

**Curriculum Vitae and Bibliography Standardized Format for all faculty to be included in your promotion and/or tenure application.**

**Part 1. General Information**

Date Prepared: Must have a current date

Name: Full name

Office Address: self explanatory

Home Address: self explanatory

Work e-mail: self explanatory

Work FAX: self explanatory

Place of Birth: self explanatory

**Education:**

Year Degree conferred Institution

*For graduate degrees, note field or discipline.*

**Postdoctoral Training:**

Year Training Title Specialty/Discipline Place of Training

*List here all internships, residencies, clinical and research fellowships.*

**Licensure and Certification if applicable:**

Year Type of License or Certification

*Registration numbers are not needed.*

**Academic Appointments:**

Year Academic Title Institution

**Hospital or Affiliated Institution Appointments:**

Year Title Hospital/Affiliated Institution

**Other Professional Positions and Major Visiting Appointments:**

Year Academic Title Institution

*List only those positions that are related to the appointee's professional field.*

**Hospital and Health Care Organization Service Responsibilities:**

Year	Role	Institution/Organization
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**Major Administrative Responsibilities:**

Year	Title	Institution (local, government, foundation)
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**Major Committee Assignments:**

Year	Name of Committee	Role	Institution
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*These should be grouped under headings of Medical School, Affiliated Institution, Regional, or National. Indicate if appointee's role was chairperson or secretary.*

**Professional Societies:**

Year	Society	Role (e.g., member, officer, committee assignment)
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**Community Service Related to Professional Work:**

Year	Position/Title	Role	Institution
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**Editorial Boards:**

Year	Role (e.g., editor, member, ad hoc reviewer)	Name of Journal
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**Awards and Honors:**

Year	Name of Award	Where Awarded
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## PART II: Research, Teaching and Clinical Contributions

### A. Funding Information (note if for research, education, or clinical applications). Begin with most recent and work backwards in time. Need to show all funded (current), pending and past awards.

Grant title    NIH – R01 #4392093  
Funding:    Direct and In-directs of entire project  
Date of funding period:                        1/1/06 to 12/31/10  
Role in Project:                                    PI, Co-PI, Co-I, Consultant  
Name of Principal Investigator:  
Percentage on Project:                        10%  
Title of Project:                                 “Fetal Alcohol Syndrome and the Animal Model”  
Contribution to the Project:

### B. Report of Current Research Activities other than those mentioned above (bench research, clinical trials, outcome studies, efficacy studies as applicable)

Project	Role
SWOG	PI, Co-PI, Consultant, Percentage on Project

### C. Report of Teaching (use only those categories that are applicable)

#### 1. Local contributions

- a. For each medical school course for medical/Ph.D. student, describe the following:

#### **Year(s) taught**

Name of course or laboratory (e.g., Pharm. 401, Pharmacology)  
Description of Teaching role (attending, lecturer, tutor or other)  
Type of students and average number each year (e.g., 6 medical students, 25 graduate students, 5 residents)  
Amount of preparation and contact time involved (e.g., months, weeks, hours, as appropriate)

- b. For each **graduate medical course**, describe the following:

#### **Year(s) taught**

Name of course/presentation  
Description of teaching role (attending, lecturer, tutor, or other)  
Type of students (residents, postdoctoral fellows, etc.) and average number each year  
Amount of preparation and contact time involved

- c. For **local invited teaching presentations**, e.g., seminars, grand rounds, describe the following:

#### **Year(s) taught**

Name of course/presentation

Description of teaching role (attending, lecturer, tutor, or other)  
Type of students (residents, postdoctoral fellows, etc.) and average number each year  
Amount of preparation and contact time involved

- d. For each **continuing medical education course**, describe the following:

**Year(s) taught**

Name of course  
Description of teaching role  
Amount of preparation and contact time involved

- e. For **advisory and supervisory responsibilities** in clinical or laboratory setting (for medical or graduate students, resident or fellows), describe the following:

**Year(s) performed**

Description of responsibilities (e.g., attending in health-care organization, supervising in ambulatory clinic, preceptor in a lab)  
Estimate of hours per year

- f. For each **teaching leadership** role in department/affiliated Institution/Medical School (organization of course, director of Training programs, etc.), describe the following:

**Year(s) performed**

Title (e.g., Director of Residency Program in Pediatrics at ..., Course Director for Pharmacology 401)  
Primary responsibilities  
Special accomplishments (described in one paragraph narrative)

- g. **Names of advisees or trainees:** years in position under your supervision, and current position. List only those trainees on whose careers you have made a significant impact

Duration of Training	Name	Current Position
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2. Regional [Midwestern U.S.], national, or international contributions [Group by location and then by date.]

