Curriculum Vitae and Candidate Statement Workshop

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Keck School of Medicine of USC

Importance of the Curriculum Vitae and Candidate Statement

These documents are the first ones read by promotion committee members & outside referees.

You control what is included in these documents.

These documents represent you! The history and progress of your academic/professional life.

Your CV and Candidate's Statement

- A promotion dossier is separated into sections
- Most promotion committee members will read the <u>CV first</u> and the <u>Candidate's Statement second</u>
- Outside referees are sent the CV and Candidate's Statement

▼ 📁 Trojan, Thomas	Today at 9:29 AM	--	Folder
A- Trojan, Thomas -Administrative Assessment.pdf	May 10, 2019 at 11:02 PM	12.5 MB	Adobe PDF document
B- Trojan, Thomas - Quantitative Assessment.pdf	May 10, 2019 at 11:02 PM	13.2 MB	Adobe PDF document
C- Trojan, Thomas - Curriculum Vitae.pdf	May 10, 2019 at 11:02 PM	4.2 MB	Adobe PDF document
D- Trojan, Thomas - Candidate's Statement.pdf	May 10, 2019 at 11:02 PM	1.6 MB	Adobe PDF document
E- Trojan, Thomas - Teaching Record.pdf	May 10, 2019 at 11:02 PM	22.8 MB	Adobe PDF document
F- Trojan, Thomas - Service Record.pdf	May 10, 2019 at 11:02 PM	4.1 MB	Adobe PDF document
G- Trojan, Thomas - Letters of Reference.pdf	May 10, 2019 at 11:02 PM	3.1 MB	Adobe PDF document
H- Trojan, Thomas - Evidence of Scholarship.pdf	May 10, 2019 at 11:02 PM	4.9 MB	Adobe PDF document
FAPTC Agenda 6-5-19.pdf	Jun 4, 2019 at 3:36 PM	9 KB	Adobe PDF document

Tenure	Clinical Scholar	Clinical	Educational Scholar	Research	Clinician Educator
Assistant Professor of Surgery		Assistant Professor of Clinical Surgery		Assistant Professor of Research Surgery	Clinical Assistant Professor of Surgery
Associate Professor of Surgery	Assoc Prof of Surgery (Clinical Scholar)	Associate Professor of Clinical Surgery	Assoc Prof of Clin Surgery (Educational Scholar)	Associate Professor of Research Surgery	Clinical Associate Professor of Surgery
Professor of Surgery	Professor of Surgery (Clinical Scholar)	Professor of Clinical Surgery	Prof of Clin Surgery (Educational Scholar)	Professor of Research Surgery	Clinical Professor of Surgery
Department FAPTC	**Department FAPTC**	**Department FAPTC**	**Department FAPTC**	**Department FAPTC**	**Department CAP-C**
Dean UCAPT	**Dean UCAPT**	**Dean**	**Dean**	**Dean**	**Dean**
Provost	**Provost**				

Your Curriculum Vitae

reader wants answers to 3 questions:

1. Where are you?

- *contact information*

2. Who are you?

- *education, training, employment*

3. What have you been doing?

- *publications, awards, grants, presentations, teaching, service*

The Academic CV
How is it used?

- Introductory document for academic jobs, award nominations, committee selections, promotions

- Primary document for annual reviews of academic progress and accomplishments

- Included on more and more Medical School and/or Departmental websites

Keep Your CV Current!!!

The Academic CV
What does USC expect?

- Needs to be complete, current, dated, and accurate

- Exact dates of academic degrees, previous employment and publications are essential

- Exact professional/academic titles and tenure status (if appropriate)

CV Template - *Keck USC* *(easy to download)*

- Google: USC Keck CV template
- Keck School of Medicine Website
  - Office of Faculty Affairs
    - Forms and templates
      - USC CV Template

  https://keck.usc.edu/faculty-affairs/home/administrative-procedures/forms-and-templates/

CURRICULUM VITAE
NAME
DATE OF CV

PERSONAL INFORMATION:

Work		Home	
Address		Address	
Address		Address	
Address		Address	
Phone:		Citizenship:	
Fax:			
Work Email:			

EDUCATION AND PROFESSIONAL APPOINTMENTS

EDUCATION:

Year	Degree, Field, Institution, City

POST-GRADUATE TRAINING:

