

UPDATING YOUR UCSF CV

Your CV is your academic 'currency'; it is a record of your hard work and successes and is the best way to convey to advancement packet reviewers [M&P committee, the Dean's office, Vice Provost's office and the Committee on Academic Personnel (CAP)], your academic achievements at UCSF.

Below are some helpful tips for updating your CV on Advance, and ensuring that you are putting your best self forward. This guide follows the format of the Advance CV and includes tips related to commonly encountered omissions/errors in packets as well as answers to FAQ received from faculty.

UCSF RESOURCES

Advance Quick Start Guide to give helpful hints about updating your CV:

<https://facultyacademicaffairs.ucsf.edu/online-systems/Advance/MyCV-Quick-Start-Guide.pdf>

For more detailed instructions on how to *navigate Advance*:

<https://facultyacademicaffairs.ucsf.edu/online-systems/Advance>

FIVE Things to remember as you start

1. EVERYTHING is listed in chronological order: Oldest first. Most recent last.
2. Edit the lists on your CV first, then go back and complete the 6 summary paragraphs. I have listed explanations and helpful points for the paragraphs at the end of this handout.
3. As you review prior listings on your CV, remember to update 'end dates' to committees/positions in which you participated that have now concluded.
4. *Always* avoid acronyms! RSNA = Radiological Society of North America.
5. As with all important documents you submit, please try to be organized, neat, and avoid spelling errors and redundancies.

LET'S GO:

PRINCIPAL POSITIONS HELD

These are your academic appointments: Assistant, then Associate etc. ANY gaps must be explained.

POSITIONS CONCURRENTLY HELD

Titles held concurrently [chief, director etc], joint appointments with other departments

HONORS AND AWARDS

This includes nominations for awards. If the award title does not explain what it is for, then briefly describe.

PROFESSIONAL ACTIVITIES

Societies you belong to, their committees you serve on, and publications you review for.

Don't forget to update **end dates** for completion of committee service.

NOTE: Government service [NIH, CDC etc] and industry work or lay public societies go under GOVERNMENT AND OTHER PROFESSIONAL SERVICE.

INVITED PRESENTATIONS

These are invitations to present lectures, or workshops you lead, or sessions you moderate [please clarify invited speaker or moderator]. There is really no room to list the title of the lecture, so I keep a separate list and spreadsheet of this for my own use. It's an annoying feature of this Advance format.

Invited Presentations does **not** include papers you have submitted for abstract presentation – that goes under Abstract presentation.

OKAY to list invited presentations that you haven't yet given.

DO NOT USE ACRONYMS for societies.

International = A meeting of any group located in another country [e.g. Chinese Society of Radiology] AND/OR a meeting of an international society even if held in the USA. For example, International Society of Magnetic Resonance in Medicine. RSNA is not international...

National = Any group in another part of the USA inviting you to speak or any national society inviting you, even if the meeting is in San Francisco. Visiting Professor belongs here too [theoretically, only for out of the state VPs]

Regional = Local society lectures, Grand Rounds, Residents and Fellow lectures, CME lectures you *give*. Although you can alternatively list postgraduate lectures later in the CV under formal teaching.

CONTINUING EDUCATION – this is what you *attended* to GET CME hours, not lectures you gave or meetings you ran. It is not part of your academic review.

GOVERNMENT & OTHER PROFESSIONAL SERVICE

NIH, CDC, work you did for other organizations or industry that are not professional societies.

UNIVERSITY AND PUBLIC SERVICE

Service duties have the word 'committee', 'taskforce' or 'working group' attached.

NOTE: All entries here are distinct from professional society service, professional journal service [reviewing/editorial board] and other professional roles [NIH/CDC/industry etc]. Those roles fall into the section prior.

UC SYSTEM WIDE AND MULTICAMPUS – anything that involves more than one university in the UC system, eg any of the UCOP committees, or UCSF PLUS one or more other UC campus.

UC CAMPUS WIDE – Senate committees, stewardship review committees, UCSF Health committees, anything that involves more than one of the 4 schools in UCSF.

SCHOOL OF MEDICINE – GME committees, search committees for other departments in the SOM.

SCHOOLS of DENTISTRY, NURSING, PHARMACY – uncommon on our department CVs. You may have served on a search committee in a different school.

DEPARTMENTAL – Any committees in your section or for the department.

SERVICE AT OTHER UNIVERSITIES – This is most often filled in by faculty coming from another university.

PUBLIC SERVICE – Any public/community work outside of your academic or clinical roles. Does not need to have the word 'committee' in it – coaching soccer, fundraising at schools, food bank...

TEACHING AND MENTORING

This section is actually quite 'messy' in advance.

Formal teaching = *scheduled lectures* [eg MSMBI courses or lectures, medical student lectures and courses]

HOWEVER they also say it is possible to list postgraduate lectures here.

Informal teaching = the teaching you do in the reading room / lab / clinic. It is perhaps better described in the summary paragraph.

