University of Calgary *Date prepared*

Faculty of Medicine

**STANDARDIZED FORMAT FOR CURRICULUM VITAE**

I. **BIOGRAPHICAL DATA**

Name

Address

Telephone/Mobile

Email

Present rank

Department

Faculty

Institution

II. **ACADEMIC RECORD**

Final degree

Date completed

Specialty

Institution/City/Country

i. Undergraduate

ii. Special professional

iii. Graduate and post-doctoral

iv. Licensure, certification and boards (e.g. FRCPC)

III. **AWARDS AND DISTINCTIONS**

IV. **ACADEMIC APPOINTMENTS**

*(In chronological order, current first; include Hospital and other appointments.)*

V. **EDUCATIONAL ACTIVITIES**

*(List major contributions in course and curriculum organizations, teaching and administration. Where specific courses with identified hours, etc., are unavailable, a narrative outline is recommended. Faculty members considered for promotion are required to provide a Summary of Teaching Activities, in addition to an up-to-date curriculum vitae.)*

i. Undergraduate

ii. Graduate (course and student supervision)

iii. Postgraduate (research and clinical fellows)

STANDARD CURRICULUM VITAE cont'd...

iv. Continuing medical education

VI. **ADMINISTRATIVE RESPONSIBILITIES**

i. Departmental

ii. Faculty

iii. University

iv. Regional Health Authority

v. Hospital

VII. **PROFESSIONAL ACTIVITIES**

i. Membership in professional and learned societies.

ii. Professional service

- grant panels

- grant review

- journal reviews

- editorships

- national and international committee

- government agencies

- other

VIII. **RESEARCH SUPPORT**

*(Include funder, dates, amount, project title; please specify if funding is pending, and whether you are principal or co-investigator)*

Grants, contracts

IX. **INVITED ADDRESSES**

X. **PUBLICATIONS/PRESENTATIONS**

i. Peer reviewed manuscripts

ii. Non-peer reviewed manuscripts

iii. Books, chapter

iv. Abstracts - published

1. Communications - unpublished *(Include published Letters to the Editor; please specify whether peer-reviewed or not peer-reviewed.)*

*Format revised February 2013*