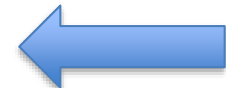| Year-Year	Training Type, Field, Mentor, Department, Institution, City

ACADEMIC APPOINTMENTS:

Year-Year	Appointment	Department, Institution, City, Country

CLINICAL APPOINTMENTS:

Year-Year	Appointment	Department, Institution, City, Country

ADMINISTRATIVE APPOINTMENTS:

Year	Description	Institution, City, State, Country

LICENSURE, CERTIFICATIONS

LICENSURE:

Year	License number, State, Status

BOARD CERTIFICATION OR ELIGIBILITY:

Year	Board, State, Status

SPECIALTY CERTIFICATION:

Year	Specialty Certification, Status

⊞ OTHER CERTIFICATIONS OR EXAMINATIONS:

Year	Certification or Exam, Status

HONORS, AWARDS:

Year	Description	Awarding agency, address, city

TEACHING

DIDACTIC TEACHING:

Institution

Year-Year	Course Name	Units/Hrs	Role

Institution

Year-Year	Course Name	Units/Hrs	Role

CME COURSES DEVELOPED

Institution

Year-Year	Course Name	Units/Hrs	Role

UNDERGRADUATE, GRADUATE AND MEDICAL STUDENT (OR OTHER) MENTORSHIP:

Year-Year	Trainee Name	Trainee Type	Dissertation/Thesis/Project Title

GRADUATE STUDENT THESIS, EXAM AND DISSERTATION COMMITTEES:

Year-Year	Trainee Name	Committee Type	Student Department

POSTGRADUATE MENTORSHIP:

Year-Year	Trainee Name	If past trainee, current position and location

MENTORSHIP OF FACULTY:

Year-Year	Mentee Name	Mentee Department

SERVICE

DEPARTMENT SERVICE:

Year-Year	Position, Committee	Organization/Institution

MEDICAL SCHOOL SERVICE:

Year-Year	Position, Committee	Organization/Institution

HOSPITAL OR MEDICAL GROUP SERVICE:

Year-Year	Position, Committee	Organization/Institution

UNIVERSITY SERVICE:

Year-Year	Position, Committee	Organization/Institution

PROFESSIONAL SERVICE:

Year-Year	Position, Committee	Organization/Institution

CONSULTANTSHIPS AND ADVISORY BOARDS:

Year	Position, Board	Organization/Hospital/School, Institution

⊞ROFESSIONAL SOCIETY MEMBERSHIPS:

Year- Year	Society

COMMUNITY SERVICE:

Year-Year	Position	Organization/Institution, City,	Role or Activity

MAJOR LEADERSHIP POSITIONS: (E.G., DEAN, CHAIR, INSTITUTE DIRECTOR, HOSPITAL ADMINISTRATION, ETC.)

Year-Year	Position	Narrative listing Accomplishments- or add appendix

RESEARCH AND SCHOLARSHIP

EDITORSHIPS AND EDITORIAL BOARDS:

Year-Year	Position	Journal/Board Name

MANUSCRIPT REVIEW:

Year-Year	Journal

GRANT REVIEWS:

Year	Description	Awarding agency, City, State, Country

MAJOR AREAS OF RESEARCH INTEREST

Research Areas
1.
2.

GRANT SUPPORT - CURRENT:

Grant No. (PI)	Dates of Award
Agency	Percent Effort
Title	
Description	
Role:	
Total Direct Costs	
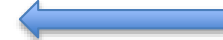
Grant No. (PI)	Dates of Award
Agency	Percent Effort
Title	
Description	
Role:	
Total Direct Costs	

GRANT SUPPORT - PAST:

Grant No. (PI)	Dates of Award
Agency	Percent Effort
Title	
Description	
Role:	
Total Direct Costs	

Grant No. (PI)	Dates of Award
Agency	Percent Effort
Title	
Description	
Role:	
Total Direct Costs	

ISSUED AND PENDING PATENTS:

Patent Holder Names. Title. Institution. File #. Reference #. US Patent and Trademark Serial No.

