

Optimizing the CV For Success: Tips & Tricks for Mentors & Mentees

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Learning Objectives

- Identify **benefits of keeping an up-to-date CV**, both in promotion/advancement season and beyond
- Gain concrete skills on **how to “tell your story”** on paper
- Address **nuts and bolts** questions on how to equip mentees to craft a stellar CV/packet
- **Speed mentoring** for those in-person!

Roadmap for the Talk

- How is the CV Used?
- Selling Yourself on Paper
- Practical Nuts & Bolts
- Let's Look at Your Own! & Q&A




Why Keep Your CV Updated?

- Not just for Merit/Promotions Season!
- For trainees, valuable to start the habit early
- Helps mentors and sponsors write LORs for awards, grants, etc
- Internal QI/Time Reckoning
- Building a portfolio



But I Got
Nothing to
Put on my
CV!
YES YOU DO!

- Committees/Task Forces/Working Groups
 - Journal Reviews
 - Teaching Conferences (yes, this includes AM Report, Case Conferences, ICU Conferences, M&M Discussants, Clinic Conferences, multi-D meetings)
 - Courses/Certificates (Relationship-Centered Communication, DEI Champion, Ultrasound Certification, etc.)
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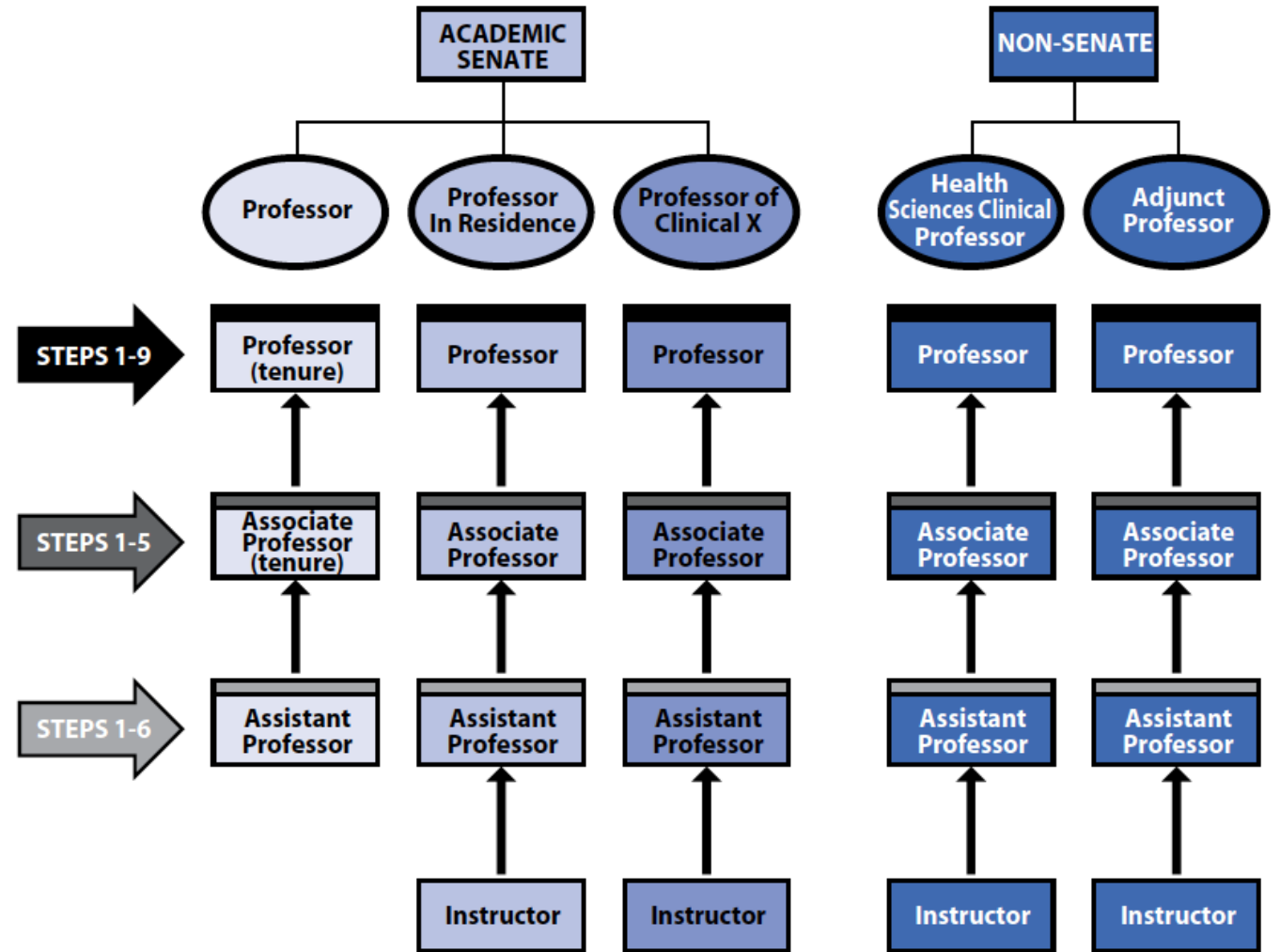
Academic Advancement in the HS Clinical Series

What types of activities are considered “scholarly or creative” in this series?

