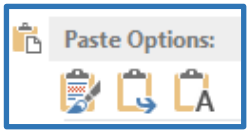
CCLCM CV Introduction

Thank you for your interest in applying for a Regular Track (full-time) faculty position at Cleveland Clinic Lerner College of Medicine (CCLCM) of Case Western Reserve University (CWRU) in the School of Medicine (SOM). The following instructions will help you create a CV using our mandatory template for your application.

You can use the CCLCM Comparison Tool on our website to assess your reputation and determine the appropriate rank to apply for. If you're unsure about your eligibility for a specific rank or promotion, consult your department, institute, or CCLCM academic chair. If needed, you can also send your CV in our CCLCM Template to FacultyAffairsCCLCM@ccf.org for review by our Associate Dean.

Your CV is a crucial document that referees and review committees will use to evaluate your growing or sustained reputation effectively. For assistant professors, no reputation is required.

We have included detailed instructions throughout the template to facilitate completing it correctly. If you are going to paste information from your current CV it is necessary to ONLY use the "A" option to avoid formatting mistakes:



Due to the high volume of applications, we're not able to review CVs before the application is submitted. However, after submission, CCLCM Faculty Affairs will contact you if anything needs updating.

Thank you for taking the time to update your CV using the required CCLCM CV Template!

CCLCM CV
Template Instructions

CV needs to be <u>EXACTLY</u> like the CCLCM CV Template (format, font, layout, etc.)

Format	**Font Name**	Times New Roman
	Font Color	Black Remove ALL BLUE instructions before submitting.
	Font Size	10 pt. CV TITLE = 16 pt. SECTION TITLES = 12 pt., Subsection Titles = 10 pt.
	Font Style (Bold)	If you are the author, **Bold** your name. Only use bolding when it is indicated. Avoid excess/unnecessary bolding to eliminate confusion.
	Footers	Include your full name, credentials, and page number (including page 1).
	Margins	Normal / 1”
	Spacing	Single *No space is needed between section titles, subsection titles, and your inputted information.*
	Tabs	Formatted at 2.25” *These should **not** be moved or adjusted.* Must keep this formatting.
	Abbreviations & Acronyms	Abbreviations and acronyms not permitted. Type everything out. *(Examples: Society Names, Cleveland Clinic, Case Western Reserve University, etc.)*

CV Date	**Date of Revision**	**Updates made to your CV during the application process:** Upload revised version to your online application with the current date.
Section Ordering	**Recent to Oldest**	*Applies to these sections ONLY:* 1. Professional Appointments 2. Academic Appointments 3. Research / Grant Support
	Oldest to Recent	List all remaining CV sections chronologically!
Professional and Academic Appointments Sections	**Guidelines**	*A Full-Time rank with an outside-external academic institution is **NEVER** permitted.* A Part-Time rank with an outside-external academic institution **IS** permitted with prior CWRU approval. To receive approval for a Part-Time outside appointment, contact CCLCM Faculty Affairs to receive detailed instructions. It must be processed along with your new appointment or promotion.
Teaching Activities	**Activities Done Multiple Times Per Year**	Include the **Number of Times** per year. **Include the Dates** (Date Format: YYYY – YYYY) **One-Time Activity** Put the month and year of activity. (Date Format: MM/YYYY) *There is **NO** need to list each one separately.*

CCLCM CV
Tips / Reminders

Delete	**Delete all instructions in your finished CV.**
Degrees / Medical License	Make sure you list your **terminal degrees** (MD, DO, PhD, etc.) and your state medical license/s (if applicable).
Personal Information	**Do Not Include:** 1. Social Security Number 2. Photo 3. Marital Status 4. Children 5. Natal Date
Start & End Dates	Always include **BOTH Start-End Dates** for all sections. Examples: 1. 1996 – 2001 2. 2012 – Present 3. 09/2013 – 12/2017
Time Gaps	**There should be NO time gaps greater than 3-4 moths between these sections:** 1. Education 2. Post-Graduate Training 3. Professional Appointments 4. Academic Appointments *If you have a Time Gap, include the reason with Start-End Dates.*
Duplicate Appointments	**Do NOT Duplicate Positions.** Only include a combined faculty and professional appointment ONCE under ACADEMIC APPOINTMENTS. Also, don't include Chief Resident under Post-Graduate Training AND Professional Appointments. Include under Post Graduate Training ONLY if you didn't bill as a staff member or ONLY include under PROFESSIONAL APPOINTMENTS if you billed as a staff member.
Committees	**Include ALL Committee Service.** Do NOT skip any. Include each committee on which you served including medical-related volunteer activities.

External Referees *(Only Applies to Regular Track: Associate Professor & Professor)*	**External Referees – Must be "Arm's Length"**
	
	• If you plan on submitting an external referee's name with your application, their name should NOT appear anywhere on your CV within the last 7 years.
	• Search your CV for each external referee's name to ensure you haven't collaborated with them in the last 7 years.
	• Search PubMed to make sure there is no listing of a publication you did with them in the last 7 years.
	• NEVER use a current or former mentor as an external referee.
	• Do NOT select any external referees from an institution where you learned, trained, or worked within the last 7 years.
	• **EXCEPTION:**
	  ○ If an external referee might have been on a large group publication or research project with you but you were not in contact or directly involved with each other, you may submit their name.
	  ○ To use this exception, under each item that falls into this exception, include the external referee's full name, and annotate how you did NOT work with each other.
	  ○ USING THIS EXCEPTION may delay processing your application as each external referee will be vetted.

Proofread	**Review & Spell Check** Proofread all sections to ensure all errors are corrected prior to submission. Microsoft Word will underline items that are misspelled, have extra spaces, or are missing a hyphen.
Questions	**CCLCM Faculty Affairs** FacultyAffairsCCLCM@ccf.org Do NOT contact CWRU, CCLCM Faculty Affairs will assist you throughout the application.

CCLCM CV
Conclusion

Congratulations, you've reached the end of the CCLCM CV Template / Directions!

After you have created your CV with the Template, you should remove the first page and all the blue instructions before uploading it into your application.

Remember every time you update your CV while you have an application open, you should upload a new copy (with current date at the top) into your application.

It is a good idea to continue to update your CV monthly to include all your accomplishments, so you are ready for a future promotion.

Thank you for your time, commitment, and dedication to obtaining a CCLCM of CWRU faculty appointment!

Sincerely,

CCLCM Faculty Affairs Team
FacultyAffairsCCLCM@ccf.org