INVITED LECTURES, SYMPOSIA, KEYNOTE ADDRESSES

Year	Type	Title, Location
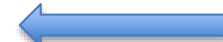
INVITED GRAND ROUNDS, CME LECTURES

Year	Type	Title, Location

THESIS:

Year	Degree	Institution	Title

PUBLICATIONS:

REFEREED JOURNAL ARTICLES:
Format: Authors, Title. *Journal.* Volume #(Suppl ##):Page-Page, Year. PMID#, PMCID#, *Narrative describing personal contribution.*

REFEREED JOURNAL ARTICLES IN PRESS:
Format: Authors, Title. *Journal.* Volume #(Suppl ##):Page-Page, Year. PMID#, PMCID#, *Narrative describing personal contribution.*

REFEREED REVIEWS, CHAPTERS, AND EDITORIALS:
Format: Authors, Title. *Publication.* Volume #(Suppl ##):Page-Page, Year. PMID#, PMCID#

REFEREED ON-LINE PUBLICATIONS:
Format: Authors. Title. *Publication,* URL, Year. PMID#, PMCID#

CLINICAL COMMUNICATION: (CASE REPORTS, LETTERS)
Authors. Title. *Journal* Volume(Suppl ##):Page-Page, Year. PMID#, PMCID#

CLINICAL COMMUNICATION: (PUBLISHED CLINICAL TRIAL COMMUNICATIONS)
Authors. Title. *Journal* Volume(Suppl ##):Page-Page, Year. PMID#, PMCID#

NON-REFEREED JOURNAL ARTICLES, REVIEWS, OR OTHER COMMUNICATIONS:
Format: Authors, Title. *Journal.* Volume #(Suppl ##):Page-Page, Year. PMID#, PMCID#, *Narrative describing personal contribution.*

BOOKS, MONOGRAPHS, AND TEXT BOOKS:
Authors. Title. *Publication* Volume(Suppl ##):Page-Page, Year.

LETTERS TO THE EDITOR:
Authors. Title. *Publication* Volume(Suppl ##):Page-Page, Year. PMID#, PMCID#

ABSTRACTS AND PRESENTATIONS:
Format: Authors, Title. *Publication.* Volume #(Suppl ##):Page-Page, Year. PMID#, PMCID#

MEDIA AND TELEVISION APPEARANCES:
Format: Date, Title of presentation, Venue

The Academic CV

- *Publications: place each paper in the appropriate category:*

  – Refereed Journal Articles

  – Refereed Journal Articles in Press

  – Refereed Reviews, Chapters, & Editorials

  – Refereed On-Line Publications

  – Clinical communications (case reports/letters)

  – Non-Refereed Articles, Reviews

  – Books, Monographs

The Academic CV

- *Publications: enter each as follows:*

  - list in ascending chronological order (with most recent articles at the end).

  - **Bold** your name, include <u>all</u> authors

  - Asterisk (*) each trainee.

  - For Co-First Author or Co-corresponding or senior author: Two Asterisks (**)

  - <u>**FORMAT:**</u> Authors, Title, *Journal*, Volume, page-page, year, PMID# PMCID#

The Academic CV
What does USC expect?

- When can articles be listed as "published"?

  – When it is available for everyone to read, either in print or online

- When can articles be listed as "In Press"?

  – When author(s) have no more editorial work to do on an accepted article

The Academic CV

Tips:

• Look at CV's of other faculty and colleagues in your field

• Consult with your mentor/advisor and have them review your CV (spelling, missing items, red flags)

• Describe your contribution to publications

• Teaching experience - include curriculum development

• Convert to PDF before sending

The Academic CV

Tips (cont):

- Minimize personal information
  - Do not include spouse's or children's names
  - No birthdates or SS #
- Can include mentees under Education Heading
- List all authors on publications (complete citation)
- Do not mix peer reviewed publications and abstracts
- Do not mix invited lectures with submitted abstracts
- Teaching can include; classroom instruction, clinical instruction, CME instruction, workshops

Summary
Your CV is your academic life story.

- Always be accurate – do not exaggerate
- Use the Keck-USC CV Template
- Length can vary depending on stage of your career
- Check spelling
- Update frequently
- Have others review your CV