PREDOCTORAL and POSTDOCTORAL FELLOWS/RESIDENTS MENTORING

List trainees and your role in this – research / project / career / clinical mentor.

You can end up with quite a list here of trainees... and the key is to use the summary paragraphs to really emphasize how your work has made a difference.

FACULTY MENTORING

List those you are assigned in the mentoring program and those outside the department / UCSF also.

RESEARCH AND CREATIVE ACTIVITIES

List all current, all submitted [even if not funded] and all past funded grants.

Must identify PI if not you, and list YOUR role: PI, co-PI, co-investigator etc.

Clarify the time period and \$.

Move expired grants from current to past.

Submitted: Those submitted and not yet scored, mark these as “pending” OR those submitted and not funded, mark “not funded”.

Planning to submit does not fit in here. But consider adding in your research summary paragraph.

PUBLICATIONS

Always oldest to most recent in chronological order.

BOLD your name in the citation.

ONLY those articles *accepted & in press*, or with an ‘Epub ahead of print’ short citation, or a full citation. I.e. those articles ‘in preparation’ or ‘in submission’ or those you daydream about, do not belong on this CV.

If you are *second* author and the *first* is a trainee, then explain this with an asterisk:

*** First author was a trainee mentored and supervised by me.**

Indicate also if you were the corresponding author, but are not listed as the first or senior author.

As you update your CV with new papers, go back over those you previously listed as ‘in press’ or with ‘Epub ahead of print’ and update them with the full citation.

Keep non-peer review articles on the separate NON PEER REVIEW PUBLICATIONS list: E.g. Magn Reson Imaging Clin N Am, Radiol Clin North Am...

OTHER PUBLICATIONS

This is a good place to list podcasts you have been involved with, online submissions like ‘Case of the Month’ for societies, your own website for radiology education. Anything that doesn’t fit the “traditional” academic model but is academic-related.

5 SIGNIFICANT PUBLICATIONS

This allows more time and space to describe your “role” for five pubs you are most proud of, or are most significant in your career / field.

CONFERENCE ABSTRACTS

Papers and posters presented at meetings.

List the *year* and the conference.

Clarify if oral presentations, educational exhibits or scientific exhibits.

Note if any of them were award winning – and make sure this is also listed early in your CV under ‘Honors and Awards’.

Advance allows you to list these under invited presentations but our department does not count them as such.

SUMMARY PARAGRAPHS

The summary paragraphs, each 1-2 paragraphs, are your opportunity to explain the *significance* of your papers / awards / program development / clinical or creative activities to *non-radiologist* MDs and to other faculty in the Schools of Nursing, Pharmacy and Dentistry who evaluate your packet. Sometimes best to fill the summaries out after having inserted all the details in that section.

Fill out each of the 6 summaries, and begin the first paragraph with “Since my last academic action...” The second paragraph is often best started with “I continue to...”

1. CLINICAL ACTIVITIES – this is NOT a useful heading, particularly as our research scientist faculty often think it does not apply to them. It would be better termed ‘professional activity’. There is room in other summaries for teaching, mentoring and service, but please explain what you do when you go to work.

For MD faculty: clinical work 12 months of year, tumor boards/clinical conferences, leadership / administration. / QI. Also describe any innovations in any of these areas or to clinical service that you have brought to UCSF.

NOTE: Leadership work belongs *here* – including RIG leader.

2. SERVICE ACTIVITIES – Any group of which you are a member / chair that has in its title ‘Committee’ / ‘Task Force’ / ‘Working Group’. For a section, the department, hospital, UCSF, national/international societies.

NOTE: Leadership [eg section chief, RIG leader] does NOT belong here, but in clinical activities.

3. CONTRIBUTIONS TO DIVERSITY – Do fill this out. Please see the separate handout for examples and areas to cover. If *you* do not fill this out then your Chair’s letter will be BLANK in this area of evaluation.

NOTE: CAP does not recognize “I work at ZSFG” as a contribution to diversity.

4. TEACHING – There are two components to this. **Formal** teaching which is medical student classes [give the # and title], resident or fellow lectures etc and **informal** teaching which is in the reading room / lab / clinic.

5. MENTORING - Pre-doctoral, postdoctoral & faculty mentoring – whether research mentoring, project mentoring or career mentoring [or all]. Sponsorship is also worth mentioning here. This is a great place to *articulate the successes of mentees* under your guidance.

6. RESEARCH & CREATIVE ACTIVITIES - Highlight your unique & creative contributions and it is very helpful if you explain the *significance* of your work here. This can be particularly important if you’re not the PI or the first or senior author on excellent work. This summary can be longer than 2 paragraphs if you are a research scientist – you should ensure that your contributions are explained fully.

Now - Go back over your CV:

Citations added and priors updated? [from in press and Epub]

Grants updated / moved to past?

Ensure end dates are corrected for completed committee service /roles

No acronyms for societies.

All 6 summary statements must be updated for every merit or CAP action.

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