

CURRICULUM VITAE – [YOUR NAME HERE]

TIP: All lists of activities, assignments, publications, etc. presented in chronological order or reverse chronological order.

I. GENERAL INFORMATION

Office Address: _____

Office Telephone: _____

Electronic Mail: _____

Certificate or Specialty Board Licensure: _____

Sponsoring Organization: _____

License Number _____ Year _____ State(s) _____

II. EDUCATION

Year (or expected date of completion), institution, degree, major.

III. PROFESSIONAL EXPERIENCES

TIP: Include all non-academic work experience.

Inclusive dates: Experience (e.g. postdoctoral or other research positions, internships, administrative posts, non-academic positions).

IV. ACADEMIC APPOINTMENTS

TIP: Include all academic work experience, including: academic administrative appointments, e.g. Director of Graduate Studies.

Inclusive dates: Appointment (include all academic positions, ranks, title series, tenure status, full/part time, joint/adjunct, etc.

V. HOSPITAL OR CLINICAL APPOINTMENTS

Inclusive dates: Clinical site or agency, location, your title, supervisor (if applicable), practice description, full or part-time.

VI. CONSULTING ACTIVITY

University / Local:

Inclusive dates: Description of consultation, client/organization, type of consultation (e.g. academic, business/industry, healthcare, government, litigation, NGO, non-profit).

State / Regional:

Inclusive dates: Description of consultation, client/organization, type of consultation (e.g. academic, business/industry, healthcare, government, litigation, NGO, non-profit).

National / International:

Inclusive dates: Description of consultation, client/organization, type of consultation (e.g. academic, business/industry, healthcare, government, litigation, NGO, non-profit)

VII. TEACHING ACTIVITY

University of Kentucky:

Year, semester: course title, number, number of students, role in course (e.g. sole instructor, lab instructor, 5 contact hours, etc.).

TIP: If it is the same course over multiple years, put the course and span rather than listing it repeatedly.

Other Universities:

Year, semester: course title, number, number of students, role in course (e.g. sole instructor, lab instructor, 5 contact hours, etc.).

Continuing Education/Workshops Taught:

TIP: Taught at the institution/connected to your role as a faculty member. Include other workshop types in the Speaking Engagements section.

Inclusive dates: course title, # of students, role in course (e.g. sole or lab instructor), course sponsor, contact hours.

Other Education Related Activities:

Inclusive dates: Description of activity (e.g. guest lecture, special assignments, university educational activities related to profession, etc.).

VIII. ADVISING ACTIVITY

Master's Thesis/Project Committees – Graduates (in order by year):

Student name, program, year of graduation.

Doctoral Degree Committees – Graduates and doctoral candidates (in order by year):

Student name, program, year of graduation.

Dissertations or Theses Directed or Co-directed:

Student name, program, degree, dissertation or thesis title, year, role (e.g. chair, co-chair).

Other Research Projects Directed (e.g. Capstone, Postdoctoral Supervision):

Student name, program, degree, project description or title, year, role (e.g. chair, co-chair).

EXAMPLE:

Student Name	Degree	Calendar Year Completed	Role	Title	Department/ College
Autumn Jones	PhD	2018	Committee Member	Effect of an important intervention on student performance	Rehab Sciences/ CHS
A.A. Milne	PhD	2017	Co-Chair	The importance of exercise, You can't stay in your corner of the Forest waiting for others to come to you. You have to go to them sometimes.	Rehab sciences/ CHS
W.T. Pooh	MS	2017	Chair	“Weeds are flowers, too, once you get to know them.”	Clinical Sciences / CHS
Maddie Miles	BHS	2018	Capstone Project Committee Member	“What the Health is going on?”	Clinical Sciences/CHS

Student Advising:

Summary of advisees by academic term and year, including total number, program, advisory role.

Other:

Other advising, e.g. pre-professional, high school, etc.

IX. ADMINISTRATIVE ACTIVITY AND UNIVERSITY SERVICE

Program:

Inclusive dates: Committee name, committee organization, position/role (e.g. chair, member, faculty advisor), brief description of responsibilities.

Department:

Inclusive dates: Committee name, committee organization, position/role (e.g. chair, member, faculty advisor), brief description of responsibilities.

