

CURRICULUM VITA (see attached Template)

- **The CV must be complete, up-to-date, accurate, page numbered, and signed and dated by the nominee.**
- The CV must include the following components, in the following order:
 - a) **Name**
 - b) **Department of Primary Appointment**
 - c) **Academic Appointments, including Joint Appointments at UConn Health.** Start with present rank and work backward, and include start and end dates (month and year).
 - d) **Professional Experience prior to appointment at UConn Health** (you may limit this to a period of ten years).
 - e) **Educational background:** Include degree, field, institution and date degree was awarded. For post-doctoral training, include the type of training (e.g. residency, fellowship, post-doc), field, institution and dates (month and year).
 - f) **Print and Oral Scholarship (please number each item):** All items should be in reverse chronological order (beginning with the most recent) and include the full citation. For each entry include (a) complete list of the authors' names in the order listed in the final manuscript or presentation; (b) the complete citation with date, volume, and inclusive pages; and (c) an asterisk (*) by the nominee's name for each citation where (s)he is the corresponding author (i.e. the person most responsible for the contents of the manuscript) as listed in the journal. **The absence of an asterisk indicates to the SAPC that the nominee is not the corresponding author.** If a trainee or student was a corresponding author provide a narrative statement for each publication documenting your role.

In addition, if you are being nominated as a collaborative investigator you are strongly urged to annotate each entry to indicate the unique contribution you have made to the project being reported.

The CV should be reviewed carefully. Corresponding author assertions will be vetted independently. Factual errors may be regarded as evidence of a lack of integrity and may result in a negative recommendation. In addition, publications in non-peer reviewed open access or non-peer reviewed online only journals, or media, or "predatory" journals are weighed accordingly and in general do not provide adequate evidence of scholarship.

1. Publications (in the following order) - Do NOT list manuscripts "submitted or in preparation." Only include work that has been published or is accepted for publication (documentation from the publisher must be included)

- 1a. Peer reviewed journal articles
- 1b. Book chapters
- 1c. Books
- 1d. Other (e.g. letters to the editor)

2. **Oral presentations** - in each instance be specific about where the presentation was made, to whom, and the dates
 - a. Peer reviewed submissions
 - b. Invited presentations
 - i. At professional conferences
 - ii. At another college or university or scholarly institution
 - iii. Other
 - c. Poster presentations- in each instance be specific about where the presentation was made, to whom, and the dates
 - i. Peer reviewed
 - ii. Invited

- g) **Grants:** For each grant obtained since your last promotion, list the following information: Grant name; your role; if the grant is current, pending or completed; direct costs by year. If the grant is a program project or center component, list your project direct costs only. **All grants need to be accompanied by a letter of award/face sheet and the budget sheet listing personnel and their roles.**

- h) List any other factual information you wish the SAPC to consider regarding your academic accomplishments, including being a study section reviewer, being a journal editor, or serving on an editorial board, serving on an invited national panel, elected office in professional organizations, organizing a conference, national symposium or course

CURRICULUM VITAE TEMPLATE

(the CV must include the components below in the order shown w/pages numbered)

(The Nominee is responsible for the accuracy of the CV and all nomination material)

(Signature of nominee and date)

NAME

DEPARTMENT OF PRIMARY APPOINTMENT

ACADEMIC APPOINTMENTS (including Joint Appointments at UConn Health)

- Start with present rank and work backward and include start and end dates (month and year)

PROFESSIONAL EXPERIENCE (prior to appointment at UConn Health)

- You may limit this to a period of 10 years

EDUCATIONAL BACKGROUND

- Include degree, field, institution and date degree was awarded
- For post-doctoral training, include the type of training (e.g. residency, fellowship, post-doc), field, institution and dates (month and year)

PRINT AND ORAL SCHOLARSHIP (Please read the following instructions before starting your listing of scholarship)

- Please number all peer-reviewed publications (below)
- All items should be in reverse chronological order (beginning with most recent) and include full citation
- Include full list of authors' names in the order listed in the final manuscript or presentation
- Use the full citation with date, volume, page numbers
- Put an asterisk (*) by your name if you are the corresponding author (the person most responsible for the contents of the manuscript)
- Do Not list manuscripts as "submitted" or "in preparation"

Your scholarship /publications MUST be in the following using the correct instructions:

- Publications (according to the way they are listed on the first page of the publication):
 - Peer reviewed journal articles
 - Book chapters
 - Books
 - Other (e.g. letters to the editor)
- Oral presentations (be specific about dates, location, to whom):
 - Peer reviewed submissions
 - Invited presentations
 - at professional conferences
 - at another college or university or scholarly institution
 - other
- Poster presentations (be specific about dates, location, to whom):
 - Peer reviewed
 - Invited

GRANTS

- *For each grant obtained since your last promotion, list the following information:*
 - *Grant name*
 - *Your role*
 - *If the grant is current, pending or completed*
 - *Direct costs by year*
- *If the grant is a program project or center component, list project direct costs only*

OTHER PROFESSIONAL ACCOMPLISHMENTS *(be specific about dates, location, percentage of time)*

- *List any other factual information you wish the SAPC to consider regarding your academic accomplishments such as:*
 - *Being a study section member or chair*
 - *Being a journal editor*
 - *Serving on an editorial board*
 - *Serving on an invited national panel*
 - *Elected office in professional organizations*
 - *Organizing a conference, national symposium or course*