



**Office of Education, Faculty and Academic Affairs
NYU Grossman School of Medicine**

Format of the Curriculum Vitae

**Required for Consideration of Recommendations for
Promotion & Tenure at
NYU Grossman School of Medicine**

December 15, 2022

This guide shows how the C.V. and bibliography should be organized for submission with all recommendations for promotion and/or tenure. The Committee will not consider a C.V. that is organized in an alternative way and such submission will delay review of the recommendation.

The guide with instructions is presented first and this is followed by a sample C.V. All sections must be included even if there are no data to enter below the heading, as shown in the sample. The choice of font and format is left to you, but the C.V. should be clear and the entries unambiguous as to your role or contribution.

Questions should be addressed to Andrea Botta of the Faculty Records office at andrea.botta@nyulangone.org.

Curriculum Vitae

FIRST NAME, LAST NAME, SUFFIX AND DEGREE(S)

Contact Information

Home address:
Office address:
Work phone:
Cell phone (optional):
Work email address:
Other e-mail (optional):
Web page (optional):

Additional Information

Place of birth: City, State, Country

Current Appointments and Leadership Positions

Faculty Appointment (For joint appointments, please make separate line entries for each department in which you are appointed)

Effective date (mm/yyyy) | Academic Title | Tenure Status | Department | University | Location (City, State)
For tenure status, please indicate Tenure-eligible, Non tenure-eligible, or Tenured

Hospital Appointment

Effective date (mm/yyyy) | Title | Department | Hospital | Location (City, State)

Administrative Leadership Positions (Administrative roles are defined in a formalized contract or as defined by your department chair/institute director. Examples of Administrative Leadership roles are as follows: Vice Chairs, Service Chiefs, Section Chiefs, Division Directors, and Directors.)

Effective date (mm/yyyy) | Mission area | Program (for Edu. Roles only) | Title | Department | Institution Location (City, State)

For Mission area, please indicate Education, Clinical, Research, Institutional, or Departmental
For Program, please indicate UME, GME, Sackler, or Other

Education and Training

Education

Date (mm/yyyy) | Degree granted | Field of study | Institution | Location (City, State)

Postdoctoral Training (Include internships, residencies, clinical and research fellowships, postdoctoral research, and other postgraduate training)

Dates (mm/yyyy-mm/yyyy) | Position | Department/Discipline | Institution | Location (City, State)

Specialty Certification (List all certifications you hold in your specialty. Include general and specialty boards; include date of maintenance of certification only if applicable)

Date of certification or date of maintenance of certification (mm/yyyy) | Type of certification

Licensure (List all professional licenses you have or have held in the past)

Date (yyyy) | State | License number

Previous Appointments and Leadership Positions

Faculty Academic Appointments (For joint appointments, please make separate line entries for each department in which you were appointed)

Dates (mm/yyyy-mm/yyyy) | Academic Title | Tenure Status | Department | University | Location (City, State)

Hospital Appointments

Dates (mm/yyyy-mm/yyyy) | Title | Department | Hospital | Location (City, State)

Administrative Leadership Positions (Administrative roles are defined in a formalized contract or as defined by your department chair/institute director. Examples of Administrative Leadership roles are as follows: Vice Chairs, Service Chiefs, Section Chiefs, Division Directors, and Directors.)

Dates (mm/yyyy-mm/yyyy) | Mission area | Program (for Edu. Roles only) | Title | Department | Institution | Location (City, State)

For Mission area, please indicate Education, Clinical, Research, Institutional, or Departmental

For Program, please indicate UME, GME, Sackler, or Other

Other Professional Positions

Dates (mm/yyyy-mm/yyyy) | Title | Organization | Description | Location (City, State)

Awards, Honors, and Memberships in Honorary Societies

(List any professional awards, honors, or memberships in honorary societies that you have received. These can include: Awards for teaching, research, or clinical care; External recognition of effort or expertise; Honorary degrees. Please do not include grant renewals/awards/PI, or any new hires/promotions/tenure.)

Internal

Date awarded (mm/yyyy) | Awarding institution/society | Name of award

External

Date awarded (mm/yyyy) | Awarding institution/society | Name of award

Research Activity

Research Activities

Personal statement (3-4 sentences): Describe your research activities, focus and accomplishments.

Grant History

Grants and Clinical Trials

Please enter grant information in the tables below. In each table, list all NIH grants first. To start a new line in the table, press the Tab key when you reach the end of a row. If there are no grants, so state.

