

OUHSC Customized Curriculum Vitae Guide for the Presidential Professorship Nomination Packet

A customized Curriculum Vitae (CV) of the nominee that highlights relevant information pertaining to the nominee’s accomplishments being cited for award consideration is a required component of the nomination packet. This guide will help you select and excerpt information from your complete vitae to create the customized version.

- The customized vitae should be a maximum of five (5) pages. The font size should be 11 or 12 point in a san serif font such as Arial, Calibri, or Helvetica. Margins should be 1” for top and bottom, left and right sides. A footer should include the nominee’s full name and the page number as # of x. An example is provided at the end of this guide.
- The five-page CV is included in the maximum page count of 25 pages for the nomination packet main items. Required items are noted. You may address all the remaining items or select items from your complete vitae that best represent your qualifications for this award.
- Please read and follow these instructions. You may contact the OUHSC Office of Faculty Development for assistance or if you have questions.

CV Section	Award Relevant Information Description	Check if Included
CV Header <i>Required</i>	Name, credentials, primary academic department, division/section, college, primary administrative role (if any), office location, and other contact information.	<input type="checkbox"/>
Education and Training <i>Required</i>	Beginning with completed postgraduate training, include education leading to formal academic degrees or credentials such as licensure.	<input type="checkbox"/>
Professional Experience <ul style="list-style-type: none"> • Academic • Administrative • Government • Hospital/Agency • Other Professional 	Brief overview of professional employment history, including academic, government, hospital/agency, military, and other private/public professional positions. Include administrative leadership roles such as Dean, Program Director, Chair, and Chief in this section. Do not include committee roles; those may be included in the service section of your CV.	<input type="checkbox"/>
U.S. Military Experience	Optional to include. Do not include the CV section header if US military experience will not be included in your brief CV.	<input type="checkbox"/>
Honors and Awards	Honors, awards, and special recognition received. Distinguished professorships and endowed positions held.	<input type="checkbox"/>
Board Certification Licensure	Specialty certification that is required for professional practice within your discipline. Professional licensure required for professional practice within your discipline.	<input type="checkbox"/>

Presidential Professorship Criteria related to Research and Creative/Scholarly Activity. The Presidential Professor nominee shall have demonstrated:

- significant involvement of graduate/ undergraduate/ professional students and/or clinical residents and fellows in the nominee's research and creative scholarly activities. This should be supported by measurable peer-reviewed outcomes including:
 - the quality and quantity of theses and dissertations supervised *[see teaching section]*

<ul style="list-style-type: none"> ○ professional degrees/certifications issued <i>[see teaching section]</i> ○ publications co-authored with students, and ○ performances/ exhibits that involve significant student participation. ● For the Health Sciences Center, attention will be given to the ways in which a nominee may have an impact through team science and interdisciplinary/ interprofessional scholarship. 		
CV Section	Award Relevant Information Description	Check if Included
Contracts, Grants, and Sponsored Research	Contracts, grants, and other sponsored research – current, pending, and completed. Identify any mentees or trainees who were contributors to this activity. Include students, graduate students, residents, post-docs, and fellows. Include mentoring of early career faculty sponsored on grants, contracts, or other sponsored research. Where mentees are included among other collaborators or listed co-investigators, denote the mentee(s) with an asterisk (*).	<input type="checkbox"/>
Publications <ul style="list-style-type: none"> ● Peer-Reviewed and Refereed ● Non-Refereed <ul style="list-style-type: none"> ○ Scientific/Scholarly Journals ○ Book Chapters ○ Books ○ Commentary ○ Published Abstracts ○ Other Publications 	Currently published articles should be included with a full and complete citation. Articles under development or currently under review and not yet accepted for publication should not be included. List in reverse chronological order and number consecutively 1 to X. <ul style="list-style-type: none"> ● Identify publications co-authored with students. ● Mentees or trainees who were contributors to a publication and who are listed as authors should be identified with an asterisk (*). Identify mentees involved with team science and/or interdisciplinary or interprofessional scholarship. 	<input type="checkbox"/>
Innovative Teaching Material <ul style="list-style-type: none"> ● Peer-Reviewed and Refereed ● Non-Refereed 	Capture non-published teaching materials developed for instruction within a formal curriculum. Included items should be instructional materials that were widely disseminated and adopted for use in curricula across programs, departments, colleges, or the Health Sciences Center. Do not include syllabi or materials developed for a single class. Do not include materials developed for your sole use as an instructor. Indicate whether or not materials were peer-reviewed or refereed, who reviewed them, and the date they were peer-reviewed or refereed. <ul style="list-style-type: none"> ● Mentees or trainees who were contributors to the development of innovative teaching material and who are listed as authors should be identified with an asterisk (*). Identify mentees involved with developing such materials for team science and/or interdisciplinary or interprofessional teaching. 	<input type="checkbox"/>
Intellectual Property <ul style="list-style-type: none"> ● Copyright ● Patent 	Intellectual property, including copyrights and patents received. If mentees or trainees were involved in creation of intellectual property, identify them with an asterisk (*).	<input type="checkbox"/>