- See APM-210-6 – some examples below:
 - Contributions to educational curricula
 - Contributions to community-oriented programs
 - Contributions to administration/supervision of a clinical service or health care facility
 - Contributions to clinical guidelines
 - Contributions to quality improvement programs
 - Participation in platform/poster presentations at professional meetings
 - Development of novel mentoring programs
 - Development or oversight of a lecture/seminar series

Refresher: Faculty Tracks in the UC System

FIGURE 1: PATHWAYS OF THE SERIES AT UCSF



Expectations for Promotion

What is expected?

	Ladder-rank	In Residence	Clinical X	HS Clinical	Adjunct
Teaching/ mentoring	+++	+++	+++	+++	+*
Research/ Creative work	+++	+++	++	+	+++*
Professional competence	+++	+++	+++	+++	+*
Service	+++	+++	+++	++	+*

* One or more areas of review must be +++

Selling Yourself on Paper



CV is the main way people who don't know get a snapshot of your work – first job, faculty promotion, etc.



Look at other people's CVs – examples online, ask your mentors



Update it constantly

EVERY time you agree to do something
EVERY talk, committee, mentee...



Have someone experienced review your CV

Practical Nuts & Bolts

- ACTION words
- Formatting - easy to read (i.e. consistent font, page numbers, etc.)
- Professional / Error Free (Proofread for spelling, grammar, content)
- Have others review and provide feedback

NAME

Date and Place of Birth:

Current Title and Department:

Address:

Phone/Email/Twitter:

EDUCATION

(date) *(school)* *(degree, etc.)* *(major)*

LICENSES, CERTIFICATIONS, ETC.

(date) *(license/certification)*

EMPLOYMENT

Principal Positions Held

(date) *(place)* *(position)*

Ancillary Positions Held

(date) *(place)* *(position)*

Clinical Training and Experience

(date) *(description)*

HONORS AND AWARDS

(date) *(honor/award)*

PROFESSIONAL ACTIVITIES

Membership in Professional Organizations

(date) *(organization)*

Work for Professional Societies

(date) *(organization)* *(position)*

Service to Professional Publications

(date) *(journal)* *(e.g., ad hoc reviewer, editorial board, editor)*

INVITED PAPERS, LECTURES, PRESENTATIONS

(date) *(paper, lecture, presentation)*

SERVICE

University Service

(date) (committees, mentoring, outreach activities, etc.)

Government Service

(date) (membership on study sections, review committees, etc.)

Community/Public Service

(date) (organization) (activity)

TEACHING

Formally Scheduled Classes for UCSF Students

(Academic, Course Number, Class Size, Contribution, Evals)

Trainees Supervised

(date) (student, high school or college)

Informal Teaching

(date) (teaching, mentoring of students)

RESEARCH PROGRAM

(In one page, describe the overall theme of your research and the significant contributions that you personally have made to the field.)

RESEARCH SUPPORT

(List past and present support; include both intramural and extramural funding, separately)

(date) (support source, include dollar amount)


PUBLICATIONS

(List chronologically by date of publication. List authors' names in order published. Give full bibliographic information. Use standard abbreviations for journal names, or spell them out in full.)

Original Articles *(peer reviewed)*

Other Publications *(e.g., book chapters, letters, symposium papers)*

Emerging
Areas –
We
Encourage
This!

- Contributions to Diversity
 - Digital Scholarship -
 - COVID Contributions – Discuss the Impact
 - Hobbies
 - Research Philosophy, Teaching Philosophy, Mentorship Philosophy
 - Customize! Example: Curriculum Development
- 

