

## College of Medicine Curriculum Vitae for Promotion and Tenure Quick Guide

CV Section (In Order of Report)	Activity Description and Notes	AI Screen(s) Feeding to This Section
<b>CV Header</b>	Name and credentials, primary academic department, division/section, primary administrative role, office location, and other contact information	<ul style="list-style-type: none"> <li>▪ Personal and Contact Information</li> <li>▪ Yearly Data</li> <li>▪ Administrative Leadership</li> </ul>
<b>Postgraduate Education and Training</b>	Postgraduate training, including internship, residency, fellowship, and postgraduate research.	<ul style="list-style-type: none"> <li>▪ Postgraduate Education and Training</li> </ul>
<b>Education</b>	Education leading to formal academic degrees	<ul style="list-style-type: none"> <li>▪ Education</li> </ul>
<b>Professional Experience</b> <ul style="list-style-type: none"> <li>▪ Academic</li> <li>▪ Administrative</li> <li>▪ Government</li> <li>▪ Hospital/Agency</li> <li>▪ Other Professional</li> </ul>	<p>Current and previous professional employment history, including academic, government, hospital/agency, military, and other private/public professional positions</p> <p>Administrative leadership roles such as Dean, Program Director, Chair, and Chief will also fall under this section, but are to be entered on the Administrative Leadership screen.</p>	<ul style="list-style-type: none"> <li>▪ Professional Experience</li> <li>▪ Administrative Leadership</li> </ul>
<b>U.S. Military Experience</b>	Committee roles will not appear here. Those roles are to be entered on the Service screens and will fall under Service on the CV report.	
<b>Honors and Awards</b>	Honors, awards, and special recognition received	<ul style="list-style-type: none"> <li>▪ Honors and Awards</li> </ul>
<b>Board Certification</b>	<p>Distinguished professorships and endowed positions should be captured here.</p> <p>Specialty certification that is required for professional practice within your discipline</p> <p>Certification received as a result of continuing education will not appear here. That should be entered on the Professional Growth and Development screen.</p>	<ul style="list-style-type: none"> <li>▪ Board Certification, Practice Certification, and Licensure</li> </ul>
<b>Licensure</b>	<p>Professional licensure required for professional practice within your discipline</p> <p>License numbers will be captured in the system, but will not appear on the CV report. Do not enter any DEA numbers.</p>	<ul style="list-style-type: none"> <li>▪ Board Certification, Practice Certification, and Licensure</li> </ul>
<b>Contracts, Grants, and Sponsored Research</b>	<p>Contracts, grants, and other sponsored research – current, pending, and completed</p> <p>If applicable, indicate current funding (total cost per year) and total direct costs.</p> <p>Indicate percent effort if PI or Co-PI.</p> <p>If any mentees were contributors to this activity, go to the record in the system and check the box(es) beneath their name(s). Mentees will appear with an asterisk (*) by their name in the entry on your CV.</p>	<ul style="list-style-type: none"> <li>▪ Contracts, Grants, and Sponsored Research</li> </ul>

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<p style="text-align: center;"><b>Publications</b></p> <ul style="list-style-type: none"> <li>○ Peer-Reviewed and Refereed</li> <li>○ Non-Refereed</li> </ul> <ul style="list-style-type: none"> <li>▪ Scientific/Scholarly Journals</li> <li>▪ Book Chapters</li> <li>▪ Books</li> <li>▪ Commentary</li> <li>▪ Published Abstracts</li> <li>▪ Other</li> <li>▪ Published Teaching Materials</li> </ul>	<p>Citations may be imported from the AI PubMed interface or via BibTeX from external systems such as Web of Science, Google Scholar, EndNote, etc. See the Faculty User Guide for details.</p> <p>Be sure to review the Contribution Type on all imported items to ensure that it is correct.</p> <p>Only records with a Current Status of “Published” or “Accepted” will appear on your CV report.</p> <p>The default setting for “Was this peer-reviewed/refereed?” field is “Yes”. Publications that are not peer-reviewed or refereed must be manually changed to “No” in this field.</p> <p>Published Abstracts are captured under the “Conference Proceedings” contribution type. This heading is for abstracts of posters or presentations that HAVE been published in a scholarly journal. Unpublished presentation abstracts should be entered on the Presentations screen.</p> <p>The default setting for Role within a publication is “Author.” If applicable, you may choose “Co-First Author” or “Contributing Author/Corresponding Author” as your role. If selected, “Co-First Author” will appear with a (+) by your name and “Contributing Author/Corresponding Author” will appear with a (#) by your name in the citation.</p> <p>If any mentees were contributors to your publication, go to the record in the system and check the box(es) beneath their name(s). Mentees will appear with an asterisk by their name (*) in the citation on your CV.</p>	<ul style="list-style-type: none"> <li>▪ Publications and Intellectual Contributions</li> </ul>
<p style="text-align: center;"><b>Innovative Teaching Materials</b></p> <ul style="list-style-type: none"> <li>▪ Peer-Reviewed and Refereed</li> <li>▪ Non-Refereed</li> </ul>	<p>This section captures non-published teaching materials developed for instruction within a formal curriculum. These items should be instructional materials that are widely disseminated and adopted for use in curricula across programs or departments.</p> <p>Do not include syllabi or materials developed for a single class. Do not include materials that have been developed for your sole use as an instructor.</p> <p>Indicate whether or not materials were peer-reviewed or refereed, who reviewed them, and the date they were peer-reviewed or refereed.</p>	<ul style="list-style-type: none"> <li>▪ Innovative Teaching Materials</li> </ul>
<p style="text-align: center;"><b>Intellectual Property</b></p> <ul style="list-style-type: none"> <li>▪ Copyright</li> <li>▪ Patent</li> </ul>	<p>Intellectual property, including copyrights and patents</p>	<ul style="list-style-type: none"> <li>▪ Intellectual Property</li> </ul>

