
THE GEORGE WASHINGTON UNIVERSITY

School of Medicine & Health Sciences
Office of Faculty Affairs

Recommendations for Promotion: Research Faculty

Recommendations for promotion of research faculty should be submitted on the special forms available online at

<http://provost.gwu.edu/forms>

Chairs should submit the form and accompanying *Curriculum Vitae* (in the SMHS format; see Appendix 1) for each candidate to their Dean together with a brief letter of justification.

Research faculty who are candidates for promotion should have scholarly or professional qualifications or experience that are generally comparable in quantity and distinction to those of full-time faculty at the relevant rank.

No promotion should be recommended merely to achieve a higher salary.

Application Process

The following items must be submitted to the SMHS Office of Faculty Affairs:

- One complete paper copy of the completed application with CV and Chair letter.

APPENDIX 1

The George Washington University School of Medicine & Health Sciences

REQUIRED CURRICULUM VITAE FORMAT

1) **Personal Data**

Name (first, middle, last)
GWID# or Last 4 digits of SS#
Home address, telephone
Office telephone
Fax number
e-mail address
Date and place of birth
Citizenship

2) **Education** (List Institution, Dates and Degrees awarded. Please note and explain any periods during your educational years when your education was interrupted.)

- a) Undergraduate Education
- b) Graduate/Medical Education
- c) Post-Graduate Training (Post-Doctoral Fellowships, Internship, Residency)

3) **Employment** (List all employment in chronological order, specifying dates of employment. Include all academic [including academic rank] as well as non-academic positions held since completion of undergraduate education. Include military service, if any, as well as description of any sabbatical periods taken during years of employment.

4) **Professional Registrations, Licenses, Certifications** (Include Dates of Receipt)

5) **Societies and Honors** (Include any administrative duties or appointments)

6) **Administrative Duties & University Activities** (include voluntary committee service)

- a) Departmental
- b) SMHS/SPHHS
- c) University

7) **Educational Achievements** (Include Dates of participation for all categories.

- a) Courses Taught (Include role [course director, guest lecturer, etc.], numbers of lectures presented)
- b) New Courses or Programs Developed
- c) Students or post-doctoral fellows for whom you served as primary advisor
- d) Educational Awards
- e) Student or participant evaluations

8) **Consultant Appointments** (List all consultant activity to industry, private or public foundations. Also list all visiting professorships. Specify whether consultant activity was paid or unpaid)

9) **Grants Awarded or Pending**

Title of Grant
Funding Agency
Dates of Award
Yearly Direct Costs of Award
Role (PI, Co-PI, etc.)
% Effort

10) **Publications** (For each category, list all authors in order, journal or book reference, and complete pagination)

- a) Papers in Refereed Journals
- b) Papers in Non-Refereed Journals
- c) Chapters in Books
- d) Books Edited or Written
- e) Abstracts
- f) Invited Publications
- g) Letters
- h) Book Reviews
- i) Any Other Publications

11) **Presentations** (List Titles and Dates of Presentations as well as Complete Authorship in order for each Category)

- a) Regional Presentations
- b) National Presentations
- c) International Presentations

12) **Service to Community** (List agency, duration of participation, amount of effort and role on project. Specify whether involvement was paid or unpaid, and whether your involvement was at regional, national or international level.)