Presentations <ul style="list-style-type: none"> • Abstracts • Other Presentations 	Original invited lectures and oral presentations delivered to audiences that are NOT your regular students or departmental colleagues and are NOT part of a formal curriculum. Include here abstracts of conference posters or presentations included in conference proceeding, but that HAVE NOT been subsequently published in a scholarly journal. If mentees or trainees were involved in delivering a presentation identify them with an asterisk (*).	<input type="checkbox"/>
<p>Presidential Professorship Criteria Related to Teaching. The nominee shall have demonstrated leadership in modernizing and improving the undergraduate/ graduate/ professional/ clinical instructional enterprise, including the:</p> <p>(i) effectiveness of undergraduate (lower and upper division) and/or graduate and/or professional courses developed and taught by the nominee, and</p> <p>(ii) extent of the nominee's involvement with undergraduate/ graduate/ professional students and/or clinical residents and fellows in research/ mentoring/ advising within the academic discipline.</p> <p>In addition, the nominee must have actively participated in student-centered activities such as, but not limited to, OU's Undergraduate/Graduate Research Day, Stewart Wolf Day, REU and/or FYRE programs, freshman Gateway courses, professional clerkships, mentorship of honors student theses, and sponsorship of academic clubs.</p>		
CV Section	Award Relevant Information Description	Check if Included
Teaching and Course Instruction Graduate and Professional Education and Graduate Medical Education	Instruction delivered through scheduled courses in degree programs (UME, Graduate, Pharmacy, etc.) at OUHSC/SCM or at other academic institutions. Scheduled courses have a prefix, course number, section number, and official title. Do not include your roles as a Course Director or Coordinator here. Those roles should be entered in the service section. Include numbers of: <ul style="list-style-type: none"> • Students, residents, post-docs, fellows advised, mentored, taught spring/summer/fall and intercessions. • Include your interdisciplinary and interprofessional teaching and instruction. • Include your roles as an instructor for events like GREAT or Interprofessional Education program All Professions Days (APD) or IPE clinical instruction (Unity Clinic, Good Shepard Clinic). • Include delivery of simulation and case-based teaching. 	<input type="checkbox"/>
Professional and Continuing Education Instruction	Instruction delivered to colleagues and other healthcare/research professionals as continuing education or as part of a formal program or curriculum. Include instruction provided through teaching academies, OUHSC Education Grand Rounds (EGR), OUHSC Faculty Leadership Program, and Faculty Development Workshops.	<input type="checkbox"/>