- a. For each **invited presentation** (e.g., visiting professorship, invited lecture, plenary presentation, seminar) describe the following:

**Year(s) given**

Type of presentation  
Name(s) of organization(s) extending invitation

- b. For each **professional and educational leadership role** related to teaching (e.g., program chair for professional society annual meeting or member of steering committee), describe the following:

**Year(s) performed**

Name of organization

Description of teaching effort

Special accomplishments (described in a one-paragraph narrative)

3. Description of **teaching award(s)** received
4. Description of **major curriculum offerings**, teaching cases or innovative educational programs developed (as appropriate)

#### **D. Report of Clinical Activities**

1. Description of clinical practice (field, areas of major focus, site(s) of practice [private office, HMO, teaching hospital, etc.]
2. Patient load (indicate complexity of cases, as appropriate)
3. Clinical contributions (e.g., introduction of new methods of clinical diagnosis, prevention, treatment, care delivery)
4. Other relevant information about clinical role (receipt of clinical awards, locally or nationally, invitation to participate in clinical activities at other sites, special recognition by peers or professional organizations as a leader in a clinical field)

### **Part III: Format for Bibliography (Please note format for references (Appendix A))**

Number references consecutively in order in which they were published (*oldest first*) and separate by category as follows:

**Original Articles**, i.e., reports of original investigations in refereed journals.

**Proceedings of Meetings**, i.e., published full-length articles of meeting presentations for which papers were selected and which contain new data.

**Reviews, Chapters, and Editorials**, i.e., Analytic clinical reviews, comprehensive review articles, editorials, and chapters (specific chapter(s) within other books).

**Books, Monographs, and Text Books**, *distinguish between authoring and editing books.*

**Clinical Communications**, i.e., case reports, clinical observations, treatment guidelines, clinical manuals, patient education materials. These need not be published in national medical literature. *Include description of who commissioned, purpose, users, penetration in field.*

#### **Letters to the Editor**

**Educational Material**, i.e., course syllabi, tutorial cases, teaching exhibits, etc.

#### **Thesis**

**Nonprint Materials**, i.e., film strips, films, videotapes and computer-based materials relevant to appointee's academic field. *Include description of item, who commissioned, purpose, users, penetration in field.*

#### **Patents**

**Abstracts** (*only those containing data not yet published in complete form*)

**NOTE:** Papers submitted but not yet accepted may not be listed.

## **FORMAT for REFERENCES - Appendix A**

The following listings contain the correct format for references as described in a paper on uniform requirements for manuscripts submitted to biomedical journals (*International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Ann Intern Med 1997;126:36-47.*). Please use this format throughout the bibliography.

### **Standard Journal Article** (*list all authors*)

You CH, Lee KY, Chey RY, Menguy R., Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311-4.

### **Corporate Author**

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977;2:242-4.

### **No author given**

Coffee drinking and cancer of the pancreas [editorial]. *Br Med J* 1981;283-628.

### **Article in Journal Volume with Supplement**

Shen HM, Zhang QF. Title. *Journal Name* Date;#Supple:page numbers.

### **Article in Issue with Supplement**

Roth BJ. Palliative chemotherapy in advanced bladder cancer. *Semin Oncol* 1995;22(2 Suppl 3):10-5.

### **Article in Volume with Part**

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem* 1995;32(Pt 3):303-6.

### **Article in Journal with No Issue or Volume**

Brownell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion or antitumor responses. *Curr Opin Gen Surg* 1993:325-33.

### **Type of Article Indicated as Needed**

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996;347:1337.

Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int* 1992;42:1285.

### **Journal Paginated by Issue**

Seaman WB. The case of the pancreatic pseudocyst. *Hosp Pract* 1981;16(Sep):24-5.

### **Books and other Monographs**

**Personal Author(s)**

Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5<sup>th</sup> ed. New York: Harper and Row; 1974.

**Editor, Compiler, Chairperson as Author**

Dausset J, Colombani J, editors. Histocompatibility testing 1972. Copenhagen: Munksgaard; 1973.

**Corporate Author**

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute of Medicine; 1992.

**Chapter in a Book**

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. Pathologic physiology: mechanisms of disease. Philadelphia: WB Saunders; 1974. p. 457-72.

**Conference Proceedings**

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10<sup>th</sup> International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

**Conference Paper**

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7<sup>th</sup> World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam:North-Holland; 1992.p. 1561-5.

**Monograph in a Series**

Hunninghake GW, Gadek JE, Szapiel SV. The human alveolar macrophage. In: Harris CC, editor. Cultured human cells and tissues in biomedical research. New York: Academic Press; 1980.p.54-6. (Stoner GD, editor. Methods and perspectives in cell biology; vol. 1.)

**Scientific or Technical Report**

Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.:HHS1GOE162999.

Field JM, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No.: AHCPR-293939784. Sponsored by the Agency for Health Care Policy and Research.

**Dissertation**

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univer.; 1995.



**Patent**

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5,529,067. 1995 Jun 25.

**Other Published Materials****Newspaper Article**

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21;Sect. A:3 (col.5).

**Magazine Article**

Roueché B. Annals of medicine: the Santa Claus culture. The New Yorker 1971 Sep 4:66-81.

**Audiovisual Material**

HIV +/- AIDS: the facts and the future [videocassette]. St. Louis (MO): Mosby-Year Book; 1995.