**The Stanford Enhanced Curriculum Vitae**

**Part 1: The Traditional CV**

Overview: This portion of the CV is the traditional portion and there is no specific format required for the Stanford School of Medicine faculty lines (CE, MCL, NTL, UTL). However, there are requirements as to what and how publications are documented and how grants are displayed (see below). The CV should also indicate at the top the most recent date of revision and Stanford faculty terms must be listed with all start and end dates in mm/dd/yy format. Please review specific instructions on the Stanford School of Medicine Office of Academic Affairs website (med.stanford.edu/academicaffairs.html)

Peer-reviewed original research articles must be listed separately from all other publications – suggested:

* original research articles published in peer-reviewed journals
* all other publications in peer-reviewed journals (reviews, case reports, letters, replies, opinions, commentaries, editorials)
* non-peer-reviewed articles
* book chapters
* books
* abstracts

Documenting grants:

* Remove all dollar amounts from grants (University requirement)
* For all grants, note granting agency, title, PI, your role if not PI, and dates of funding
* All grants, awards, etc must be listed only once (for example, do not list under "Honors and Awards" as well as "Current Funding")

**Part 2: The Enhanced CV (Educator’s Portfolio)**

Overview: This portion of the CV is the educator’s portfolio, which includes documentation of educational activities in quantity, quality, scope and impact. Include educational activities over the past 5 years of the academic service. For faculty with less than 5 years of service, educational activities from the start of their appointment should be included. The suggested format is below. The format can be modified to use tables or outlines, but the order and content should remain.

In section 1, you will write a narrative describing the quantity, scope and impact of your educational contributions. Section 2 provides space to document the quantity and quality of your didactive teaching over the past 5 years; section 3 provides space to document the quantity and quality of your clinical teaching over the past 5 years. Sections 4-8 allow you to describe other teaching, mentoring, curriculum development, educational leadership and scholarship activities. Omit any educational sections if you are not involved in those activities.

Definitions:

* *Quantity*: descriptive information regarding the types and frequencies of education activities and roles
* *Quality*: evidence of effectiveness and excellence in the activity, using comparative measures when available
* *Scope*: descriptive information regarding the number of people served by the activity
* *Impact*: descriptive information regarding outcomes from the activity over time
* *Educational activities* include teaching, mentoring/advising, curriculum development, learner assessment, educational leadership, and educational scholarship

**1. Narrative: Educational Contributions (max 150 words)**

Directions: In this section, write a description of the quantity, scope, and impact of your most important work as an educator. Some examples of contributions to describe include mentoring or advising graduate students or postdoctoral scholars in your lab, clinical teaching of medical students and/or physician trainees in clinics and hospital wards, or teaching in/development of a formal course or workshop. Be sure to indicate the learner group and learning environment (lab, clinic, etc.) in your description.

**2. Didactic Teaching (past 5 years; start with most recent).** In this section, document the quantity and quality of your didactic teaching. To demonstrate quality, include any or all of the following: information from evaluations (use Likert scale and report number of learners); evidence of learning from self-reports; standardized tests; awards with criteria.

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| --- | --- | --- | --- | --- | --- |
| **Course Name** | **Learner** | **Role** | **Years** | **Avg annual instructional hours** | **Quality** |
|  |  |  |  |  |  |

**3. Clinical Teaching (past 5 years; start with most recent)**. In this section, you will document the quantity and quality of your clinical teaching. To demonstrate quality, include any or all of the following: information from evaluations (use Likert scale and report number of learners); evidence of learning from self-reports; standardized tests; awards with criteria.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Name** | **Learner** | **Role** | **Years** | **Avg annual instructional hours** | **Quality** |
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**4. Additional Teaching (past 5 years; start with most recent)**. In this section, you will document the quantity and quality of your teaching in addition to didactic and clinical teaching. To demonstrate quality, include any or all of the following: information from evaluations (use Likert scale and report number of learners); evidence of learning from self-reports; standardized tests; awards with criteria.

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| **Course/Program/Setting** | **Learner** | **Role** | **Years** | **Avg annual instructional hours** | **Quality** |
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**5. Advising/Mentorship (past 5 years; start with most recent).** In this section, document the quantity and quality of your advising and/or mentorship. To document quality, describe trainee outcomes (e.g. awards, publications, presentations) and effectiveness ratings.

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| --- | --- | --- | --- | --- | --- | --- |
| **Trainee Name** | **Trainee Position** | **Dates** | **Project** | **Trainee Current Position** | **Avg. annual advising/mentoring hours** | **Quality** |
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**6. Curriculum Development and Learner Assessment**

In this section, document the quality, quantity, scope, and impact of curricula or learner assessment methods, including pedagogical tools, that you have developed for educational courses or programs. Examples might include a flipped classroom, interactive videos, or workshops associated with medical school or faculty development.

To do this, write a brief narrative (max 100 words) describing your role and contribution in the work. For curriculum development, be sure to describe the curriculum purpose and learner group. For learner assessment, be sure to describe the assessment goal, learner group assessed, number of items and frequency of use. Then, use the tables below to document the years, quality and impact of the curriculum or assessment.

**Examples to consider for quality include:**

* Learner evaluations of your course/workshop
* Learner’s scores on national standardized examinations, course exams, observation of leaner’s performance
* Evaluation by peers
* For learner assessment, measures of reliability and validity

**Examples to consider for impact include:**

* Adoption of your curriculum or assessment tool at other schools
* Invited presentations on your work at departments, other schools, or national/international meetings
* Peer review of your curricula or assessment tool in publication or peer-review repository

|  |  |
| --- | --- |
| **Name of Program/Workshop/Assessment Tool** |  |
| **Years** |  |
| **Quality** |  |
| **Impact** |  |
| **Name of Program/Workshop/Assessment Tool** |  |
| **Years** |  |
| **Quality** |  |
| **Impact** |  |

**7. Educational Leadership/Administration**

In this section, describe the quantity and impact of your role as an educational leader at the school and courses, programs or other educational leadership activities—regional or national—that you have engaged in.

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| --- | --- |
| **Name of Program & Your Role** |  |
| **Years** |  |
| **Major Contributions** |  |
| **Measurement of Impact** |  |
| **Name of Program & Your Role** |  |
| **Years** |  |
| **Major Contributions** |  |
| **Measurement of Impact** |  |

**8. Educational Scholarship (max 150 words)**

In this section, describe the quantity and scope of your educational scholarship. Educational scholarship can include any peer-reviewed educational product that is broadly disseminated. Examples include: national workshops, abstracts, publications, a new curriculum in a peer reviewed repository (AAMC MedEd Portal), articles or books related to leadership in medical education. If you are active in educational scholarship include:

* A description of the area of research/scholarship, its importance, how it fits into the mission of the medical school.
* Summary of most significant recent works (e.g. past 5 publications)
* Description of current studies and future directions
* Role in collaborations within the institution or with other institutions

**Appendix**: can include samples and/or links to educational work