

## **CURRICULUM VITAE/BIBLIOGRAPHY**

Name

### **1. PERSONAL INFORMATION**

Place of Birth

Citizenship

### **2. PRESENT ACADEMIC RANK AND POSITION**

Example: Professor of Medicine, Mayo Clinic College of Medicine

Consultant, Department of Internal Medicine, Division of Gastroenterology

### **3. EDUCATION (include degrees and dates)**

College/University

Medical School

Internship

Residency

Fellowship

Other

(Sections 3, 7, and 8 should all be inclusive)

### **4. BOARD CERTIFICATION(S)**

### **5. MEDICAL LICENSURE**

### **6. HONORS/AWARDS**

### **7. MILITARY SERVICE (include branch of service, place, and date)**

### **8. PREVIOUS PROFESSIONAL POSITIONS AND MAJOR APPOINTMENTS**

(Academic, Research, Clinical - list chronologically beginning with earliest appointment)

### **9. PROFESSIONAL MEMBERSHIPS AND SOCIETIES (Extramural only)**

(list dates, offices held, committee responsibilities, membership on editorial boards, scientific reviewer for medical journals, etc.)

## **10. EDUCATIONAL ACTIVITIES**

The information requested should include all activities and involvement in Mayo Medical School, Mayo School of Graduate Medical Education, Mayo Graduate School, Mayo School of Health Sciences, Mayo School of Continuing Medical Education, and similar activities at other institutions prior to coming to Mayo, if applicable.

### **A. Curriculum/Course Development**

Include new or substantially revised courses, rotations, seminars, and the Mayo school(s) for which they were given.

- Course Name
- Dates
- School
- Short Description

### **B. Teaching Activities**

Include courses/lectures given (e.g. Grand Rounds, Teaching Conferences, CME Lectures, etc.)

- Course/Lecture Name
- Dates
- Where Given
- Short Description

### **C. Mentor**

Include both formal and informal activities including collaboration on research, discussions on career planning, and discussions on clinical/patient issues.

- List of Mentees
- Dates Mentored
- Description of the work (e.g., presentations and publications) of these individuals while under the candidate's guidance
- Current Status of Mentees

### **D. Education Scholarship**

Includes:

- Presentations related to education topics and dates of presentation
- Service in professional education organization and dates (e.g., AAMC)
- List of grants or contracts related to education and dates awarded (include CE-10)

### **E. Honors and Awards for Education**

Includes:

- Awards, certificates, honors and dates

### **F. Academic Career Development**

Include courses attended to enhance the candidate's skills as an educator.

- Course Name
- Dates
- School
- Short Description

## **11. INSTITUTIONAL/DEPARTMENTAL ADMINISTRATIVE RESPONSIBILITIES, COMMITTEE MEMBERSHIPS, AND OTHER ACTIVITIES**

Intramural (List in chronological order)

Departmental

Institutional

**12. PRESENTATIONS AT REGIONAL, NATIONAL AND INTERNATIONAL MEETINGS**

(list dates, meeting title and organization, place, topic for presentation)

- Examples include: formal lectures, keynote addresses, abstracts, posters, exhibits, etc.

**13. VISITING PROFESSORSHIPS**

(list dates, organization, place, and professorship).

**14. CLINICAL PRACTICE, INTERESTS, AND ACCOMPLISHMENTS**

**15. RESEARCH INTERESTS**

**16. RESEARCH GRANTS AWARDED** (include grant number and name, time period, and Category I time)

**17. PATENTS**

**18. BIBLIOGRAPHY**

Citations should be in the National Library of Medicine format (Patrias, K., National Library of Medicine Recommended Formats for Bibliographic Citation, U.S. Department of Health and Human Services, National Library of Medicine, Reference Section, 1991) with authors listed as in the relevant publication with full page citation and all other details--authors' last names and initials, title of the paper, journal, year, volume number, and inclusive pages. Similar notations for books and book chapters are appropriate adding the editor, publisher, city, and inclusive page numbers.

The bibliography should be organized in separate sections:

- Full length, peer-reviewed, original articles
- Published books
- Published book chapters
- Editorials
- CDROMS, Audiotapes, Videotapes
- Non peer-reviewed published articles
- Abstracts and letters
- Others (with description)

Each section of the bibliography should be numbered separately. In addition, when the primary author is a trainee for whom the candidate for appointment or promotion served as mentor, an asterisk should appear before the citation to call this to the Committee's attention.