College:

Inclusive dates: Committee name, committee organization, position/role (e.g. chair, member, faculty advisor), brief description of responsibilities.

University:

Inclusive dates: Committee name, committee organization, position/role (e.g. chair, member, faculty advisor), brief description of responsibilities.

X. SPECIAL ASSIGNMENTS

Inclusive dates: Description of special assignments.

XI. HONORS

University / Local:

Date awarded: Description of award or other honor, name of awarding organization, award purpose (e.g. advising, engagement, leadership, scholarship/research/creative, community service, professional service, university service, teaching, or other).

State / Regional:

Date awarded: Description of award or other honor, name of awarding organization, award purpose (e.g. advising, engagement, leadership, scholarship/research/creative, community service, professional service, university service, teaching, or other).

National / International:

Date awarded: Description of award or other honor, name of awarding organization, award purpose (e.g. advising, engagement, leadership, scholarship/research/creative, community service, professional service, university service, teaching, or other).

XII. PROFESSIONAL ACTIVITY AND PUBLIC SERVICE

Membership in Professional Societies:

Inclusive dates: Name of organization, level of involvement (e.g. full, associate, etc.), scope of organization (e.g. international, national, regional, state, local, university, college, department).

Editor of Professional Journal:

Inclusive dates: Name of journal.

Journal Reviewer:

TIP: May create subheadings based on your responsibility (e.g. guest reviewer, guest editor, editorial board, etc.). Indicate whether you reviewed for each respective journal during the current year. Never put names of authors or articles reviewed.

Inclusive dates: Name of journal.

Grant Reviewer:

TIP: May create subheadings based on your responsibility (e.g. reviewer, study section member, etc.).

Inclusive dates: Organization name, description of activity.

Textbook and Chapter Reviewer:

Inclusive dates: Description of text including title, authors, book or chapter reviewed, year of publication.

Other:

Inclusive dates: Description of activities such as meeting session moderator, visiting investigator, meeting organizer, etc.

XIII. RESEARCH AND/OR CREATIVE PRODUCTIVITY

PUBLICATIONS (underline student names)

Invited/Non-refereed

Published Journal Articles:

Author names (highlight/bold your name), year of publication, title of article, journal, volume, issue, pages, DOI and/or PMID if available).

Published Monographs, Books, Book Chapters:

Author names (highlight/bold your name), year of publication, title of chapter, name of book, book authors or editors, book volume, inclusive pages, publisher.

Published Technical Reports or Policy Briefs

Author names (highlight/bold your name), year of publication, title, report number (if applicable), location, publisher, type of contribution (e.g. Technical Report or Policy Brief).

Published Reviews, Commentaries, Editorials, Magazine Article, or Reports:

Author names (highlight/bold your name), year of publication, title, type of contribution (e.g. magazine article, commentary, report, review, editorial).

Publications In-Press or Online Ahead of Print:

Author names (highlight/bold your name), in press or online ahead of print in place of year, title of article, journal, DOI and/or PMID if available).

Publications Submitted or in Preparation (optional):

Author names (highlight/bold your name), submitted or in preparation in place of year, title of article, journal, DOI and/or PMID if available).

Refereed/Peer reviewed

Published Journal Articles:

Author names (highlight/bold your name), year of publication, title of article, journal, volume, issue, pages, DOI and/or PMID if available).

EXAMPLE:

Uhl TL, Rice T, Pappotto B, Butterfield TA. Effectiveness of a Home-Based Eccentric-Exercise Program on the Torque-Angle Relationship of the Shoulder External Rotators: A Pilot Study. *Journal of Sport Rehabilitation*, 2017, 26(4):141-150. doi: 10.1123/jsr.2017-0020. PMID 28414265.

Published Monographs, Books, Book Chapters:

Author names (highlight/bold your name), year of publication, title of chapter, name of book, book authors or editors, book volume, inclusive pages, publisher.

EXAMPLE:

Malone, T. R., Hazle, C., Grey, M.L. (2008). Imaging in Rehabilitation. New York, NY, McGraw Hill.

Publications In-Press or Online Ahead of Print:

Author names (highlight/bold your name), in press or online ahead of print in place of year, title of article, journal, DOI and/or PMID if available).