Current

Funding Agency	Role	Effort %	Project Title	No-Cost Extension	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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Pending

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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Past

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
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Clinical Activity

Personal statement (3-4 sentences): Describe your clinical activities, focus and accomplishments.

Education Activity

Personal statement (3-4 sentences): Describe your education activities, focus and accomplishments.

Teaching Activities (These can include: teaching to students/house staff, courses or lectures to medical students, residents, or graduate students)

Dates (mm/dd/yyyy) | Program (if applicable) | Teaching Activity | Course Title | Audience | Teaching site | Frequency

For Program, please specify UME, GME, Sackler, Other, or N/A

For Teaching Activity, please specify Teaching in medical school curriculum, Teaching in graduate school curriculum, Teaching in faculty and development programs, Teaching in residency programs, Teaching in fellowship programs, Development/organization/direction of a course of study, etc.

For Audience, please specify Students/house staff, Medical students, Residents, Graduate students, or Other

For Teaching Site, please specify Tisch (Superblock), Bellevue, NYU Orthopedic Hospital, NYU Langone – Brooklyn, Washington Square, or Other

Curriculum development and other innovative educational activities (Types of activities can include: the development of new conferences, computer-based teaching materials, slides, videos, laboratory modules, course syllabi, educational websites, etc.)

Dates (mm/yyyy-mm/yyyy) | Type | Description

For Type, please specify New conference, Computer-based teaching materials, Slides, Videos, Laboratory modules, Course syllabi, Educational websites, or Other

Invited Talks and Teaching of Peers (These can include grand rounds, visiting professorships, lectures, keynote addresses, workshops, and other continuing medical education activities)

Internal

Sponsored by NYU Langone Health

Dates (mm/dd/yyyy-mm/dd/yyyy) | Role | Program (if applicable) | Title of Presentation/Course | Audience | Name of Organization | Teaching site | Frequency | Location (City, State)

For Role, please specify Invited speaker, Keynote speaker, Panelist, Moderator, or Other

For Program, please specify Grand rounds, CME, Visiting Professorship, Other, or N/A

For Teaching site, please specify Tisch (Superblock), Bellevue, NYU Orthopedic Hospital, NYU Langone – Brooklyn, Washington Square, or Other

Sponsored by all other NYU schools

Dates (mm/dd/yyyy-mm/dd/yyyy) | Role | Program (if applicable) | Title of Presentation/Course | Audience | Name of Organization | Teaching site | Frequency | Location (City, State)

For Role, please specify Invited speaker, Keynote speaker, Panelist, Moderator, or Other

For Teaching site, please specify the NYU school in which the teaching occurred

External to NYU Langone Health and all other NYU schools

Dates (mm/dd/yyyy-mm/dd/yyyy) | Scope | Role | Program (if applicable) | Title of Presentation/Course | Audience | Name of Organization | Teaching site | Frequency | Location (City, State)

Mentoring and Advising (Please indicate by asterisk * in front of the names of those mentees who are cited on publications in your CV. If you know the Current Academic title and Institution of your mentee, you may indicate)

Predoctoral students supervised and/or mentored

Dates (mm/yyyy-mm/yyyy) | Name | Program | Role | Current Academic title (*optional*) | Institution (*optional*)

Postdoctoral students supervised and/or mentored

Dates (mm/yyyy-mm/yyyy) | Name | Program | Department | Role | Current Academic title (*optional*) | Institution (*optional*)

Faculty mentored

Dates (mm/yyyy-mm/yyyy) | Name | Department | Current Academic title (*optional*) | Institution (*optional*)

Diversity, Equity, Inclusion, and Accessibility

Personal statement (3-4 sentences): Describe your activities and accomplishments related to diversity, equity, inclusion, and accessibility.

Institutional, Local/National Service and Related Activity

Institutional Service

Dates (mm/yyyy-mm/yyyy) | Committee type | Your role | Name of committee | Description

For Committee type, please specify University, Hospital, School, Department or Other

For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, Diversity ambassador, Mentoring champion, or Other

Professional Service

Professional Service for Professional Organizations (Include memberships, elected offices held, committee memberships, leadership roles, and involvement in meeting planning. If specific offices were held or committees were participated in, indicate applicable title and years)

Dates (mm/yyyy-mm/yyyy) | Your role | Name of organization | Description

For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, or Other

Peer Review Groups, Grant Application Review Groups, and Study Sections

Dates (mm/yyyy-mm/yyyy) | Your role | Name of group | Name of organization

(Chair, Vice chair, Member, Ad-hoc member, Peer reviewer, Ad-hoc reviewer, Permanent member, or Other)

