** *Include electronic instruction (e.g., online instruction, course development, and webinars). Include Visiting Professor or Lecturer Positions (e.g., invited short courses or lectures plus interactions with students*/trainees).  *Course development means, over a finite period of time, developing the concept, identifying the areas to be covered, creating the materials that will allow you to teach a new course offering or substantially revising an existing course to such an extent that it is a “new offering”. Do not include course or curriculum development that extends over a multi-year period without providing substantial annotation as to why creating a new course took you multiple years. Example of a PROBLEMATIC entry:*  Medical School Year II \_\_\_\_\_\_\_\_\_ course (fill in the blank with any course that is required) 2002-Present. |  |

## **GRANTS, CONTRACTS, AND OTHER FUNDING**

## *Indicate role (PI, Co-PI, Co-I, etc.), percent effort, grant number, title, brief description (1 sentence), source, total period of support, total direct costs. If not the PI for a grant or contract, please list PI name. Note: List dates in the body of each entry, not in a date column*

## **Active National/International Grants and Contracts**

## Examples:

## Role: Principal Investigator, Percent Effort: 20% R01 DA016373

## *List PI, other Co-PIs or Multiple-PIs as appropriate*

## Title: “Evaluating effects of prenatal exposure & teen cocaine use on adult drug use & other risky behaviors.” The major goal of this study was to evaluate the relative contributions of prenatal and/or teen drug use on adult drug use and other risky behaviors.

## Source: NIH/NIDA

## 6/2008-4/2014

## Total Direct Costs: $2,315,905

## Role: Co-Investigator, Percent Effort: 5%

## Group (IMPAACT). Network (NO1-HD-3-3345)

## Site PI: Rongkavilit

## Title: International Maternal Pediatric Adolescent AIDS Clinical Trials.

## The primary objective was to evaluate potential therapies for HIV infection and its related symptoms in infants, children, adolescents, and pregnant women, including clinical trials of HIV/AIDS interventions for and prevention of mother-to-child transmission

## Source: NIH/NICHD

## 6/2010-6/2012

## Total Direct Costs: $492,311

## **Active Other Grants and Contracts**

**Pending National/International Grants and Contracts**

## **Pending Other Grants and Contracts**

## **Previously Funded Grants and Contracts**

## **Previously Submitted, Not Funded Grants and Contracts**

## *Include scores where applicable.*

## **CLINICAL TRIALS ACTIVITIES**

## *Include trials in which you have a major role; define your contribution, e.g., PI or co-PI, site PI for multi-center trial, protocol committee member. DO NOT NUMBER*

## **Pending**

## **Open to Enrollment**

## **Active Enrollment**

## **Closed to Patient Accrual**

## **Completed**

## **PATENTS**

## *Include status, date, number, title, and role (e.g., indicate if primary inventor or co- inventor.)*

## **PUBLICATIONS**

## ***Note: Number lists from this point forward.***

## *Use all applicable category headings provided for publications as applicable; pay special attention to all peer-reviewed publications, especially reports of original work.*

List, in reverse chronological order, publications that are published or accepted and in press, but not those merely submitted or in preparation. Where you are not first, last, or corresponding author, describe your role in each publication. Possible roles include: study conception, design, implementation (including patient recruitment), data analysis, manuscript writing.

Italicize all annotations and begin annotations on a new line.

Indicate with an asterisk any co-author who is a student or trainee (if applicable), and provide a legend on that page or at the beginning of the list.

Do not split entries between 2 pages.

For Promotion and/or Tenure ONLY

1. For P & T submissions, submit an acceptance memo for ‘In Press’ publications. Annotations are not required for first, senior, or corresponding authorship.
2. Include all formats, including articles in electronic-only journals. Provide impact factors and number of citations. Where impact factors are not available, provide data on journal rankings and/or selectivity, and other indicators of excellence or national/international recognition.
3. Submit an acceptance memo for “In Press” publications (email/letter).