TIP: Please remember to update once published

EXAMPLE:

White BM, Magwood GS, Burns SP, Ellis C. Sex differences in patient-reported post-stroke disability. J Womens Health. In press.

Publications Submitted or in Preparation (optional):

Author names (highlight/bold your name), submitted or in preparation in place of year, title of article, journal, DOI and/or PMID if available).

Abstracts/Peer-Reviewed Original Research:

TIP: Include published or other abstracts - not to be duplicated in Speaking Engagements section. Note, with multiple authors from different areas, please check FPR to be certain it populates in YOUR preferred area – Abstracts vs Presentations.

PRESENTATIONS / SPEAKING ENGAGEMENTS

Invited / Non-refereed

University / Local:

Author names (highlight/bold your name), title of presentation, title of conference or event, location (city, state, country), dates (at least month, year), type of presentation (podium, poster, other)

State / Regional:

Author names (highlight/bold your name), title of presentation, title of conference or event, location (city, state, country), dates (at least month, year), type of presentation (podium, poster, other)

National / International:

Author names (highlight/bold your name), title of presentation, title of conference or event, location (city, state, country), dates (at least month, year), type of presentation (podium, poster, other)

EXAMPLE:

Talari, P., Johnson, A. M., Kuperstein, J., Dupont-Versteegden, E. E., Kelly, A., "Physical Therapists as "Functionalists" - Integration of a Physical Therapist in The Daily Interprofessional Bedside Patient Care Rounds," 2017 Vizient Clinical Connection Summit, Vizient, Denver, CO, United States. (September 2017).

Refereed / Peer reviewed

University / Local:

Date: List of presenters/authors, conference/meeting name, sponsoring organization (if applicable), title, role in presentation, location (city, state, country).

State / Regional:

Date: List of presenters/authors, conference/meeting name, sponsoring organization (if applicable), title, role in presentation, location (city, state, country).

National / International:

Date: List of presenters/authors, conference/meeting name, sponsoring organization (if applicable), title, role in presentation, location (city, state, country)

GRANT ACTIVITY

Approved and Funded - Extramural:

Inclusive dates: Proposal title, organization name (e.g. National Institutes of Health, American Heart Association, etc.), investigators (highlight/bold your name) and roles (PI, CoI, consultant, etc.), percent effort, direct costs, funding amount.

Not Funded - Extramural:

Inclusive dates: Proposal title, organization name (e.g. National Institutes of Health, American Heart Association, etc.), investigators (highlight/bold your name) and roles (PI, CoI, consultant, etc.), percent effort, direct costs.

Approved and Funded - Intramural:

Inclusive dates: Proposal title, organization name (e.g. start-up funding, Research Support Grant, Major Research Equipment Grant, etc.), investigators (highlight/bold your name) and roles (PI, CoI, etc.), percent effort, direct costs, funded amount.

Not Funded - Intramural:

Inclusive dates: Proposal title, organization name (e.g. start-up funding, Research Support Grant, Major Research Equipment Grant, etc.), investigators (highlight/bold your name) and roles (PI, CoI, consultant, etc.), percent effort, direct costs.

Proposals Submitted:

Date submitted: Proposal title, organization name (including intramural or extramural), investigators (highlight/bold your name) and roles (PI, CoI, consultant, etc.), percent effort, direct costs.

INNOVATIVE INSTRUCTIONAL MATERIALS, TEACHING TECHNOLOGIES OR AIDS, CLINICAL TOOLS PUBLISHED

Inclusive dates: Authors or contributors, title, brief description (e.g. software, multi-media teaching products, online training modules).

OTHER CREATIVE ACTIVITY

Patents

List of inventors, patent title, patent type, patent/copyright number/ID, date submitted to IPC, date applied, date approved.

Other

TIP: May include materials such as professional blogs, podcast

Inclusive dates: Title of work, provide brief description of why work is innovative or creative, where work is being used (indicate local, state, national, or international level of work or materials).

MEDIA EXPOSURE/COVERAGE

Description or title, media type (e.g. internet, magazine, newspaper, radio, TV), media name or outlet, date.

XIV. OTHER

TIP: Examples include writing examinations for National Certifying Boards, National Committees to design curricula for discipline, etc.

Inclusive dates of service and name of organization.

LAST REVISED: Update whenever vita is modified