For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, Peer reviewer, Ad-hoc reviewer, Permanent member, or Other

Advisory Boards and Consultant Positions

Dates (mm/yyyy-mm/yyyy) | Your role | Name of board | Sponsoring organization

For Your role, please specify Chair, Vice Chair, Member, Ad-hoc member, or Other

Organizing Roles in Scientific Meetings (List all organizing roles you have help in professional or scientific society meetings, symposia, or workshops)

Meeting date (mm/yyyy) | Role | Meeting name | Name of organization | Location (City, State)

For Your role, please specify Chair, Co-Chair, Vice chair, Moderator, Planning committee member, or Other

Editorial and Journal Positions (List all editorial board review positions and all ad-hoc review positions)

Dates (mm/yyyy-mm/yyyy) | Role | Name of organization | Complete title of publication

For Your role, please specify Editor, Co-editor, Editorial board member, Ad-hoc reviewer, Peer reviewer, or Other

Community Service, Volunteer Activities, and Teaching of Patients

Dates (mm/yyyy-mm/yyyy) | Role | Name of organization | Location (City, State)

Military Service

Years of Service (yyyy-yyyy) | Branch

Bibliography

Publications (You must list all authors. Do not use “et al.”)

References should be written in accordance with: Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336:308-315.

Number reference consecutively in the order in which they were published, and separate by category as follows:

Peer-reviewed Publications

Peer-reviewed reviews

Non peer-reviewed publications

Book Chapters, Books

Editorials and Commentaries

Book reviews

Meeting Reports, Consensus Reports, practice guidelines and any other publication

Media appearances

Year (yyyy) | Authors | Title | Medium | Publisher/Distributor | Link (if applicable)

For Medium, please specify Television, Radio, Print, Social Media, or Other

Other Media including Research and Analytic tools (Please include description)

Year (yyyy) | Authors | Description

Abstracts

Oral and poster presentations

Date (mm/dd/yyyy) | Authors | Title | Conference title | Organization | Location (City, State)

Patents

Year (yyyy) | Name | Issuing country | Patent number | Date filed | Date granted

Curriculum Vitae

JOHN J. DOE, MD, PhD

Contact Information

Home address: 1155 Fifth Avenue New York, NY 10028

Office address: 550 First Avenue New York, NY 10016

Work phone: 212-555-5555

Cell phone: 718-555-5555

Work email address: john.doe@med.nyu.edu

Other e-mail: johndoe@gmail.com

Web page: <http://www.med.nyu.edu/people/johndoe317>

Additional Information

Place of birth: New York, NY USA

Current Appointments and Leadership Positions

Faculty Appointment

07/2018 Professor, Tenured, Department of Medicine, Old World Medical School, Boston, MA

Hospital Appointment

07/2009 Physician, Old World Medical School, Boston, MA

Administrative Leadership Positions 01/2018 Departmental, Division Director, Division of Pulmonary
Medicine, Eastern Hospital, New York, NY

Education and Training

Education

1986	Certificate		Einstein Preparatory	Queens, NY
1990	BS	Biology	Eastern Institute of Technology	New York, NY
1994	MD	Medicine	Western Medical Center	New York, NY
1998	PhD	Genomics	New World Graduate School	Brooklyn, NY

Postdoctoral Training

08/1995-08/1998 Fellow, National Foundation for Infantile Diseases, Eastern Institute of Technology, Boston, MA
08/1997-08/1998 Research Fellow, Medicine (Biochemistry), Western Medical School, Brooklyn, NY
07/1998-07/1999 Intern, Medicine, Eastern Hospital, Boston, MA
07/1999-07/2001 Senior Assistant Resident, Internal Medicine, Eastern Hospital, New York, NY
08/1999-08/1960 Traveling Fellow, Internal Medicine, University of Cambridge, England
07/2001-07-2002 Chief Resident, Internal Medicine, Eastern Hospital, New York, NY
08/2002-05/2004 Postdoctoral Researcher, Informatics, Old World Graduate School, New York, NY

Specialty Certification

2001 American Board of Internal Medicine

Licensure

1995 Massachusetts #123456A

Previous Appointments and Leadership Positions

Faculty Academic Appointments

07/2001-07/2004 Instructor, Not Tenure-Eligible, Anatomy, Western Medical School, New York, NY
07/2004-07/2009 Assistant Professor, Tenure-Eligible, Anatomy, Western Medical School, New York, NY
07/2009-07/2018 Associate Professor, Tenure-Eligible, Medicine, Western Medical School, New York, NY