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<p style="text-align: center;"><b>Presentations</b></p> <ul style="list-style-type: none"> <li>▪ Abstracts</li> <li>▪ Other Presentations</li> </ul>	<p>Original invited lectures and oral presentations delivered to audiences that are NOT your regular students or departmental colleagues and are NOT part of a formal curriculum.</p> <p>Abstracts of conference posters or presentations included in conference proceedings, but that HAVE NOT been subsequently published in a scholarly journal, should be entered here.</p> <p>If any mentees were contributors to your presentation, go to the record in the system and check the box(es) beneath their name(s). Mentees will appear with an asterisk (*) by their name in the entry on your CV.</p>	<ul style="list-style-type: none"> <li>▪ Presentations</li> </ul>
<p style="text-align: center;"><b>Teaching and Course Instruction</b></p>	<p>Instruction delivered through scheduled courses in degree programs (UME, Graduate, Pharmacy, etc.) at OUHSC/SCM or at other academic institutions. Scheduled courses have a prefix, course number, section number, and official title.</p> <p>Some UME teaching activities have been imported for you from the COM Curriculum Database. Please review imported data and make any necessary revisions. You may choose to delete the imported data.</p> <p>Do not enter Course Director or Coordinator roles here. Those roles should be entered on the Organizational Service screen as Organizational Administration.</p>	<ul style="list-style-type: none"> <li>▪ Teaching and Course Instruction</li> </ul>
<p style="text-align: center;"><b>Graduate Medical Education (GME)</b></p>	<p>Instruction delivered to residents and fellows at OUHSC and previous academic institutions as part of their formal postgraduate education</p> <p>GME lectures delivered to outside audiences (not as instruction to your regular residents and fellows at OUHSC or at your previous academic institution) should be entered on the Presentations screen.</p> <p>Do not enter Course or Seminar Director roles here. Those roles should be entered on the Organizational Service screen as Organizational Administration.</p>	<ul style="list-style-type: none"> <li>▪ Graduate Medical Education (GME)</li> </ul>
<p style="text-align: center;"><b>Professional and Continuing Education Instruction</b></p>	<p>Instruction delivered to colleagues and other healthcare/research professionals as continuing education or as part of a formal program or curriculum</p>	<ul style="list-style-type: none"> <li>▪ Professional and Continuing Education Instruction</li> </ul>
<p style="text-align: center;"><b>Mentoring and Advising</b></p>	<p>Mentoring and advising activities involving students and mentees at OUHSC and in other formal programs related to medicine, graduate study, and research</p>	<ul style="list-style-type: none"> <li>▪ Directed Student Learning and Mentorship</li> </ul>
<p style="text-align: center;"><b>Graduate or Research Committee Membership</b></p>	<p>Graduate or research committee membership relating to thesis, dissertation, and program completion</p>	<ul style="list-style-type: none"> <li>▪ Directed Student Learning and Mentorship</li> </ul>

