*WAKE FOREST UNIVERSITY SCHOOL OF MEDICINE*

## Promotion and Tenure Guidelines

*Curriculum Vitae Elements*

*(Revised May 2025)*

*The attached is a template to be used by all candidates seeking promotion and/or tenure at WFUSM. This is a generic template and individuals should remove categories that are not relevant and delete areas written in italics that are intended to provide guidance for users. Likewise, if the candidate has a unique situation that is not covered on the template, it can be added to the template.*

*The P&T committee will not review applications that do not follow this CV template.*

Delete all text in blue after completing each section.

Delete this first informational page when finalizing CV.

**WAKE FOREST UNIVERSITY SCHOOL OF MEDICINE**

**Curriculum Vitae**

NAME Legal Name, Degree(s)

ACADEMIC TITLE: Academic Rank (e.g., Assistant Professor, Professor, Adjunct Professor)

Department of XXXXXXX

Named Academic Title (if applicable, e.g., Assistant Dean of Student Affairs)

Wake Forest University School of Medicine

ADDRESS Department of XXXXX

Wake Forest University School of Medicine

Street

City, NC Zip code

(XXX) XXX-XXXX

medctrid@wakehealth.edu

EDUCATION (in chronological order, oldest to most recent)

19XX College/University

City, State

Bachelor’s/Major

19XX College/University

City, State

MD

19XX Department/Program

College/University

City, State

PhD

Research Advisor(s): e.g., John Smith, PhD

Thesis: Title

POSTDOCTORAL TRAINING (in chronological order, oldest to most recent)

19XX - 19XX Postdoctoral Fellow, University, Department.

Research Advisor: e.g., Susan Jones, Ph.D.

Research Project: Title.

19XX - 19XX Intern, (Department/Program)

Hospital/University Medical Center

City, State

20XX - 20XX Resident, (Department/Program)

Hospital/University Medical Center

City, State

20XX - 20XX Fellow, (List Specialty)

Hospital/University Medical Center

City, State

UNIFORMED SERVICE (include this section if applicable)

Branch (military, U.S. Public Health Service, etc.)

Dates served.

Commission, rank held.

Awards (Note: uniformed service-related awards may be listed either in this category or in the Honors and Awards category but not in both)

PROFESSIONAL LICENSURE

(List in chronological order all professional licensures including both active and inactive licenses)

19XX - 19XX State of Ohio Medical License (inactive)

20XX - present North Carolina Medical License, #XXXXX

SPECIALTY CERTIFICATION

(List in chronological (oldest to most recent) order all certifications, subspecialty certifications and recertifications with dates)

19XX Diplomate, American Board of XXXXX

19XX Diplomate, American Board XXXXX with added qualification in YYYYY

20XX Diplomate, American Board of ZZZZZ

EMPLOYMENT

(Listings in the employment category will vary depending on the individual. Individuals may have only academic or only professional experiences; certain individuals may have both. The final CV should reflect what is relevant to the individual, deleting categories that are not relevant)

Academic Appointments (in chronological order. Please specify if an appointment is an adjunct appointment)

Wake Forest University School of Medicine

19XX – 20XX Assistant Professor, Department of XXX

19XX - Present Graduate School Faculty

19XX - Present Member, XXX Graduate Program

19XX - Present Member, Interdisciplinary XXXX Graduate Program

20XX - Present Associate Professor, Department of XXXXX

20XX - Present Member, WFUHS Translational Science Institute

Professional Experience

(List general employment history [college to first professional position] and professional experience [including private/group/hospital practice, business, or industry employment])

19XX - 19XX Research Associate, New Gene Corporation, City, State.

19XX Teaching Assistant - Course, Department, School/College or University

20XX Coordinator, Specialty Research Interest Group

20XX – present Attending Physician, Atrium Health Wake Forest Baptist Medical Center

ADMINISTRATIVE SERVICE

(List leadership positions such as Chair, Section Head, Director, Chair/Vice Chair/Member of a standing committee, etc. List all these sections in chronological order. This is an appropriate place to highlight contributions to specialty advocacy, service to the institution at any level, and other work that enhances the medical school and health system missions.)

Departmental Service

20XX - 20XX Name of Committee or Title

Institutional Service - Wake Forest University School of Medicine

20XX - 20XX Name of Committee or Title

Institutional Service – Atrium Health Wake Forest Baptist

20XX - 20XX Name of Committee or Title

Institutional Service – Atrium Health Carolinas Medical Center

20XX - 20XX Name of Committee or Title

Health System Enterprise Service – Advocate Health

20XX - 20XX Name of Committee or Title

EXTRAMURAL APPOINTMENTS AND SERVICE

(Include adjunct appointments, hospital affiliations, study sections and other grant review committees, editorial boards, other editorial work, consultancies, visiting faculty appointments. Note that this section will convey to the P&T committee the candidate’s current and/or emerging national/international recognition.)