Hospital Appointments

07/1995-07/1998 Assistant, Medicine, Eastern Hospital, New York, NY
07/2004-07/2006 Associate, Medicine, Eastern Hospital, New York, NY
07/2006-07/2009 Senior Associate, Medicine, Eastern Hospital, New York, NY

Administrative Leadership Positions

08/2015-08/2016 Institutional, Assistant Dean, VA Medical Center, Western School of Medicine, New York, NY

Other Professional Positions

08/2006 -05/2009 Career Development Awardee, U.S. Public Health Service, New York, NY
04/2018- Fogarty Senior International Fellow, U.S.P.H.S., National Institutes of Health Clinical Physiology Laboratory, Paris, France

Awards, Honors, and Memberships in Honorary Societies

Internal

05/2001 Western Medical School, John Bearsford Tipton Award presented by the third year class to the most outstanding lecturer in medical economics

06/2006

Western Medical Center Alumni Association, Distinguished teacher of the Year

External

05/1990	Phi Beta Kappa	Member
04/1994	Alpha Omega Alpha	Member
09/2009	University of Copenhagen	Tuborg Award
01/2014	American Society of Pulmonary Diseases	E.S. Reynolds Medalist
02/2018	Belgian Academy of Sciences	Corresponding Member

Research Activity

Research Activities

Major Research Interests include:

1. Informatics as applied to proteomics of invertebrates
2. Genomics of the mosquito

Work in both of these areas is designed to lead to novel, non-vaccine therapies for vector-borne diseases of man.

Grant History

Grants and Clinical Trials

Current

Funding Agency	Role	Effort %	Project Title	No-Cost Extension	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
NIH	PI	25%	Functions of XYZ The Genome of the European Hedgehog	N	P01	GM56712	JD554445	01/2014	12/2020	90,000	82,000	172,000	1,371,483	524,517	1,896,000
NSF	PI	30%		E2457556	07/2012	06/2020	40,000	25,000	65,000	243,000	80,000	323,000			
Hirsch/Weill-Caulier	PI	25%	Prepost a novel sequence	N	Career Development Award			04/2017	06/2019	78,987	26,332	105,319	236,961	78,996	315,957

Pending

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs

Past

Funding Agency	Role	Effort %	Project Title	Award Type	Grant #	Project ID	Project Start Date	Project End Date	Annual Project Direct Costs	Annual Project Indirect Costs	Annual Project Total Costs	Total Project Direct Costs	Total Project Indirect Costs	Total Project Costs
NIH	PI	30%	Functions of XYZ Algorithm approaches to genomic conquest	R01	B1234	RE312234	01/2005	12/2010	460,555	230,687	691,242	795,602	195,718	991,320
Edward Malinckro Jr. Foundation	Co-PI	10%		N/A			07/2007	06/2012	62,774	41,899	104,673	406,008	124,000	530,008

Clinical Activity

Personal statement (3-4 sentences): Describe your clinical activities, focus and accomplishments.

Education Activity

Personal statement (3-4 sentences): Describe your education activities, focus and accomplishments.

Teaching Activities

09/2001-08/2009	UME, Teaching in medical school curriculum, Cytology and Histology, medical students, 10 hours per year
10/2001-05/2010	GME, Teaching in residency program, Attending physician for Medical Service, Residents, Eastern Hospital Clinical Center, 40 hours per year
07/2009-06/2011	UME, Teaching in medical school curriculum, didactic sessions in Pulmonary Medicine for Core Clerkship in Medicine, medical students, 4 hours per year.

Curriculum development and other innovative educational activities

06/2001-09/2005	Development of a course of study, Anatomy seminar series for medical students and graduate students, Department of Cell Biology, 20 hours first year and 5 hours thereafter
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Invited Talks and Teaching of Peers

Internal

None

External to NYU Langone Health and all other NYU schools

07/2009-	Regional, Visiting Fellow, Northern Hospital, Division of Pulmonary Medicine, Baltimore, MD
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Mentoring and Advising

Predoctoral students supervised and/or mentored

None

Postdoctoral students supervised and/or mentored

07/2012-06/2014	Jim Doe, Western Hospital Internal Medicine Residency Program, Medicine, Advisor, Adjunct Assistant Professor, Western Hospital
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Faculty mentored

