REQUIRED CURRICULUM VITAE
FORMAT

General Instructions:

- *Do not exclude sections or leave sections blank. If a particular section does not apply to you, enter "Not Applicable" under the section heading.*
- *List information under each heading in chronological order (oldest to newest)*
- *Number each page of the document*
- *Use same font throughout; size 10 – 12 (larger font for headings)*
- *1 inch margins*

NAME

E-Mail Address
Date CV Prepared

APPOINTMENTS/EMPLOYMENT

List all prior appointments and/or employment (academic, industry, healthcare facilities, foundations, etc.) Include name of institution, location and inclusive dates.
(Dates must be in MM/YYYY format for any appointments in the last five (5) years)

Full-Time and Career Part-Time applicants with an appointment or employment at another institution must provide a letter of resignation before appointment can be finalized. (A letter of intent to resign upon endorsement will be accepted from Professor and Associate Professor candidates).

GAPS IN EMPLOYMENT

Explain significant gaps in employment.

EDUCATION

Include degrees, date received and degree-granting institution.
(Dates must be in MM/YYYY format for degrees obtained in the last five (5) years)

For postdoctoral or other post-graduate training: identify level of training (e.g., internship, residency), institution attended and inclusive dates. *Please include the names of primary mentors involved in your graduate, post-doctoral and/or fellowship training.*

CERTIFICATION

Specify certifying agency (e.g., national board) and date certified.

LICENSURE

Specify initial date of licensure, state, and license number.

HONORS/AWARDS

List major honors, awards, including date conferred, and whether health system, local, regional, national or international.

PATENTS

Briefly describe. If not sole inventor, briefly explain role in invention.

OTHER ENTREPRENEURIAL ACTIVITIES

(e.g., licenses, role in company formation)

OTHER PROFESSIONAL ROLES*

List role, membership dates and include:

- Elected memberships in honor societies

- Appointed membership on editorial boards
- Service as a regular reviewer of manuscripts for educational, clinical and/or biomedical research journals.
- Extramural service (e.g. study sections, grant review, advisory boards and consulting)
- Intramural committee service at home institutions (e.g. Institutional Review Board, Admissions Committee, Clinical Competency Committee, Academic Progression Committee, Thesis Committee etc.)

**Leadership roles should be described under "Administrative Leadership Appointments" (see below)*

RESEARCH PROFILE

In no more than 250 words, summarize your accomplishments in and contributions to independent and/or team-based research, and the resulting impact of discoveries on biological science, patient care, and/or industry. Indicate the direction of your current research and, if you are new to the school, your expected activity at Mount Sinai.

CLINICAL PROFILE

In no more than 250 words, summarize your accomplishments and contributions to clinical care, including clinical innovations, geographical scope of your referral base, and quality of care.

MENTORING PROFILE (*Do not repeat information provided in other sections of this CV*)

In no more than 250 words, describe your activities and impact as a mentor to students, trainees or faculty. We encourage you to highlight particularly noteworthy successes that are at least partially attributable to your mentoring efforts, e.g., acquisition by mentees of grants, awards, positions or roles. Also, use this section to describe the efforts you have made to enhance your mentoring skills. In addition, describe how your activities have contributed positively to the climate at Mount Sinai to help ensure everyone's professional success and job satisfaction.

OVERALL IMPACT

In no more than 500 words, describe the local, national and/or international significance and impact of your research, teaching, clinical or other professional activities.

GRANTS, CONTRACTS, FOUNDATION SUPPORT

Use exact grid format and include all required information. Separate grids for past, present and pending grants.

PAST GRANTS

List Funding Source	Role in Project	Dates	Direct Costs	Supplemental Info
List sponsor, Project Title & Number	*List PI or Co-I* *If not PI or Co-I:* *-Indicate your role on the project, e.g., co-PI, investigators, etc.* *-Provide a brief description of your role in the project* *-List the percentage of time*	*List inclusive dates of project*	*N/A*	*N/A*

CURRENT GRANTS

List Funding Source	Role in Project	Dates	Direct Costs	Supplemental Info
List sponsor, Project Title & Number	*Provide same information requested in "Past Grants" grid.*	*List inclusive dates of project*	*List the total award along with current year directs*	*For current grants that are close to expiration (1 year of less) indicate if and when renewal will be sought)*

PENDING GRANTS

List Funding Source	Role in Project	Dates	Direct Costs	Supplemental Info
List sponsor, Project Title & Number	*Provide same information requested in "Past Grants" grid.*	*List inclusive dates of project*	*List the total award along with current year directs*	*List priority score and percentile if available*

CLINICAL TRIALS PARTICIPATION

Use exact grid format and include all required information

Project	Role in Project	Dates	Award	Other Info
List sponsor, project title and GCO #	*Identify role in project, e.g., PI; briefly describe your role; indicate % time/effort*	*List inclusive dates of project*	*Award Amount*	*If multi-center trial, indicate whether MSSM is primary site. Indicate whether level I, II, III or IV trial.*

TRAINEES

Use exact grid format and include all required information. **(This section is applicable only if you are solely or primarily responsible for learners' education in a particular discipline)**. If your involvement with trainees was sporadic (e.g., contact with all the residents in your department), record this in the "Teaching Activities" section.

