In addition to letters of reference and scholarly publications, your Curriculum Vitae (CV) provides the information necessary for promotions within Saint Louis University. Remember that the Rank and Tenure committee at the University draws its membership broadly at the University, thus SLU faculty members outside the School of Medicine (SOM) will be reviewing your documents. Because of this, it is important that the information on your CV be as accurate and complete as possible. In order to make the promotions process more efficient, SLU SOM has created a standardized CV format to be used by all faculty. Below, please find some general guidelines for completing your CV. Additional information is provided on the CV template (CV Template) as well.

In all areas except for the Bibliography section, the data contained in your CV should be in reverse-chronological order, beginning with the most recent and ending with your earliest position or committee membership. For ongoing employment within an institution, please indicate years of service with a dash (e.g. 2001-2002, 2004-Present).

**Bibliography Section:** As noted above, your Bibliography should consist of a chronologic list of your publications. Published, accepted for publication or in press manuscripts should be included. Works in progress or pending research should not be included. Publications should be numbered and include dates.

**Research Support:** Submitted grants which have not yet been scored should be included. You may chose to include an appendix with pending submissions. List funding mechanism and agency, grant number and title, award total, and role in the funded project.

List each activity, role, honor or award only once in your CV.

Omit any categories, along with their headings, that do not pertain to you.

Avoid using acronyms or abbreviations when listing professional memberships.

Include page numbering on your CV so that it may be more easily reviewed by the promotions committee.

You may choose to include a line addressing Area of Research or Clinical Interest

Many under-report abstracts, invited lectures, talks, and other non-traditional scholarly activities. Consider how these activities reflect your expertise and include as you see appropriate.