

Curriculum Vitae and Candidate Statement Workshop

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Professor of Pediatrics and Radiation Oncology
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Committee
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

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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

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
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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/facultyaffairs/home/administrativeprocedures/forms-and-templates/



CURRICULUM VITAE

NAME DATE OF CV

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Address	Address	
Address	Address	
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Work Email:		

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HOSPITAL OR MEDICAL GROUP SERVICE:

Organization/Institution Position, Committee

UNIVERSITY SERVICE:

Position, Committee Organization/Institution

PROFESSIONAL SERVICE:

Organization/Institution Year-Year Position, Committee

CONSULTANTSHIPS AND ADVISORY BOARDS:

Position, Board Organization/Hospital/School, Institution

PROFESSIONAL SOCIETY MEMBERSHIPS:

Society

COMMUNITY SERVICE:

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

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

Narrative listing Accomplishments- or add appendix

RESEARCH AND SCHOLARSHIP

EDITORSHIPS AND EDITORIAL BOARDS:

Year-Year Position Journal/Board Name

MANUSCRIPT REVIEW:

GRANT REVIEWS:

Awarding agency, City, State, Country

MAJOR AREAS OF RESEARCH INTEREST

Research Areas





We Treat Kids Better

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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 (**)
 - FORMAT: 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





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- 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





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



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.)



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



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





- Step # 2
 - In your primary area of excellence:
 - Identify your top 3 accomplishments

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



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?





- 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?



- Step # 5
 - -Now expand upon this accomplishment

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



Step # 6

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





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



• 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.





Johns Hopkins ppt; Hillis, Askin, and Heiser

We Treat Kids Better

Converting Descriptive Paragraph to Accomplishment Statements

- May 28, 2006. Clinical trials from the patient's perspective, Hydrocephalus Association.

 Mentions Battimens MT May 28, 2006. How and when to seek second opinions. Hydrocephalus Association Meeting, Baltimore, MD.
- May 29, 2006. Rushion CH, Williams MA. Talking about and dealing with death.
- May 29, 2000. Kusmon CH, williams MA. Laiking (Hydrocephalus Association Meeting, Baltimore, MD.
- June 20, 2006. Conscience and professional duty considerations for health care professionals: Physician pagesporture Presented at "Shruild Connectange Ha Vour G June 20, 2006. Conscience and professional duty - considerations for health care professionals: Physician perspective. Presented at "Should Conscience Be Your Guide? Exploring Conscience-based Refusals in Health Care", sponsored by the Maryland Refusals of the Conscience State EXPLAINING CONSCIENCE-DASSED RETURNING THE REAL PROPERTY OF THE STATE - September 7, 2006. What's in a name? Rationales and uses of taxonomy in September 7, 2000. What's in a name? Rationales and uses of taxonomy in the company of the compa
- November 10, 2006 Rigamenti DR, Williams MA. You can observe a lot just by November 10, 2016 Rigamonti DR, Williams MA. You can observe a lot just by watching. Lessons from a combined Neurosurgery/Neurology clinical care and research program for adult hydrocephalus. Visiting Professors. University of Michigan Department of Neurosurgery Grand Rounds. Ann Arthur MI
- program for adult hydrocephanus. Visiting Professors. Chive. Department of Neurosurgery Grand Rounds, Ann Arbor, MI. January 15, 2007. Pushing the boundaries with standardized patients. 7th Annual International Meeting on Medical Simulation, Orlando, FL.
- April 17, 2007. Conscience clauses. To be presented at the Med Chi Ethics Forum, Priorities for hydrocephalus research: Report from an NIH-
- Nany 18-20, 2001.

 Priorities for nydrocephatus research: Report from an NiHPhodos (Personne May 18-20, 2007.

With Daniele Rigamoni, MD, created the Johns Hopkins Adult Hydrocephalus F.

Complete of Expedience assessment by the School Hambing Hambing Examples. It is a few OTHER PROFESSIONAL ACCOMPLISHMENTS Nameric Augumonu, 1913, createa une sonns rropants Aunu riyuro Center of Excellence supported by the Johns Hopkins Hospital.

program demonstrated not only increasing outpatient generated substantial profits due to audition nitiated clinical research with

Johns Hopkins Adult Hydrocephalus Program **Created** the Johns Hopkins Adult Hydrocephalus

Program as a Center for Excellence supported by the Johns Hopkins Hospital.

Demonstrated outpatient and inpatient volumes that increased by nearly 200% in three years.

Generated substantial profits of \$1.3 million per year by implementing auditing practices and developing enhanced hospital coding systems.

Established cutting-edge clinical research program by initiating new collaborative relationships and cultivating industry support.

Michael A. Williams, MD





Questions

