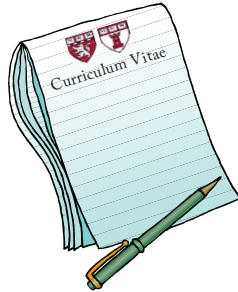


The Harvard CV format has changed!!!

With the introduction of the new criteria for promotion at Harvard Medical School earlier this year, the Harvard curriculum vitae (CV) format has been changed to document the broad range of activities that will be considered in the evaluation for promotion. The Promotion Criteria Task Force consisted of senior faculty members representing a cross-section of departments and institutions affiliated with Harvard Medical School (HMS). The MGH members on this task force included: Drs. Jules Dienstag, Tayyaba Hasan, Anne Klibanski, Isaac Schiff and Daniel Singer. A subset of the Criteria Task Force, as well as representative leaders of HMS Promotion Committees, such as Dr. Edward Lowenstein and Dr. Nancy Tarbell, reviewed the proposed revisions of the CV before the new format was finalized and approved in the Dean's Office.



The majority of the content of the new CV is the same as the prior version. However, several new

There are multiple reasons that the Harvard CV format has changed:

- » to capture the broader range of activities that will be considered in support of the evaluation for promotion under the new criteria that have been recently introduced
- » to remove elements of the previous CV format that were not helpful to promotions committees, such as, the number of hours preparing a lecture and number of people attending a lecture.
- » to provide more detailed instructions and guidelines for faculty on how to complete the CV
- » to provide faculty the explicit opportunity to disclose outside activities and industry sponsorship of presentations

From the Center – Donna Lawton



As many of you are aware, Harvard Medical School has changed its CV format. Please take some time to review some highlights here and review these changes, as it is important to understand them as you are keeping your CV up-to-date. Representatives from HMS will be on site Thursday, December 11th and Monday, February 2nd to review these changes with you. We hope you can make it to one of these sessions!

We wish you a very enjoyable holiday season with your family and friends.

Best,

Donna

sections have been introduced, including sections for documenting faculty activities related to technological innovations, clinical innovations and the education of patients and service to the community. Some sections which have been retained from the prior CV version have been modified, such as the bibliography section. This part of the CV has been revised to sort peer reviewed and non-peer reviewed scholarship and to provide faculty the opportunity to document scholarship that might not fit the traditional model of a journal article or book chapter.

For more details, visit: <http://facultypromotions.hms.harvard.edu/index.php?page=cv>. If you have any questions, please feel free to contact the HMS Office for Faculty Affairs at ofa_promotions@hms.harvard.edu or (617) 432-7112.

Please note: any promotions in progress **prior** to October 1, 2008 may be based on the old HMS promotion criteria and the old CV format. Those promotions started **after** October 1 of this year, must be based on the new criteria and should include a CV in the new Harvard CV format.

Building a successful research lab: The importance of management skills

Before joining the faculty at MGH or other top research institutions, biomedical scientists spend years training to become world-class researchers. Once in the position of lab director, many find that they lack management skills that are critical to the overall success of a grant-funded laboratory.

The ORCD has developed a series of workshops designed to help research faculty develop these skills. As part of the ORCD Lab Management Series, there have been five workshops offered this year:

- » Choose Your People: Starting and Keeping New Lab Members
- » Organizing the Lab to Support the Research
- » When to Ask for Help: The EAP as Your Partner in Lab Management
- » Building a Gold Medal Lab Team: Strategies for Hiring and Performance Management
- » The Two Sides of Mentoring

Informational materials for these workshops are available at: <http://www.massgeneral.org/facultydevelopment/orcd/past+events.html>.

Claflin Distinguishes Reflections and guidance from past C

Please join us! The Office for Women's Careers and Office for Research Career Development present a panel discussion to provide information and encouragement to women who are considering applying in the next round of the Claflin Distinguished Scholar Awards. Panel members include past Claflin winners as well as a member of the review panel for this award. Each panelist will communicate the importance and impact the award has had for them personally, the application and review process, and the impact it has had in their research career and ability to balance work with family life.

Thursday, December 4, 2008
noon to 1:30 pm
Thier Conference Room



The
Claflin
Award

rsvp to womens.careers@partners.org

? Ask us



Maureen Connelly, MD

Maureen T. Connelly, MD, Associate Dean for Faculty Affairs, Harvard Medical School answers some questions on the new Harvard CV format.

What are some of the significant changes on the details of the CV? We

wanted to make sure that the instructions for completing the CV are much clearer. The instructions with the new format provide explicit direction regarding what belongs in which section.

In addition, the new promotion criteria allow candidates and their departments to identify Significant Supporting Activities in addition to the primary Area of Excellence for which a candidate for promotion is evaluated. The new CV format includes sections for documenting achievements in these new Significant Supporting Activities.

Can you elaborate on the new education of patients and community service section? Many of our faculty make significant contributions to the lay community beyond the direct clinical care of patients (e.g. faculty serve on government committees other than grant review committees, provide disaster relief, and teach high school students about careers in science, etc). These contributions are part of the larger HMS mission and faculty who dedicate time to these activities, above and beyond the work that they do in their Area of Excellence, will receive 'credit' under the new promotion criteria. There is a section for Education of Patients and Service to the Community where faculty can describe what they do in the lay community, report on written material they have produced for the lay public, and document honors they have received from lay organizations.

I have heard that teaching is considered much stronger in the new criteria, how is it considered in the new CV? Contributions to teaching are central to the evaluation for promotion and virtually all faculty are expected

Scholar Awards - Claflin scholars to future awardees

Panelists include:

Sylvie Breton, PhD, one of the first Claflin winners in 1997, current member of the review panel and Associate Professor of Medicine, Renal Unit-Nephrology

Paola Divieti-Pajevic, MD, PhD, 2003 Claflin Winner and Assistant Professor of Medicine, Endocrine Unit

Rochelle P. Walensky, MD, MPH, 2002 Claflin Winner and Associate Professor of Medicine, Department of General Medicine

Wilma M. Wasco, PhD, 2000 Claflin Winner and Associate Professor of Neurology, Neurology Research



g or (617) 724-5229 by Dec 1.

