



Harvard Medical School

The Academic
Curriculum Vitae

Curriculum Vitae and Bibliography Format for All Faculty

PART I - General Information

- **Demographic Information** *Name, Office and Home Address, E:Mail, Fax, Place of Birth*
- **Education** *Year, Degree, Institution (For Graduate degrees, note field or Discipline)*
- **Post-Doctoral Training**
Year, Title, Specialty/Discipline, Place of Training (List all residencies, clinical and research fellowships)
- **Licensure and Certification** *Year, Type of license or Certification*
- **Academic Appointments** *Year, Academic Title, Institution*
- **Hospital or Affiliated Institution Appointments** *Year, Title, Hospital/Affiliated Institution*
- **Other Professional Positions and Major Visiting Appointments**
Year, Position/Title, Institution (List only those positions that are related to the appointee's professional field)
- **Hospital and Health Care Organization Service Responsibilities**
Year, Role, Institution/Organization
- **Major Administrative Responsibilities** *Year, Title, Institution (local, government, foundation)*
- **Major Committee Assignments** *Year, Name of Committee, Role, Institution*
- **Professional Societies** *Year, Society Role (e.g., member, officer, committee assignment)*
- **Community Service Related to Professional Work** *(Year Position / Title Role Institution)*
- **Editorial Boards** *Year, Role (e.g. editor, member, ad hoc reviewer) Name of Journal*
- **Awards and Honors** *Year, Name of Award*

Curriculum Vitae and Bibliography Format for All Faculty

PART II - Research, Teaching and Clinical Contributions

A. Narrative report (500 words or less) of Research, Teaching, and Clinical Contributions. Please focus primarily on the areas in which most of your time and effort is spent.

B. Funding Information (note if for research, education, or clinical applications)

Years covered Funding source PI/Co-PI Grant title

C. Report of Current Research Activities (bench research, clinical trials, outcome studies, efficacy studies as applicable)

Project Role

D. Report of Teaching (use only those categories that are applicable)

1. Local contributions:

a) For each Medical School/School of Dental Medicine/Division of Medical Sciences course (for medical/dental/Ph.D. students), describe the following:

-Year(s) taught:

-Name of course or laboratory (e.g., HMS II Renal Pathophysiology, HSDM Restorative Dentistry).

-Description of teaching role (attending, lecturer, tutor, or other)

-Type of students and average number each year (e.g., 6 medical students, 25 residents)

-Amount of preparation and contact time involved (e.g., months, weeks, hours, as appropriate)

b) For each graduate medical course, describe the following:

-Year(s) taught

-Name of course/presentation

-Description of teaching role (attending, lecturer, tutor, or other)

-Type of students (residents, postdoctoral fellows, etc.) and average number each year

-Amount of preparation and contact time involved

Curriculum Vitae and Bibliography Format for All Faculty

PART II - Research, Teaching and Clinical Contributions

D. Report of Teaching – 1. Local contributions (continued)

c) For local invited teaching presentations, e.g., seminars, grand rounds, describe the following:

-Year(s) taught

-Name of course/presentation

-Description of teaching role (attending, lecturer, tutor, or other)

-Type of students (residents, postdoctoral fellows, etc.) and average number each year

-Amount of preparation and contact time involved

d) For each continuing medical education course, describe the following:

-Year(s) taught

-Name of course / Description of teaching role / Amount of preparation and contact time involved

e) For advisory and supervisory responsibilities in clinical or laboratory setting (for medical or graduate students, residents or fellows)

-Year(s) performed

-Description of responsibilities (e.g., attending in health-care organization, supervising in ambulatory clinic, precepting in a lab), and estimate of hours per year.

f) For each teaching leadership role in department/affiliated Institution Medical School/School of Dental Medicine (organization of course, director of training programs, etc.)

-Year(s) performed

-Title (e.g., Director of Residency Program in Pediatrics at CH, Course Dir for Pharmacology, HMS I)

-Primary responsibilities

-Special accomplishments (described in a one-paragraph narrative)

g) Names of advisees or trainees: years in position under your supervision, and current position. List only those trainees on whose careers you have made a significant impact

Duration of Training

Name

Current Position

Curriculum Vitae and Bibliography Format for All Faculty

PART II - Research, Teaching and Clinical Contributions

D. Report of Teaching (continued)

2. Regional, national, or international contributions:

a) For each invited presentation (e.g., visiting professorship, invited lecture, plenary presentation, seminar)

-**Year(s) given**

-Type of presentation

-Name(s) of organization(s) extending invitation

b) For each professional and educational leadership role related to teaching (e.g., program chair for professional society annual meeting or member of steering committee)

-**Year(s) performed**

-Name of organization

-Description of teaching effort

-Special accomplishments (described in a one-paragraph narrative)

3. Description of teaching award(s) received

4. Description of major curriculum offerings, teaching cases or innovative educational programs developed (as appropriate)

E. Report of Clinical Activities

1. Description of clinical practice (field, areas of major focus, site(s) of practice [private office, HMO, teaching hospital etc.]

2. Patient load (indicate complexity of cases, as appropriate)

3. Clinical contributions (e.g., introduction of new methods of clinical diagnosis, prevention, treatment, care delivery)

4. Other relevant information about clinical role (receipt of clinical awards, locally or nationally, invitation to participate in clinical activities at other sites, special recognition by peers or professional organizations as a leader in a clinical field)

Curriculum Vitae and Bibliography Format for All Faculty

PART III - Bibliography

- Original Articles *i.e., reports of original investigations in refereed journals*
- Proceedings of Meetings
i.e., published full length articles of meeting presentations for which papers were selected and which contain new data
- Reviews, Chapters and Editorials
i.e., Analytic clinical reviews, comprehensive review articles, editorials, and chapters
- Books, Monographs and Text Books
Distinguish between authoring and editing books.
- Clinical Communications
i.e., case reports, clinical observations, treatment guidelines, clinical manuals, patient education materials. These need not be published in national medical literature.
- Educational Material *i.e., course syllabi, tutorial cases, teaching exhibits, etc,*
- Thesis
- Nonprint Materials
i.e., film strips, films, videos and computer-based materials relevant to appointee's academic field
- Patents
- Abstracts

NOTE : Papers submitted but not yet accepted may NOT be listed.

FIRST: MARY BELL CLARK

[\[My HMS CV\]](#) [\[FAQs\]](#) [\[Feedback\]](#) [\[Log-out\]](#) [\[Help\]](#)

General

[Research/Clinical/Teaching](#)

[Bibliography](#)

[NIH Biosketch](#)

[Reports](#)

[Search](#)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Personal | * <input type="checkbox"/> Hospital Service Responsibilities |
| <input checked="" type="checkbox"/> Demographics | * <input checked="" type="checkbox"/> Administrative Responsibilities |
| <input checked="" type="checkbox"/> Education | * <input checked="" type="checkbox"/> Committee Assignments |
| <input checked="" type="checkbox"/> Postdoctoral Training | * <input checked="" type="checkbox"/> Professional Societies |
| <input type="checkbox"/> Licensure & Certification | * <input type="checkbox"/> Community Service |
| <input checked="" type="checkbox"/> Academic Appointments | * <input type="checkbox"/> Editorial Boards |
| <input checked="" type="checkbox"/> Hospital Appointments | * <input type="checkbox"/> Awards and Honors |
| <input type="checkbox"/> Other/Visiting Appointments | |

Click an item to enter information for that item. Starred (*) items are required for the HMS Annual Report.

denotes an item without previously entered information.

denotes an item with previously entered information.