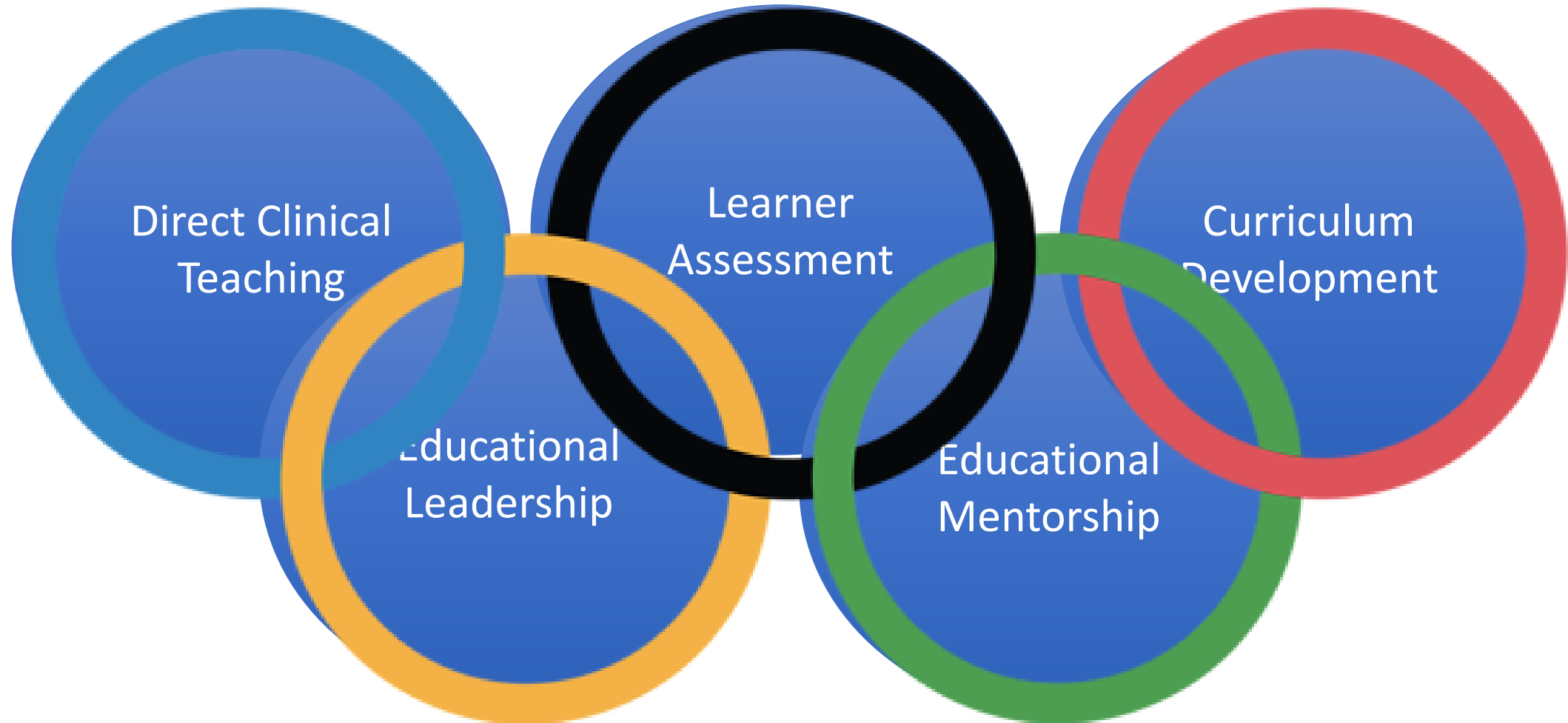
Building an Educator Portfolio

- Same as CV or different?
- When to use?
- How to keep track?
- Key Components:
 1. Educational philosophy
 2. Career goals as an educator
 3. Contributions in 5 key domains

<https://www.aamc.org/professional-development/affinity-groups/gfa/faculty-vitae/educator-portfolio-tool>



The EP in Five Domains



Common Pitfalls



Having a CV not tailored for the job/position/award you want

Tons of old work experience re: college jobs in AV/Editing/etc.



Having the 'Research' section be too diffuse – split not lump!

Peer-reviewed pubs, non-peer-reviewed pubs, posters & orals
Bold yourself so it's easy to find your authorship



Not selling yourself enough!

1 sentence/few words highlighting awards if it's not obvious
Say what you did e.g. designed a novel curriculum focusing on career development



SHOW and TELL! Assumptions vs Reality

Assumption	Reality
“Everyone knows how prestigious an ATS award is!”	Spell out any abbreves & share about the impact
”Promotion is decided by my bosses”	Assume your reader doesn’t know you at all! May be different Division, Dept, School
“I got one negative eval & I won’t get promoted”	Talk to your Chief about this – apps get holistic review
“Nobody reads the CV anyways”	Promotions cmtees read in GREAT detail
“The EPC committees are CONFUSING!”	Assume good intent – we are all rooting for you!