Candidate's Statement

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📄 A- Trojan, Thomas -Administrative Assessment.pdf	May 10, 2019 at 11:02 PM	12.5 MB	Adobe PDF document
📄 B- Trojan, Thomas - Quantitative Assessment.pdf	May 10, 2019 at 11:02 PM	13.2 MB	Adobe PDF document
📄 C- Trojan, Thomas - Curriculum Vitae.pdf	May 10, 2019 at 11:02 PM	4.2 MB	Adobe PDF document
📄 D- Trojan, Thomas - Candidate's Statement.pdf	May 10, 2019 at 11:02 PM	1.6 MB	Adobe PDF document
📄 E- Trojan, Thomas - Teaching Record.pdf	May 10, 2019 at 11:02 PM	22.8 MB	Adobe PDF document
📄 F- Trojan, Thomas - Service Record.pdf	May 10, 2019 at 11:02 PM	4.1 MB	Adobe PDF document
📄 G- Trojan, Thomas - Letters of Reference.pdf	May 10, 2019 at 11:02 PM	3.1 MB	Adobe PDF document
📄 H- Trojan, Thomas - Evidence of Scholarship.pdf	May 10, 2019 at 11:02 PM	4.9 MB	Adobe PDF document
📄 FAPTC Agenda 6-5-19.pdf	Jun 4, 2019 at 3:36 PM	9 KB	Adobe PDF document

Candidate's Statement

- **This is your opportunity to make your own case for promotion.**

  - ✓ document your achievements as an academic scholar, educator, clinician, and university citizen.

- **Your statement will be sent to the external referees**

  - ✓ they may not know you

  - ✓ this is your chance to inform them why you deserve to be promoted

  - ✓ frequently outside referees will use your comments in their written evaluation

Candidate's Statement

For promotions to full professor, include additional information on:

- ***What you've done since your last promotion***
  - ✓ scholarship, teaching, service, administration

- **Evidence of national/international reputation**
  - ✓ grant study sections, editorial boards, prestigious lectureships, clinical study leadership, consultantships

- **Leadership roles**
  - ✓ organizer vs presenter
  - ✓ panel leader vs speaker
  - ✓ professional society board position vs society member
  - ✓ committee chair vs member

Candidate's Statement

Working in "Team Science"

- describe your unique and original contribution to the team

- tell the reader how your contribution is recognized in the field

  (grants, senior-author publications, speaking invitations, etc.)

Candidate's Statement

In some cases, a reader may have questions:

- related to a gap in your CV
    - publications, grants, teaching, employment
- changes in your professional focus
- about anything...

These issues should be addressed in your statement

Ruth Wood's 9 Steps to Writing a Candidate's Statement

- **Step # 1**
  - **Identify your primary area of excellence**
    - Scholarship
    - Teaching
    - Service
    - Patient care

Ruth Wood's 9 Steps
to Writing a Candidate's Statement

- **Step # 2**

  – **In your primary area of excellence:**

    - Identify your top 3 accomplishments

      These could be manuscripts, grants, teaching responsibilities, leadership roles

Ruth Wood's 9 Steps to Writing a Candidate's Statement

- **Step # 3**

  For your top accomplishment, write 1-2 sentences for each:

  1. What did you accomplish?

  2. How did you accomplish this?

  3. What was the question or unmet need being addressed?

  4. What was the impact of your work? How has your work changed the field?

Ruth Wood's 9 Steps
to Writing a Candidate's Statement

- **Step # 4**
  - **Reorganize your sentences into a paragraph**
    - 3. What was the question or unmet need?
    - 2. How did you address this?
    - 1. What did you accomplish?
    - 4. What was the impact of your work?

Ruth Wood's 9 Steps to Writing a Candidate's Statement

- **Step # 5**
  - **Now expand upon this accomplishment**

    - Briefly mention your related work in this area
    - Briefly mention your future plans in this area

Ruth Wood's 9 Steps
to Writing a Candidate's Statement

- **Step # 6**

  Repeat steps 4 and 5 for the 2 other top accomplishments in your primary area of excellence

Ruth Wood's 9 Steps
to Writing a Candidate's Statement

- ## Step # 7

  – Take a look at what you've written about your 3 top accomplishments. Find a theme.

  – Write an Introductory paragraph to highlight the largest/unmet need that is common to all 3 accomplishments

  – Remember: write for a non-specialist audience

• **Step # 8**

  – Repeat steps 2-7 for the other areas of your academic portfolio. However, instead of writing about 3 top accomplishments, you might decide to focus on 1 or 2.

  – YOU NOW HAVE A ROUGH DRAFT

Ruth Wood's 9 Steps to Writing a Candidate's Statement

- **STEP # 9**

  – Reread, revise, make it personal and interesting
  – Ask a close friend to read it.
  – Ask a close colleague to read it.
  – Ask a more distant colleague to read it.

Questions