Funding Agency Reviewer

NIH: Special Study Section Panel Member, Name of Study Section (month/date)

NIH: Name of Study Section (Member, years)

NIH: Name of Study Section (Ad hoc Member, date)

Private Foundation Review Panel (dates)

Editorial Boards

(Note that this section is for traditional service as a member of an invited editorial board with limited membership. Do not list journals here for which you served in a peer reviewer role)

20XX – 20XX Editorial Board Member, The Lancet

Peer Reviewer

20XX – 20XX Journal Name, Editorial role, dates

Advisory Boards

List organization/company, dates

Other (example)

Symposium Organizer:

Organization

Title

Date

Place

PROFESSIONAL MEMBERSHIPS AND SERVICE

(List in chronological order and indicate any leadership positions, committee membership or other specific roles and the dates involved. Note that this section may convey to the P&T committee the candidate’s current and/or emerging national/international recognition. This is an appropriate place to highlight contributions to specialty advocacy, service to extramural professional societies, and other work with impact outside of our institution.)

Dates Professional Organization

Committee or Leadership Position

(May include a brief description of specific role and duties)

Dates Organization

HONORS AND AWARDS

(List in chronological order. Note that this section will help to demonstrate to the P&T committee the candidate’s current and/or emerging national/international recognition)

Dates Awards

Dates Honorary degrees

Dates Elected memberships (National Academy of Sciences, etc.)

GRANT FUNDING

(Using the template below, list first current grants on which you are PI, followed by Co-PI, Co-I, etc. Please include the start and stop dates and the grant amounts in US $)

Currently Active Grants

Grant number (Your Name, PI, % effort) Start and Stop Dates

Title $$$$ /year direct cost

Include a brief description of the project and your role.

Collaborators: optional

Also include any supplements to original grant

Grant number (Your Name, PI, % effort) Start and Stop Dates

Title $$$$ /year direct cost

Include a brief description of the project and your role.

Collaborators: optional

Also include any supplements to original grant

Pending Grants

Grant number (Your Name, PI, % effort) Start and Stop Dates

Title $$$$ /year direct cost

Include a brief description of the project and your role.

Grant number (Your Name, PI, % effort) Start and Stop Dates

Title $$$$ /year direct cost

Include a brief description of the project and your role.

Past Grant History (List these in chronological order, oldest to most recent)

Funding Agency, Grant Title (your name, PI) dates (amount)

Funding Agency, Grant Title (Name, PI; your name, role) dates (amount)

PATENTS

Applied for (include brief description)

Received (include brief description)

CLINICAL INNOVATIONS AND INITIATIVES

(List in chronological order (oldest to most recent) by category. Note that this section will help to convey to the P&T committee the candidate’s scholarly activities as a clinician.)

Clinical Innovations

20XX - 20XX Name of Innovation and Role

Level of implementation (local, regional, or national)

Impact metric used to measure success.

Quality Improvement Initiatives

20XX - 20XX Name of Quality Initiative and Role

Level of implementation (local, regional, or national)

Impact metric used to measure success.

BIBLIOGRAPHY

(Use the AMA Manual of Style format for citations in the bibliography. List publications in chronological order (oldest to most recent). Please number publications in each category. Your name should be listed in bold. You may wish to use an \* to note that “\* indicates a project that included a student or fellow under my supervision”. In addition, you may want to note any Co-First Author or any Co-Senior Author manuscripts. Please include PMID numbers for all publications when available.

Peer-Reviewed Publications as Author

(List here your manuscripts and scholarly products that are published with you in the authorship list after having undergone the traditional pre-publication peer-review and publication decision process. This includes most scientific journals, MedEdPORTAL educational publications, peer-reviewed scholarly reviews, and other similar scholarly print and electronic publications.)

(Authors may choose to include an additional 2-line expanded bibliography for up to five publications in this list, where specific contributions to the project can be highlighted.)

(Number publications in this section separately starting with #1)

Peer-Reviewed Publications as Member of Consortium or Committee

(List here your manuscripts and scholarly products that are published after having undergone the traditional pre-publication peer-review and publication decision process, but you are not named in the authorship list. However, you should be a named and listed member of the consortium or committee within the citation.)

(Please include an additional 2-line expanded bibliography for publications in this list, where your specific individual contributions to each project or series of projects can be explained.)

(Depending on the faculty promotion track, please note that publications in this category are not viewed during promotion review processes as equivalent to traditional authorship of scholarly products that appear in the Peer-Reviewed Publications as Author category when considering eligibility for promotion or tenure.)

(Number publications in this section separately starting with #1)

Peer-Reviewed Case Reports

(Number publications in this section separately starting with #1)

Letters to the Editor

(Number publications in this section separately starting with #1)

Editorials

(Include here editorials that have not undergone a traditional pre-publication peer-review process. Number publications in this section separately starting with #1.)

Invited Publications (Editorially Reviewed)

(Include here invited authorship of review articles, electronic reviews such as eMedicine or Up-to-Date, and other print or electronic manuscripts that are editorially reviewed prior to publication. Number publications in this section separately starting with #1.)

