

Crafting Your Academic Narrative

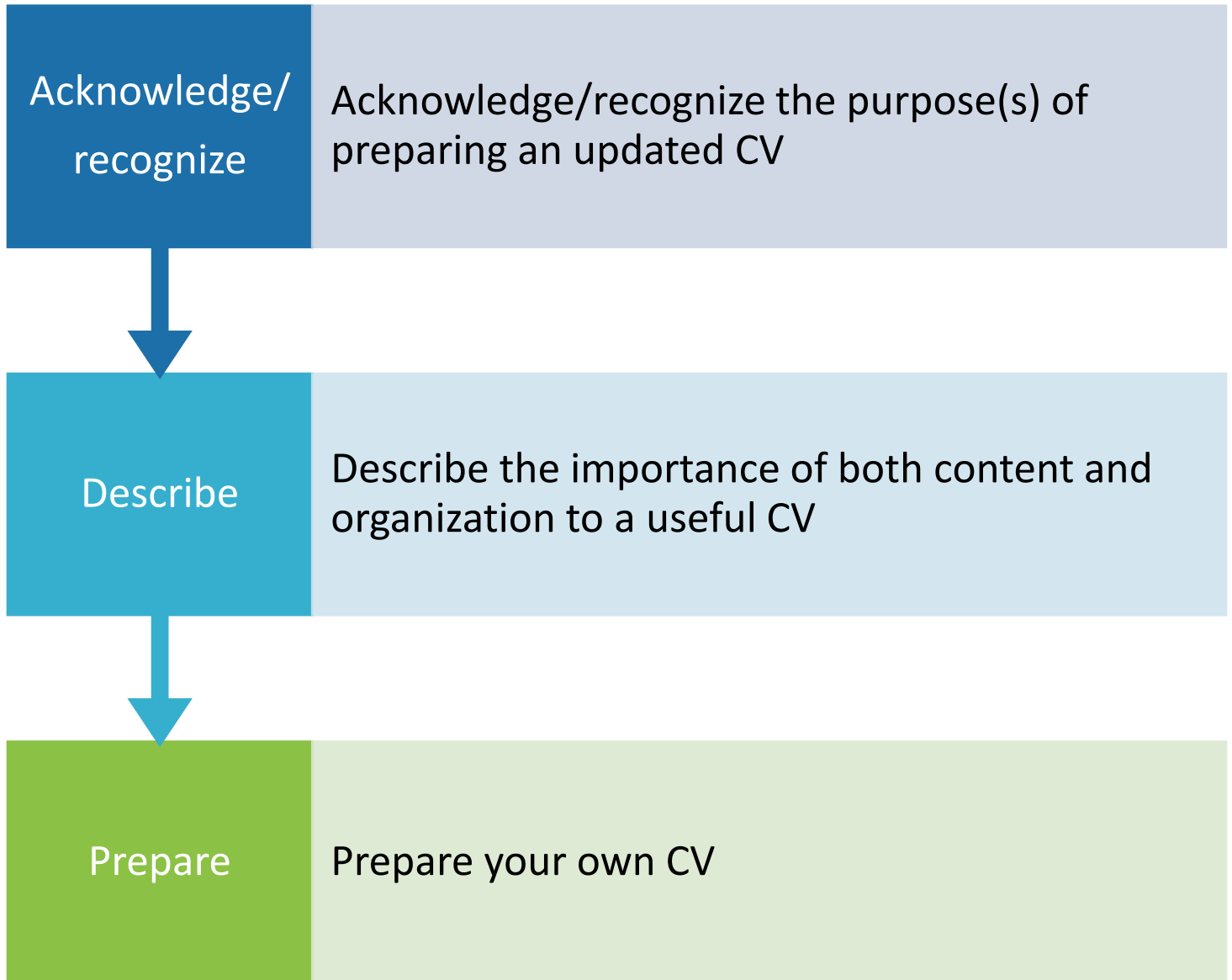
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Objectives



CV and Portfolio

- What is a Curriculum Vitae (CV)?
 - An organized **listing** of one's accomplishments; describes what you do or have done
- “The curriculum vitae (CV) for the VTC School of Medicine is the primary document containing one's accomplishments relevant to appointment, re-appointment, promotion, and tenure within the School” (VTCSOM CV guidelines)
- The Portfolio/ *Dossier*
 - **Evidence** of one's accomplishments, hopefully evidence of excellence!



What are the Differences?

CV

- Emphasizes academic accomplishments
- Used when applying for positions in academia, fellowships and/or grants
- Length depends upon experience and includes a complete list of publications, posters, and presentations
- Always begins with education
- Used for merit/tenure review

BIO-SKETCH

- Used for multiple purposes
- Snapshot of qualifications specific to the context
- Regardless of the purpose, keep it brief

RESUME

- Emphasize experience and skillset
- Used when applying for a position change (new or internal) in private or public sector
- Briefer than a CV with information highly relevant to the position being applied for
- More room for creativity and tailoring to the position
- Resume is the application for the federal government

Experience and Accomplishment: Both are Critical!