Call for applications - Claflin Distinguished Scholar Awards

The purpose of the Claflin Distinguished Scholar Award is to provide bridge funding for junior faculty to sustain research productivity during the child-rearing years. The goal of this award is to increase opportunities for women to advance to senior positions in academic medicine.

Awards are for two years, with a maximum of \$50,000 in direct costs per year. Award funds may be used for support of a technician, postdoctoral fellow or graduate student as well as for supplies.

Eligibility

- » MD, PhD, or equivalent advanced degree
- » Must be within seven years of first faculty appointment at the time the award is initiated
- » Academic appointment at the level of instructor or assistant professor at Harvard Medical School
- » Primary appointment at the MGH
- » Responsible for care of children

Applications will be accepted in December. For more information, visit: <http://www.massgeneral.org/facultydevelopment/cfd/ciaflin.html>.

to participate in teaching in some way. In the new CV format, a variety of teaching activities – from supervision of research trainees to serving as a tutor for first year medical students to teaching peers as part of a Continuing Medical Education program – can be documented. The role that a faculty member plays in mentoring trainees and the result of the mentorship, such as the publication of a paper or development of a new course syllabus, will be captured in the new CV format.

What about the revisions to the bibliography section? We wanted to be sure that the Bibliography captures different forms of scholarship that are outside the traditional peer-reviewed journal manuscript, e.g. websites, DVDs, etc.

Will the FIRST program still exist? Yes, the FIRST program will be available and accessible, but it will **not** be modified to accommodate the changes to the new format, as it utilizes antiquated technology. Faculty may export their CV from FIRST into a word document and cut & paste the information onto the new template.

Quick tips

Curriculum Vitae Checklist -

- Is the CV in HMS format?
- Is demographic data appropriate? (e.g. do not include marital status, children, ssn or medical license)
- Do the academic appointments listed on the CV match MARS?
- Are sections in chronological order from oldest to most recent?
- Does CV include current rank, but not the proposed rank?
- Does narrative address achievements related to the promotion criteria?
- Are grants separated by past and current?
- Are presentations sorted by regional, national and international?

Imaging Essentials: The Nuts and Bolts of Using Images in your Documents

Seminar will help you overcome technical obstacles in presenting images that describe your research results with a focus on using Photoshop and Powerpoint.

Speaker: Beth Beighlie, Digital Imaging Coordinator,
HMS Research Imaging Solutions

Friday, November 7, 2008 • noon to 1 pm
CNY, Building 114, Room D 1/2/3

rsvp: orcd@partners.org or (617) 643-1606.

The Rocky Trail to Scientific Publication

Seminar to discuss publication challenges and successes from the perspective of his lab's publication experience.

Speaker: Gary Ruvkun, PhD, Professor of Genetics
Thursday, November 13, 2008 • noon to 1 pm

Yawkey 7.980 Conference Room, Yawkey Building
rsvp: orcd@partners.org or (617) 643-1606.

Financial Planning Strategies for Faculty with Young Families

Seminar to learn more about retirement planning, college savings (it's never too early!), flex spending accounts for childcare and healthcare and more. Opportunity to speak to financial planners as well.

Speakers: Mark Grubbs, Professional Staff Benefits Office
and Barbara Attardo, CFP, Cambridge Personal Financial
Planning Group

Wednesday, November 19, 2008 • 4 to 5 pm
Thier Conference Room

rsvp: cfid@partners.org or (617) 724-0818.

Conflict Management at Work

Seminar will explore the benefits of understanding conflict and provide a pragmatic, situational approach to conflict resolution. The speaker will demonstrate how and when to use the conflict-handling styles effectively and coach participants to initiate productive dialogue to deal with conflict situations.

Speaker: Linda Wilcox, HMS Ombudsperson
Wednesday, December 3, 2008 • noon to 2 pm

Thier Conference Room

rsvp: cfid@partners.org or (617) 724-0818.

Claflin Panel Discussion

Panel discussion to provide information and encouragement to women who are considering applying in the next round of the Claflin Distinguished Scholar Awards.

Thursday, December 4, 2008 • noon to 1:30 pm
Thier Conference Room

rsvp to womens.careers@partners.org or (617) 724-5229.

New HMS CV Format

Informational session to learn about the new HMS CV format and how the changes impact the new criteria.

Speaker: Maureen T. Connelly, MD, Associate Dean for
Faculty Affairs, Harvard Medical School

Thursday, December 11, 2008 • noon to 1:30 pm
Thier Conference Room

rsvp: cfid@partners.org or (617) 724-0818.



Faculty Spotlight

Maria J. Troulis, DDS, was the recipient of the A. Clifford Barger Excellence in Mentoring Award from Harvard Medical School. She is an Associate Professor of Oral and Maxillofacial Surgery and Director of the MGH OMFS Residency Program

Join us in congratulating this faculty member!

It will soon be time to review your employee benefits for 2009!

Look for your 2009 Open Enrollment package in the mail at the end of this month.

Beginning November 3rd and continuing through November 23rd you will have the opportunity to modify plan participation to best meet your need. Your employee benefits program represents a significant part of total compensation paid to you. Please take the time to read the material and respond as appropriate to assure our resources are being spent well and in your best interest.

For additional information, please contact your Benefits Consultants for Professional Staff Human Resources services at (617) 726-9267.

Advance is a publication of the
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Office for Women's Careers

Editorial Staff

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