Books Edited

(Include textbooks where you served as the primary editor or a co-editor. Number the publications in this section separately starting with the #1.)

Books Authored

(Include textbooks and lay books where you were the author or co-author. Number the publications in this section separately starting with the #1.)

Book Chapters

(Include here chapter where you served as a primary author or a co-author. Number publications in this section separately starting with #1.)

Electronic Publications

(List any written items published on the internet or blogs in this section that have not undergone a traditional pre-publication peer-review process. Number publications in this section separately starting with #1.)

Miscellaneous Publications

(Include here any additional non-peer reviewed material that does not fall into any other category. Number publications in this section separately starting with #1.)

Media Presentations and Interviews

(List any radio, television, newspaper, magazine, podcast, newsletter or any related items in this section that have not undergone a traditional pre-publication peer-review process. Number items in this section separately starting with #1)

PRESENTATIONS AT PROFESSIONAL MEETINGS

(Number and list here published abstract citations and other non-published posters and oral presentations at professional meetings. Separate all presentations by Regional, National, and International. Please indicate whether the presentation is a poster or oral presentation)

Regional

National

International

INVITED EXTRAMURAL PRESENTATIONS AND SEMINARS

(Number these and list in chronological order, including date, title, location, and sponsor. Presentations for commercial entities should be listed separately. Separate all presentations by Regional, National, and International. This section will help to convey to the P&T committee the candidate’s current and/or emerging regional/national/international recognition.)

Regional

National

International

INTRAMURAL PRESENTATIONS AND SEMINARS

(List Wake Forest University School of Medicine, Carolinas Medical Center, Atrium Health Wake Forest Baptist or Advocate Health presentations or Grand Rounds events and other intramural presentations from previous institutions. Please include the presentation title, the institution and date of the presentation.)

DIDACTIC/SYSTEMATIC INSTRUCTION

(List academic courses where you served as the primary faculty sponsor for a formal course that involves multiple classroom meetings during a defined time-period. Episodic teaching events such as giving guest lectures or teaching during residency training conferences, are listed in the Teaching Portfolio and should not be in this section.)

School, Department

Role, Course Number/Title (hours)

Dates of Instruction

Wake Forest University School of Medicine, Medical School

Course/Block Director, Year 1, Medical Neuroscience (9.0 hrs.)

2012-present

Wake Forest University School of Medicine, Physician Assistant Program

Course Director, PA 626, Fundamentals of Basic Sci (4.0 hrs.)

2014-present

Wake Forest University School of Medicine, Nurse Anesthesia Program

Lecturer, ANES 714, Resp/Cell Pathophysiology for Nurse Anesthesia (3.0 hrs.)

2007-2015

Wake Forest University, Graduate School of Arts and Sciences

Director/Teacher for PHYS 691/BMES 691, Radiology Physics (3.0 hrs.)

2010, 12, 14, 16

MENTORING RELATIONSHIPS:

(List all the individuals with whom you have had an ongoing formal and professional relationship as a mentor. This includes students, residents, fellows, and faculty members. List names, dates, and activities. If you have served as a fellowship director, class advisor, etc., list this by role, dates, activity, and number of individuals involved rather than listing all names individually.)

Graduate Students

19XX – 20XX John Smith

Molecular Medicine Graduate Program

Thesis advisor

Current position: Postdoctoral fellow, Medical University

20XX - present Donna Brown

Molecular Medicine Graduate Program

Thesis advisor

20XX - present Susan Smith

Molecular Medicine Graduate Program

Thesis committee member

Postdoctoral Fellows

19XX-20XX James White

Postdoctoral research fellow

Current position: Assistant Professor, Medical University

Resident and Fellows

20XX – 20XX Department of Neurology Resident Program Director

Supervised 10 residents each year.

20XX - present Department of Neurology Movement Disorder Fellow Director

Supervised 2 residents each year.

Faculty

20XX – 20XX Joseph McGilly, PhD, Instructor

Faculty mentor, WFUSM Mentoring Program

20XX - Present Jane Doe, MD, Assistant Professor

Faculty mentor, Medicine and Science Program

PUBLIC OUTREACH

(Use this section to list in chronological order institutional community service presentations such as Dean’s Forum, Best Health presentations, AHEC lectures, public outreach initiatives, work to support community and work to enhance science and medicine. Items in this section are typically events where the primary audience is made up of community members or potential health system patients and not WFUSM or health system learners. You may also include media appearances such as television and radio, newspaper or magazine articles, and online media interviews that extend the reputation of the WFUSM and the health system.)

20XX - 20XX Organization

Role

Brief description of outreach activity

COMMUNITY ACTIVITIES AND SERVICE

(This section can include activities within the community or other organizations that the candidate wishes bring to the P&T Committee’s attention as enhancements to their other professional activities. These may include volunteer opportunities, local or regional service projects, initiatives inside or outside of science and medicine, and other work that enhances the medical school and health system missions.)

20XX - 20XX Organization

Role

Brief description