

eCV 4 U

page 1

The Academic Life – A Brief Overview

Every university has three basic missions:

- TEACHING
- RESEARCH
- SERVICE

Each faculty member's job is to develop *"excellence" built on peer review*.

- "Excellence" in isolation is not valued in academics.
- You need to share your expertise with others so they can use your knowledge to improve their own work.
- You share your expertise through presentations, publications, as well as service on committees, advisory groups, and/or professional organizations

Thus, one aspect of promotion is *reputation* in teaching, research, and/or service.

- To get promoted to associate professor at UTHSCSA,
 - § tenure track faculty must demonstrate excellence in two missions;
 - and focus on developing a national reputation
 - § non-tenure track faculty must demonstrate excellence in one mission
 - and focus on developing a local or regional reputation

eCV: Documenting Your Expertise

<i>The eCV website presents these sections in alphabetical order (not logical order!):</i>		
- Edit CV Data	<i>The eCV sections will fill these parts of your c.v.</i>	
Biographical Data		GENERAL INFO
Committees		Biographical Data
Degrees/Education		Degrees/Education
Employment History		Employment History
Expertise		Lic/Certifications
Grant Reviews		Honors & Awards
Honors & Awards		Prof. Development
Lic./Certifications		TEACHING
Patents		Teaching Activities
Presentations		RESEARCH
Prof. Development		Expertise
Prof. Organizations		Projects
Projects		Publications
Publications		Presentations
Research Grants		Research Grants
Service Activities		Patents
Teaching Activities		SERVICE
		Service Activities
	Prof. Organizations	
	Grant Reviews	
	Committees	

eCV 4 U

page 2

What Goes Where? What Gets Included?

<i>eCV Section</i>	<i>What Goes Here?</i>
GENERAL INFO	
Biographical Data Degrees/Education Employment History <ul style="list-style-type: none"> ○ Academic Appointments ○ Non-Academic Appointments Lic/Certifications Honors & Awards Prof. Development <ul style="list-style-type: none"> ○ Administrative, Clinical, Research, Teaching 	A "self-description" can be included here; keep it professional. "Assistant/Assoc Professor," etc.; Administrative roles in Dept or Univ Hospital roles; previous employment Any self-development courses, events or meetings: Medical Spanish, UTHSCSA teaching courses, etc.
TEACHING	
Teaching Activities <ul style="list-style-type: none"> ○ Course-based Teaching ○ Other Teaching (grouped by...) <ul style="list-style-type: none"> § Group Instruction § Individual Instruction § Theses or Dissertations Directed § Supervising Committees § Pre-Doctoral Student Supervision § Post-Doctoral Student Supervision § Post-Graduate Rotation Supervision § Rotation Student Supervision § Undergraduate Student Supervision 	<u>Courses only</u> – must have a course number !! Grand Rounds, noon conferences <u>Advising</u> ; other single-person teaching Chair a thesis or dissertation committee Sit on a thesis or dissertation committee Medical Students in clinic, Grad Students in lab Residents & Fellows in clinic or lab Residents & Fellows (rotations, inpatient) Student Clerks (rotations, inpatient) Clinical practica, lab supervision
RESEARCH – NOTE!! All scholarly work goes here, not limited to "research"	
Expertise Projects Publications <ul style="list-style-type: none"> ○ Abstracts, Book Chapters, Books/Monographs, Editorials, Electronic/Web Pubs, Journal Articles, Other, Review Articles Presentations Research Grants <ul style="list-style-type: none"> ○ Federal, Private, State Patents	Include teaching, research, or service. Include teaching, research, or service. Citations can be downloaded from Ovid. Note you can include web-based items; "other" can include book reviews; published reports can be included under "monographs" <u>Talks outside the Dept</u> (speaks to reputation) Include all grants here. Funded grants only.
SERVICE	
Service Activities <ul style="list-style-type: none"> ○ Administrative Responsibilities ○ Patient Care ○ Service to the Government ○ Service to the Institution ○ Service to the Profession ○ Service to the Public Prof. Organizations Grant Reviews Committees <ul style="list-style-type: none"> ○ Standing Committees <ul style="list-style-type: none"> § Dept, School, University ○ Other Committees <ul style="list-style-type: none"> § Dept, Hosp, School, University 	If you spend a lot of time in any of these activities, annotate them well! Clinicians – do not forget to include Pt Care!! Save local committee work for below. Non-committee service goes here. Professional society work; Journal reviews. Community & Mission work can go here. List and describe your national societies. Committees that review grant proposals. Standing committees are listed in a menu on eCV These include other <u>local</u> committees.

Frequently Asked Questions - FAQ

Who is on the UTHSCA's Promotion & Tenure Committee, and how will they judge me?

This committee has representatives from all five UTHSCSA schools: Medical, Dental, Nursing, Allied Health, and the Graduate School.

Each faculty packet is reviewed by everyone; however, each packet has a primary and a secondary reviewer who study it in detail. Currently, your 1st reviewer usually comes from your school, but every member has equal voice and equal vote.

What is the most common problem seen in a c.v.?

Not enough information to make a decision - this is the *NUMBER ONE PROBLEM*.

The applicant's largest responsibility is described in one line. (e.g., "Training Director")

C.V. items are located in the wrong place.

Sloppy document – misspellings, incomplete items, repeated items, obviously no proofreading.

I gave a talk: Is it "Teaching," or a "Presentation," or "Community Service"?

Teaching is what you do with your own students, residents, fellows, learners *inside* your own department. It's part of your teaching job.

A *Presentation* is given to professional groups *outside* the department; it demonstrates your reputation among other professionals. "Invited" presentations are highly valued.

Talks to community groups (non-professional groups) can be listed under *Community Service*.

How much detail should go into my c.v.?

Annotate freely!

Your most important jobs should get the most detailed description.

Describe your work as if the reader was unfamiliar with your profession:

- Imagine your audience is from one of the other schools.
- Give details about your most time-consuming work.
- Re: Service, describe your national societies; we are not be familiar with them.
- Re: Service - clinicians – don't forget to describe *patient care*!

Include a description of the workload -

- The number of hours, clinic sessions, nights on call, classroom time, preparation time.
- Specific information about your learners and patients.

Should I worry about repetition?

Some repetition is OK.

Many jobs overlap – for example, patient care and supervising residents and students.

When you think two descriptions are too repetitive, put your richest description in one place, and refer to it from the other sections.

If you have the same responsibility year after year (for example, teaching the same course or the same lecture, or reviewing for the same journal), cite it once, and list the years that you were involved in the annotation (e.g., "I taught this course seven semesters in this 10-year period".)

What is evidence of excellent reputation?

First, get outside your own department and share your expertise with other professionals.

Researchers: publish, obtain grants, do national presentations, sit on grant review panels.

Teachers: write for textbooks, instruct other teachers, develop innovative curricula and share it.

Clinicians: write case reports, direct a service or create a new service, sit on clinical committees, attract regional referrals.

Administrators: sit on policy-making committees, speak and write about management, consult with other institutions.

Why do this?

Your c.v. is evidence that you have a reputation as an excellent teacher, researcher, administrator or service-provider.

Everything you achieve as a professional counts toward promotion

So, keep track of everything, as you do it.