Name	Level of Trainee	Role in Training & Inclusive Dates of Training	Training Venue	Trainees' Current Status/Employment
	Medical Student, Resident/Clinical Fellow, Graduate student, Postdoc, etc.	*Career Mentor, research Mentor, Thesis Advisor* *Dates*	*Medical School, Graduate School, etc*	*List trainees' current academic status if possible*

TEACHING ACTIVITIES

Use exact grid format and include all required information (examples provided)

Teaching Activity/Topic	Program (UME, GME, Graduate School, CPD, other)	Role	Level of Learners (Number Taught)	Number of hours week/month/year	Evaluation Summary	Years Taught
Infectious Disease Course: Antimicrobials and Antifungals	*Medical School Course*	*Large group Lecturer*	*Medical students (95)*	*4 hours per year*	*4.8 (scale 1 poor-5 outstanding)*	*2019-present*
Journal Club	*Graduate School*	*Small Group Facilitator*	*PhD students (14)*	*4 hrs/month*	*Outstanding (scale poor-outstanding)*	*2019-2022*
Inpatient Service Attending	*GME*	*Teaching Service Attending*	*Residents (6) Clinical Fellows (2)*	*5 months per year*	*Average rating 5 (scale 1 poor-5 outstanding)*	*2009-present*

ADMINISTRATIVE LEADERSHIP APPOINTMENTS

List leadership appointments, highlight your initiatives and their implementation. Include dates of service. This section applies (but is not limited) to the following venues:

INTERNAL:

Research or Clinical: at your home institution(s), if directed and/or established a program, industrial initiative,

facility, laboratories and/or service. Include relevant metrics, e.g., the size of the group under your leadership, the goals, budget, accomplishments, and resulting benefits to the home institution(s).
Education: include leadership role(s)in educational or academic program such as course director, clerkship director, program site director, residency program director/associate director/assistant director, fellowship program director/associate director/assistant director, training area director, graduate program director etc. Provide evidence of continuous quality improvement efforts and program evaluation outcomes related tothe specific leadership role.
General Administration: Describe your direct involvement if appointed to a leadership role in your home institution(s) to design, improve and/or implement operational procedures or new policies. Provide metrics on outcomes/improvements that demonstrate success.

EXTERNAL:

List leadership positions in government, professional societies, grant funding agencies, study sections etc. Briefly describe the mission of the organization/committee and recommendations and/or policy changes implemented during your tenure.

PUBLICATIONS

Add H Index # from Google Scholar and date accessed.

For publications in which you made major contributions but appear as a middle author, annotate contribution directly under the journal citation. Consistent with the guidelines of the International Committee of Medical Journal Editors, describe substantial contributions in:

- Conception and design of study
- Data acquisition
- Data analysis and interpretation
- Drafting or revising critically important intellectual content

Candidates for Associate Professor and Professor should mark publications since last appointment, promotion or reappointment with an asterisk. (The Chair Statement should comment on the most important of these publications.)

Number publications in chronological order (oldest items first), using the National Library of Medicine format. Include articles in press or submitted, but not those in preparation or undergoing revision. Abstracts may be included under Voluntary Presentations.

Separate publications under the following headings (note: each individual publication should appear only once, even if it seems appropriate for more than one category):

- **Peer-Reviewed Original Contributions**[1] (*e.g.* articles in press or accepted for publication)
- **Other Peer-Reviewed Publications** (*e.g.* case reports or series, editorials or opinions, letters, invited contributions, review articles, systematic reviews, white papers, web-based publications, etc.)
- **Books and Book Chapters**[2]
- **Archived Original Contributions Pending Peer Review**[3]
- **Non Peer-Reviewed Publications**
- **Manuscripts Submitted for Publication**[1]

INVITED PRESENTATIONS

Invited presentations as part of conferences, symposia, seminars, webinars, academic meetings or at universities and health systems as a visiting professor. Include:

- Topic
- Date

[1] Indicate status (*e.g.* "accepted for publication," "in press") as applicable
[2] Specify editorial role as applicable
[3] Archived contributions (*e.g.* bioRxiv, medRxiv) may continue to appear on PubMed but should be removed from the Archived section of the CV after the manuscript is published

- Institution (or organizer) and venue

MEDIA RESOURCE EDUCATIONAL MATERIALS

Include dates produced, intended audience, specific role in development and implementation as well as evidence of impact (such as view count/downloads etc.) of:

- Educational videos
- Web-based publications
- Tutorials
- Podcasts
- Free open-access medical education materials
- Blog posts

VOLUNTARY PRESENTATIONS – e.g. abstracts, poster presentations

- Topic
- Date Venue

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