## **Peer-Reviewed Publications**

## **Reports of Original Work**

## Example:

1. Rosentul DC, Delsing CE, Jaeger M, Plantinga TS, Oosting M, Costantini I, Venselaar H, Joosten LA, van der Meer JW, Dupont B, Kullberg BJ, **Sobel JD**, Netea MG. Gene polymorphisms in pattern recognition receptors and susceptibility to idiopathic recurrent vulvovaginal candidiasis. Front Microbiol. 2014 Sep 23; 5:483. PMID: 25295030

***For Clinician Educators****: Continue numbering sequence from the original observation sectionthrough case reports, review articles, editorials/commentaries, Letters to the Editor and Book Authorships, Editorships and Chapters.  Published abstracts starts with #1.*

*Note the examples here are for Dr. Sobel who is a RE faculty member.  Each section of his publications will start with number 1.*

***For all other tracks****: Start all new sections (Case Reports, Review articles, Editorials, Letters to the Editor, Book Authorships, Editorships and Chapters) with a new numbering sequence.*

***For ALL tracks***: ***Abstracts start a new section beginning with 1.***

**Case Reports**

## Examples:

1. Selva-Nayagam P, Fischer G, Hamann I, **Sobel JD**, James C. Rituximab causing deep ulcerative     suppurative vaginitis/pyoderma gangrenosum. Curr Infect Dis Rep. 2015; 5:478.
2. Salama H, Wheat LF, **Sobel JD**, Srivastava R, Richer SM, Rongkavilit C. Coughing Spells in a Michiganian Girl After a Trip to Southwest US. Pediatr Infect Dis J. 2015; 5: 546.

**Review Articles**

Examples:

1. Tzeghai GE, Ajayi FO, Miller KW, Imbescheid F, **Sobel JD**. A Feminine Care Clinical Research Program Transforms Women’s Lives. Global J. of Health Science 2015; 7:45-54.

**Editorials/Commentaries**

Example:

1. **Sobel JD**. Mass or syndromic treatment of sexually transmitted diseases. Curr Infect Dis Rpts 1:365-366, 1999.

## **Letters to the Editor**

**Book Authorships, Editorships, and Chapters**

Example:

1. **Sobel JD**, Ebright JR. Sexually transmitted diseases. In: Schaechader’s Mechanisms of Microbial Disease, 5th Edition, Engelberg Dermit R (Editors), 5th Edition, Chapter 69, pp. 697-703, 2013

**Published Abstracts**

Must have a reference, typically in a journal that can be looked up. Abstracts without a citation (e.g., a journal, volume, page and year OR an online journal) are listed only in the section for PRESENTATIONS.  Abstracts are not included in the numbering of PEER-REVIEWED PUBLICATIONS.  Numbering of abstracts will always start with 1.

MANY WSU FACULTY KEEP A CONTINUOUS LIST OF ALL PUBLISHED ABTRACTS ACROSS THEIR CAREER. If you are an Associate or Assistant Professor who is TEMPTED TO INCLUDE ONLY ABTRACTS FOR THE LAST FIVE YEARS (or some other specific time period), DO NOT OMIT ABSTRACTS THAT WERE SUBMITTED SINCE YOUR LAST PROMOTION. Faculty who have achieved the rank of Professor (and are not contemplating a track change) may choose what abstracts to list.

**Non-Peer-Reviewed Publications**

**Other (please specify)**

**PRESENTATIONS**

*List in order as indicated below. You need not be the presenter to list, but you must be an author, not just a mentor to the author. When the abstract was also published, you should list the abstract (with the citation) under Published Abstracts and the Presentation in the correct category below.  DO NOT LIST non-referred abstracts in this section.  If you have non-refereed abstracts (e.g., all abstracts are accepted and there is no peer-review process) then add additional sections under “Other” which omit the (refereed) from the type of presentation.*

**Podium Presentations (refereed)**

1.

2.

3.

**Poster Presentations (refereed)**

1.

2.

3.

**Other**

(for example: Non-refereed Poster Presentations at a university or departmental research day)

**Invited Lectures/Presentations**

International/National

Local/Regional

Invited Seminars and Grand Rounds