Resources to Consult

<https://senate.ucsf.edu/faculty-handbook>



[Resources](#) [Committees](#) [Funding](#) [Awards](#) [Chancellor's Fund](#) [Contact](#) [Bylaws](#) [DEI](#)  

Providing the highest level of analytical and administrative support to faculty

A Faculty Handbook for Success Advancement and Promotion at UCSF

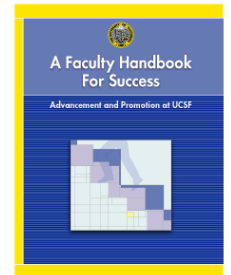
The Faculty Handbook for Success, Advancement, and Promotion at UCSF was developed and designed by UCSF Academic Senate. It provides essential information about faculty appointments, advancement and promotion, as well as information about faculty life and campus resources. Whether you are considering joining the UCSF faculty or are already a member, we hope that you will find this information useful in all of your academic endeavors.

- Download the 2023 (revised) Faculty Handbook PDF: [A Faculty Handbook for Success](#)
- Download the Faculty Handbook Color Cover: [Faculty Handbook Color Cover](#) (for your printed Faculty Handbook)

Contact us: alison.cleaver@ucsf.edu for information.

World Wide Web links:

This edition of the Faculty Handbook for Success, Advancement, and Promotion at UCSF features links to UC, UCSF, and external Web sites which provide additional information or access to referenced documents. As is often the case with online content, links may change from time to time. If you come across an inactive link, please report it to alison.cleaver@ucsf.edu. Please provide as much information as possible about the problem that you encountered, so that our content managers can find it and make corrections.




Update Notice: An update to online links and content in the Faculty Handbook for Success was made on May 5, 2023. If your version of the Faculty Handbook for Success is prior to this date, replace it with this version. Refer to the first page of the Faculty Handbook for a version/date.
(web.rev.1t.5/5/2023)

<https://facultyacademicaffairs.ucsf.edu/>

Advancement Guidelines

UCSF Office of Faculty and Academic Affairs

Search... 

About Academic Personnel Faculty Life Online Systems Quick Links


Providing support and advocacy for faculty and academic personnel




Academic Personnel

Ensuring academic excellence and equity by facilitating the recruitment, appointment, and advancement of faculty and academic appointees.


Academic Review and Advancement Compensation Recruitment


 Town Halls re: Advancement in DOM posted here (many principles apply beyond DOM)

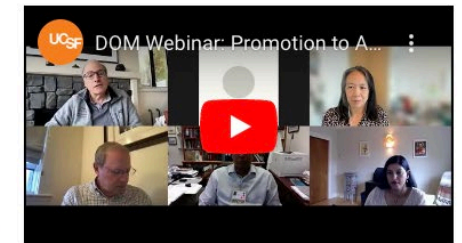
 Specific criteria for Acceleration

Town Halls

In 2021, we held two Town Halls (via Zoom) to provide an overview of the promotions process and to answer questions. These sessions are recorded below.

Promotion to Associate Professor for Clinician-Educators
Panelists: [Anna Chang](#), [Gurpreet Dhaliwal](#), and [Neil Powe](#)
Monday, July 19th from 4pm-5pm
 Slides: [Promotion for DOM Clinician Educators](#)

Promotion to Associate Professor for Researchers
Panelists: [David Erle](#), [Kathleen Liu](#), and [Neil Powe](#)
Wednesday, August 18th from 4pm-5pm
 Slides: [Promotion for DOM Researchers](#)



<https://domfacultyexperience.ucsf.edu/advancement-guidelines>

Even More Resources! c/o Dr. Feldman

- SOM Advancement

video: <https://www.youtube.com/watch?v=YcuwRerGce4>

- Promotion Committee Leaders and Mentoring Facilitators across SOM Depts: <https://medschool.ucsf.edu/sites/medschool.ucsf.edu/files/inline-files/SOM%20Vice%20Chairs%20or%20Chairs%20of%20Promotions%20Committee.pdf>

- HSC faculty promotion: <https://medschool.ucsf.edu/faculty-staff/faculty-academic-affairs/advancement-and-promotion>

- Latest SOM criteria for Accelerated Advancement: https://medschool.ucsf.edu/sites/medschool.ucsf.edu/files/inline-files/Criteria%20for%20acceleration-Effective-7-1-24_3.pdf

Take Home Points

- **Know your Track** and Expectations
- **Consult the Resources** Available
- Update your CV/Advance **regularly**
- **Show AND Tell** – assume your reader doesn't know you at all
- **Don't sell yourself short** – everything you do academically counts!
- **Get help** – each School/Dept/Division has Mentoring Facilitators
- **Advise mentees** to get started and get help early



Thank You! Q&A Time!

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Your Turn! Speed Mentoring!