04/2009-03/2011	Jane Doe, Medicine, Associate Professor, Eastern Hospital
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Institutional, Local/National Service and Related Activity

Institutional Service

07/1995-06/1998 Hospital, Member, Alcoholism Clinic at Eastern Hospital
 05/2000-04/2001 Hospital, Member, Pharmacy Committee at Eastern Hospital
 05/2001-04/2018 Hospital, Member, Environmental Safety Committee at Eastern Hospital
 07/2001-06/2018 Hospital, Attending Physician, Medical Service at Western Hospital
 07/2001-05/2015 Hospital, Director, Tuesday Evening Medical Clinic at Eastern Hospital
 08/2001-07/2009 Department, Member, Library Committee, Department of Anatomy
 08/2009-07/2010 School, Member, Examination Committee
 08/2009-04/2018 Hospital, Chair, Environmental Safety Committee at Eastern Hospital
 08/2014- School, Member, Standing Committee on the MD/PhD Program
 07/2015-06/2018 School, Member, Board of Advisors of Western Medical School

Professional Service

Professional Service for Professional Organizations 08/1992- Member, Boylston Medical Society
 04/1997-04/1999 Member, Informatics Society
 07/1999- Member, Association for Lung Research
 05/2000- Councilor in Medicine, Lung Research Society
 11/2000-12/2001 Education Committee Member, Genomics Society
 02/2004-06/2007 Member, American Society for Genomic Research
 03/2009- Trustee, Society of Pulmonary Medicine
 01/2012-08/2018 Member, National Council on Environmental Protection and Measurements, Committee on Administered Drugs
 04/2012-03/2013 Member, Pulmonary Medicine Services State of New York, Advisory Committee
 08/2015-09/2018 Member, National Institutes of Health's National Heart and Lung Institute, Diagnostic Pulmonary Function Committee
 10/2015- Member, American College of Physicians
 05/2016-09/2018 Member, University of California Los Alamos Scientific Laboratory, Medical Committee

Peer Review Groups, Grant Application Review Groups, and Study Sections

06/2015- Permanent member, Biomedical Computing and Health Informatics Study Section, NIH

Advisory Boards and Consultant Positions

06/2013-07/2018 Member, American Board of Pulmonary Medicine
 06/2015-07/2018 Secretary, American Board of Pulmonary Medicine
 08/2018-07/2019 Member, Diagnostic Research Advisory Group, National Institutes of Health's National Heart and Lung Institute

Organizing Roles in Scientific Meetings 12/2009 Scientific Co-Chairman, 2nd International Congress of the World, Federation of Medicine and Biology, Washington, DC

Editorial and Journal Positions 04/1995-04/1996 Editor, The Relative Observer
 03/2002- Associate Editor, The New York Journal of Science
 09/2003-09/2013 Ad-hoc reviewer, American Journal of Medical Sciences
 08/2005- Editorial board member, Empire Ornithology
 06/2009-05/2013 Editor-in-Chief, The Old Journal
 05/2011- Ad-hoc reviewer, Catheterization and Cardiovascular Diagnosis
 06/2015- Editorial board member, Genomics and Informatics
 06/2017- Ad-hoc reviewer, Journal of Cell Physiology
 02/2018- Ad-hoc reviewer, New England Journal of Medicine

Community Service, Volunteer Activities, and Teaching of Patients

09/2011-08/2018 Founder and Chairman of the Board, InverAgen TechCom, New York, NY
07/2015- Board of Trustees Member, The Big Red School, New York, NY

Military Service

None

Bibliography

Publications

Peer-reviewed Publications

1. Anonymous. Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. NEJM 1997;336:308-315.

Peer-reviewed reviews

Non peer-reviewed publications

Book Chapters, Books

Editorials and Commentaries

Book reviews

Meeting Reports, Consensus Reports, practice guidelines and any other publication

Media appearances

2. 2015, John Doe, "Cell Kinetics in 2015", Print, The Washington Square Herald, www.wsh.com/83742

Other Media including Research and Analytic tools (Please include description)

Abstracts

None

Oral and poster presentations

09/15/2010 Doe JJ and Roe JJ, Functions of XYZ, Northeast Cell Conference, Federation of Medicine and Biology, Boston, MA

Patents

2005 A novel bioinformatics program for the automatic elucidation of the genomes of the lower

species, United States, Patent No. 000,010,101,111, Filed 02/03/2005, Granted 02/01, 2009