

PROMOTION AND TENURE CV CHECKLIST

General

- "USA" or "United States" doesn't appear anywhere in the CV under the location of an activity
- Check for spelling, punctuation, and grammar errors
- There are no entries (especially publications or presentations) with titles in all caps
- There are no abbreviations that should be spelled out
- There is no duplication of terminology within individual entries
- There is no duplication of the same activity in different sections (double-dipping)
- There is consistency with titles, capitalization, punctuation, etc. (e.g. Oklahoma vs. OK)
- There are no activities that are combined into one entry that shouldn't be combined. (e.g. "Member of ACOG and the Conference Planning Committee"- the membership belongs in **Professional Memberships** while the committee involvement belongs in **Professional Service**)
- Review the CV report side-by-side with the [CV Quick Guide](#). Do the activities captured in each section of the CV match the description in the guide?

Header

- Rank, Department, Division/Section, Appointment Type, and Pathway are correct
- Current administrative appointments (including administrative leadership roles, distinguished professorships or endowed chair roles) appear in the header

Postgraduate Education

- All entries in this section are formal postgraduate education (including internship, residency, fellowship, and postgraduate research)
- "Title" is in the format "Intern"(or Resident or Fellow) as opposed to "Internship" (or Residency or Fellowship)

Education

- All entries are formal education leading to an academic degree (BA, PhD, MD, etc.)

Professional Experience and Administrative Leadership

See the [Professional Experience Decision Tree](#)

- All entries under the "Academic" category are formal academic appointments (Professor, Associate Professor, Assistant Professor, Instructor, etc.)
- All entries under the "**Administrative Leadership**" category are primary employed administrative roles (Dean, Chair, Chief, Program Director, etc.)

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Honors and Awards

- All entries are honors or awards received after being a student
- Each entry needs the name of the award, the awarding organization, and the year
- For awards received in multiple, non-consecutive years, each year should be its own entry

Board Certification, Practice Certification, and Licensure

- All of these items are certifications needed to perform the professional job like seeing patients. Extra-curricular certifications (e.g. leadership or program management) belong in **Professional Growth and Development**
- Do not list license numbers

Contracts, Grants, and Sponsored Research

- All investigators are listed and their role defined
- Check all entries for possible missing information (other investigators, sponsor name, costs/ funding, grant number, etc.)

Publications

- Titles are not in all capital letters. Some publications may import with all capitalized letters and should be edited separately.
- The faculty member's name should be bold in each citation
- Very long citations are allowed. Do not try to shorten the author list to "et. al."
- Since book chapters and published abstracts usually have to be manually entered, check the spelling, year, and author name on each. (See [Anatomy of a Citation](#))

Innovative Teaching Materials

- Only materials used widely across campus or by other schools or organizations are listed here

Intellectual Property

- Each inventor is listed and the faculty member's name is in bold
- Only official patents or copyrights are listed here. If there are any research agreements associated, those are in **Contracts, Grants, and Sponsored Research**

Presentations

See the [Teaching/ Presentation Decision Tree](#)

- All entries have the title of the presentation, the meeting name, organization name, and date. In the "Presentation Type" dropdown, each entry shows what kind of presentation it was (oral presentation, poster, lecture, workshop, etc.).
- The scope of the presentation is appropriate (local, national, international)
- Any presentation of an abstract is listed under the "Abstract" subheading

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Teaching and Course Instruction

See the [Teaching/ Presentation Decision Tree](#)

- These activities are instruction given to students enrolled in a degree program and earning credit toward their degree (e.g. medical students, PA students, nursing students, graduate students, etc.)
- Each activity has the course prefix and number, course title, the faculty member's role, average contact hours per year, and the primary learner audience
- Avoid blanks in the table as much as possible

Graduate Medical Education

See the [Teaching/ Presentation Decision Tree](#)

- These activities are instruction given to residents and/or fellows as a part of their formal curriculum
- Fields that need to be completed include Date, Course Name, Role, Instruction Hours, Primary Audience, and Sponsoring organization
- Avoid blanks in the table as much as possible

Professional and Continuing Education Instruction

See the [Teaching/ Presentation Decision Tree](#)

- These are presentations given as part of formal curriculum to colleagues and other health professionals. The attendees may have received CME.
- Avoid blanks in the table as much as possible

Directed Learning and Mentorship

- The correct categories are used for each activity
 - Mentoring and Advising: individual mentoring relationships the faculty member has developed with a student, resident, or junior faculty. Group mentoring or advising belongs in **Organizational Service**
 - Graduate or Research Committee Membership: service on thesis, dissertation, or other research committees
- Each box in these tables is filled in. "Mentee Outcomes" and "Role/Involvement Type" have short general descriptions, not long narratives or learning outcomes.
- Avoid blanks in the table as much as possible

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Clinical Service

See [Service Decision Tree](#)

- These roles are related to patient care or clinic function (examples of setting include: OU Physicians, OU Medical Center, Oklahoma Children's, etc.)
- The role or committee is clearly defined

Organizational Service

See [Service Decision Tree](#)

- These activities are service roles within the educational realm of OU (course director, student group advisor, clerkship director, curriculum committee, evaluation committee, etc.)
- Check the scope of each activity (See [University of Oklahoma Scope](#))

Professional Service

See [Service Decision Tree](#)

- These roles are service to organizations (national/ regional) and service to other academic institutions (current or previous)
- Make sure the role and the organization is clear

Personal Community Service

See [Service Decision Tree](#)

- Community service roles held before being a resident, fellow, or professional should not be listed

Media Contributions

- Media type, role, and media name are clear for each entry
- Things that should not be included: press releases, social media posts, media mentions without contribution, etc.

Professional Memberships

- Only memberships are listed here. Committee service for a professional organization belongs in **Professional Service**

Professional Growth and Development

- Only include activities attended for professional development (e.g. national conferences or Academy of Teaching Scholars activities)
- Do not include meetings or trainings required of everyone in the department or the profession (e.g. staff meetings, HIPAA training, CITI training, etc.)