Mentoring and Advising	Mentoring and advising activities involving students and mentees at OUHSC and in other formal programs related to the health professions, public health, graduate programs, and research.	<input type="checkbox"/>
Graduate or Research Committee Membership	Graduate or research committee membership relating to thesis, dissertation, and program completion. List your specific role on the committee, the student research project/dissertation title, and status of the project. Annotate if disseminated, published, or recognized with an award for the student supported by your mentorship or role on the students' committee.	<input type="checkbox"/>
<p>Presidential Professorship Criteria Related to University/Professional Service and Public Outreach. The nominee must have contributed significantly to, and positively impacted, departmental/ college/ center/ University committees and/or public outreach programs. A faculty member's contributions to the general community include professional service that may be specific to a discipline (e.g., clinical practice and excellence in outcomes such as quality and patient experience, service as a journal editor, conference organizer, or in leadership positions in professional organizations), as well as impactful activities that benefit University-community interactions (e.g., teacher training and service learning projects). Such activities enhance achievements in teaching and research. Successful nominees shall have demonstrated exceptional performance in activities that enhance the University's role and standing in the community.</p>		
CV Section	Award Relevant Information Description	Check if Included
Clinical Service <ul style="list-style-type: none"> • Clinical/Patient Care • Clinical Administration and Leadership • Clinical Committee Service • Hospital Privileges 	Clinical/Patient Care provided as a licensed health professional or clinician faculty member. Clinical Leadership and Administration provided in your faculty role. Activities may include service planning, coordinating, delegating supervision, or facilitating guidance of clinic team, health professionals, and/or support staff. Activities may also include personal tasks focused on patient satisfaction or health care delivery improvement. Committee service related to clinical/patient care. Hospital privileges.	<input type="checkbox"/>
Organizational Service <ul style="list-style-type: none"> • Organizational Administration and Leadership • Organizational Committee Service 	Service provided as part of your faculty role within the University of Oklahoma system. Organizational Administration and Leadership activities may include educational planning and directing/coordinating courses or seminars. Do not note mentoring and advising of students and graduate or research committee membership here. Those items should be captured in the Teaching and Instruction section of your CV along with specific metrics about your trainees as relevant to the Presidential Professorship nomination criteria.	<input type="checkbox"/>
Professional Service <ul style="list-style-type: none"> • National/International Service • Local/Regional Service • Editor, Editorial Board, Journal Reviewer 	Service provided outside of the University of Oklahoma to professional organizations at either the National/International or Local/Regional level. Activities may include leadership, consulting, serving on study sections, serving as a grant reviewer, or serving on committees. These activities speak most directly to the Presidential Professorship nomination criteria. Membership only to professional and scientific organizations will be captured in Professional Membership only; do not list here.	<input type="checkbox"/>

<ul style="list-style-type: none"> • Current Service to Other Academic Institutions • Previous Service to Other Academic Institutions 	<p>Service provided as a journal editor, editorial board member, or journal reviewer should be captured here.</p> <p>“Current Service to Other Academic Institutions” is service to other academic institutions while you are employed at the University of Oklahoma.</p> <p>“Previous Service to Other Academic Institutions” is service to other academic institutions prior to your employment at the University of Oklahoma. Previous service may or may not be relevant for the Presidential Professorship Nomination. If included consider selecting highly relevant items that address the award criteria and served as a foundation for your leadership or innovations at the University of Oklahoma.</p>	
<p>Personal Community Service</p>	<p>Personal service to lay and other relevant community organizations. Community work with special or disadvantaged populations may directly speak to nomination criteria for the Presidential Professorship. If engaged in such work, annotate appropriately if selected for inclusion in the customized CV.</p>	<input type="checkbox"/>
<p>Media Contributions</p>	<p>Contribution of professional expertise in the media (Internet, magazine, newspaper, radio, or television).</p>	<input type="checkbox"/>
<p>Professional Memberships</p>	<p>Membership only to professional and scientific organizations. Include dates from initiation of membership to last active date. Do not include here offices held or leadership positions. Those should be captured under professional service.</p>	<input type="checkbox"/>
<p>Professional Growth and Development</p> <ul style="list-style-type: none"> • Certification • Faculty Fellowships and Internships • Formal Course Work • Sabbaticals • Seminars, Workshops, and Other Training • Conferences and Meetings • Other Professional Development 	<p>Continuing Education completed should include items particularly relevant to improving your knowledge and skills in education, research, and clinical/professional service. Consider specifically those items of CE that have enabled you to make improvements in mentoring trainees through teaching, research, or community service relevant to the Presidential Professorship nomination. If the CE list is extensive, include especially those items most recent and/or relevant to your current roles in these areas.</p> <ul style="list-style-type: none"> • Certification received as part of continuing education • Faculty fellowships and internships • Formal course work (semester-long or taken for college credit) completed or in progress • Sabbaticals • Seminars, short course work, training sessions, tutorials, and workshops • Conferences, meetings, and symposiums attended • Professional training programs, self-study programs, and other professional development 	<input type="checkbox"/>
<p><i>This Customized Curriculum Vitae guide is based on the OUHSC Curriculum Vitae Guide, the OUHSC College of Medicine Curriculum Vitae Quick Guide, and the Presidential Professorship Criteria published in the Call for Nominations Memorandum dated September 15, 2019.</i></p>		

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