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<p><b>Clinical Service</b></p> <ul style="list-style-type: none"> <li>▪ Clinical/Patient Care</li> <li>▪ Clinical Administration and Leadership</li> <li>▪ Clinical Committee Service</li> <li>▪ Hospital Privileges</li> </ul>	<p>Clinical/Patient Care provided as a physician or other clinician faculty member</p> <p>Clinical Leadership and Administration provided in your faculty role. Activities may include service planning, coordinating, delegating supervision, or facilitating guidance of clinic team, health professionals, and/or support staff. Activities may also include personnel tasks focused on patient satisfaction or health care delivery improvement.</p> <p>Committee service related to clinical/patient care</p> <p>Hospital privileges</p>	<ul style="list-style-type: none"> <li>▪ Clinical Service and Hospital Privileges</li> </ul>
<p><b>Organizational Service</b></p> <ul style="list-style-type: none"> <li>▪ Organizational Administration and Leadership</li> <li>▪ Organizational Committee Service</li> </ul>	<p>Service provided as part of your faculty role within the University of Oklahoma system</p> <p>Organizational Administration and Leadership activities may include educational planning and directing/coordinating courses or seminars.</p> <p>Mentoring and advising of students and graduate or research committee membership will be captured in the Teaching and Instruction section.</p>	<ul style="list-style-type: none"> <li>▪ Organizational Service</li> </ul>
<p><b>Professional Service</b></p> <ul style="list-style-type: none"> <li>▪ National/International Service</li> <li>▪ Local/Regional Service</li> <li>▪ Editor, Editorial Board, Journal Reviewer</li> <li>▪ Current Service to Other Academic Institutions</li> <li>▪ Previous Service to Other Academic Institutions</li> </ul>	<p>Service provided outside of the University of Oklahoma to professional organizations at either the National/International or Local/Regional level. Activities may include leadership, consulting, serving on study sections, serving as a grant reviewer, or serving on committees.</p> <p>Membership only to professional and scientific organizations will be captured on the Professional Membership screen and will appear in the Professional Memberships section of the CV.</p> <p>Service provided as a journal editor, editorial board member, or journal reviewer will be captured on the Editor, Editorial Board, Journal Reviewer screen.</p> <p>For new activities occurring after the implementation of Activity Insight in 2016, dates of ad-hoc journal reviews will be required.</p> <p>“Current Service to Other Academic Institutions” is service to other academic institutions while you are employed at the University of Oklahoma.</p> <p>“Previous Service to Other Academic Institutions” is service to other academic institutions prior to your employment at the University of Oklahoma.</p>	<ul style="list-style-type: none"> <li>▪ Professional Service</li> <li>▪ Editor, Editorial Board, Journal Reviewer</li> </ul>
<p><b>Personal Community Service</b></p>	<p>Personal service to lay and other relevant community organizations</p>	<ul style="list-style-type: none"> <li>▪ Personal Community Service</li> </ul>
<p><b>Media Contributions</b></p>	<p>Contribution of professional expertise in the media (Internet, magazine, newspaper, radio, or television)</p>	<ul style="list-style-type: none"> <li>▪ Media Contributions</li> </ul>

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<b>Professional Memberships</b>	<p>Membership <u>only</u> to professional and scientific organizations</p> <p>For new activities occurring after the implementation of Activity Insight in 2016, dates of membership will be required.</p> <p>Offices held or leadership positions within professional organizations are captured on the Professional Service screen.</p>	<ul style="list-style-type: none"> <li>▪ Professional Memberships</li> </ul>
<b>Professional Growth and Development</b> <ul style="list-style-type: none"> <li>▪ Certification</li> <li>▪ Faculty Fellowships and Internships</li> <li>▪ Formal Course Work</li> <li>▪ Sabbaticals</li> <li>▪ Seminars, Workshops, and Other Training</li> <li>▪ Conferences and Meetings</li> <li style="padding-left: 20px;">Other Professional Development</li> </ul>	<p>Continuing Education completed should include items particularly relevant to improving your knowledge and skills in education, research, and clinical/professional service. If the list is extensive, include especially those items most recent and/or relevant to your current roles in these areas.</p> <p>Certification received as part of continuing education</p> <p>Faculty fellowships and internships</p> <p>Formal course work (semester-long or taken for college credit) completed or in progress</p> <p>Sabbaticals</p> <p>Seminars, short course work, training sessions, tutorials, and workshops</p> <p>Conferences, meetings, and symposiums attended</p> <p>Professional training programs, self-study programs, and other professional development</p>	<ul style="list-style-type: none"> <li>▪ Professional Growth and Development</li> </ul>

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