Experience

- Amount
- Level

Accomplishment

- Describe impact with numbers and outcomes whenever possible (e.g. \$ and %)
- What changed or improved because of your contribution?

Curriculum Vitae

- “All faculty are required to enter and regularly update all professional development, teaching, scholarly activities, committee work, and other service provided to VTC School of Medicine and related health system entities in a **designated online faculty tracking database.**”
 - Elements automates this process.....if you keep your information updated!
 - *Initial data entry and editing still required*



Virginia Tech Elements Login

To login via CAS, click **CAS Login**:

CAS LOGIN

[Login](#) via a different authenticating authority.

Welcome to Elements, Virginia Tech's
Electronic Faculty Activity Data and Reporting System.

See [what's new in Elements!](#)

Four Areas of Activity (for Promotion)

1. **Teaching**
 - a. Any or all levels of medical school/research institute/residency/practitioner/learners
 - b. Variety of formats including mentoring, teaching one's peers
2. **Clinical Care in Presence of Learners** (if applicable)
3. **Service** to the medical school, academic health center, community and/or one's profession
4. **Scholarly Activity/Research**
 - a. Including publications, presentations, research, grant funding, clinical trials

Up-to-Date CV

- Ensure that you have updated with all recent activities
- Include everything you've accomplished!
- Establish your own rhythm for regular updates (each time you are academically active, monthly, quarterly, etc.)
- General rule: “updated” means within the previous 6 months
- CV generated by Elements has date of last CV generation (not necessarily last updated)



New CV Guide Available



VTCSOM Curriculum Vitae Guidelines
and Format – updated March 2023



14-page document, lots of instructions
and sample entries, should be helpful



[VTCSOM Curriculum Vitae Guidelines](#)



General rule: all entries should appear
in order of most recent activities first
(reverse chronological order)

Major CV Sections

Personal Information

- Just the basics
- Avoid listing personal items (e.g., SSN, home address, personal cell #, medical license #)

Educational History

- Most recent listed first in our system
- Include residency and fellowship training here (not in employment section)

Professional History including:

- Licensure with inclusive dates
- Board certifications
- All positions held
- Explain any gaps

Awards and Honors

- All awards and honors received
- “Nominations” should be noted as such

Teaching

- Regular teaching duties, not invited/accepted presentations
 - Advising & mentoring
- Curriculum development

Scholarly Activity/Research

- Presentations at four levels, i.e., international, national, regional, local)
- Abstracts, publications, electronic media, commentary

Major CV Sections

Grants, Contracts, Clinical Trials & Other Funding

- Separate sub-section for each
- Dates, grant amounts, percent of effort, funding source

Intellectual Property

- Copyrights
- Patents
- Trademarks

Consulting

- Pharmaceuticals
- AI/ Data management companies
- Medical device/ equipment companies

Professional Committees and Service

- Local
- Regional
- National
- Includes work as editor and/or reviewer

Professional Memberships

- Specialty Societies
- National/ Regional Level Education Groups
- Memberships that resonate and are relevant to your professional expertise and interests

CV Guide Sample Entries

Journal article example:

le SR; Ratcliffe JL; Rubio C; Zhang KS; Shaver K; **Musick DW**, (Jun 02, 2021). Utilization of a New Customizable Scoring Tool to Recruit and Select Pulmonary/Critical Care Fellows. *Cureus 13* doi: 10.7759/cureus.15396. PMID: 34249546.

DOI = digital object identifier, unique string assigned to each publication; can turn it into a link by adding the https:// in front of it (but often unnecessary)

PMID = PubMed reference #, assigned by NIH National Library of Medicine

PMCID = similar, assigned by the National Library of Medicine, full text only

Presentation example:

Arulraja E* (Author), Dallas AP (Author & Presenter), **Musick DW** (Author), Whicker S A (Author), Wells L (Author), Vanblaricom K (Author). Annual Meeting, Society for Academic Continuing Medical Education, "Assessment of a Continuing Medical Education Intervention Designed to Change Physician Practice Regarding Blood Transfusion," San Antonio, TX (April 26, 2018).

Co-authorship needs only to be entered by one Elements user. Make sure you appropriately tag your co-authors.

CV Guide Sample Entries

Sample entry for funded contract (work ongoing/active):

- Principal Investigator: Parker S., Supporting Investigator: Jesso M., Supporting Investigator: Wolf L. *Human Factors in Outpatient Dialysis*. Awarded 2019; July 15, 2020 - July 14, 2023 (10% effort), Centers for Disease Control, \$108,737.

Sample entry for funded grant (work completed):

- Principal Investigator: Milam T., Co-Investigator: Morgan S, Supporting Investigator: Musick DW. *Carilion Clinic Telemedicine Network Delivery*. Awarded 2016; October 1, 2016 -September 30, 2019 (5 % effort), United States Department of Agriculture, \$684,182.
- Additional Information: Funding for purchase of telemedicine equipment only (no operational funds).

What About Publication Metrics?

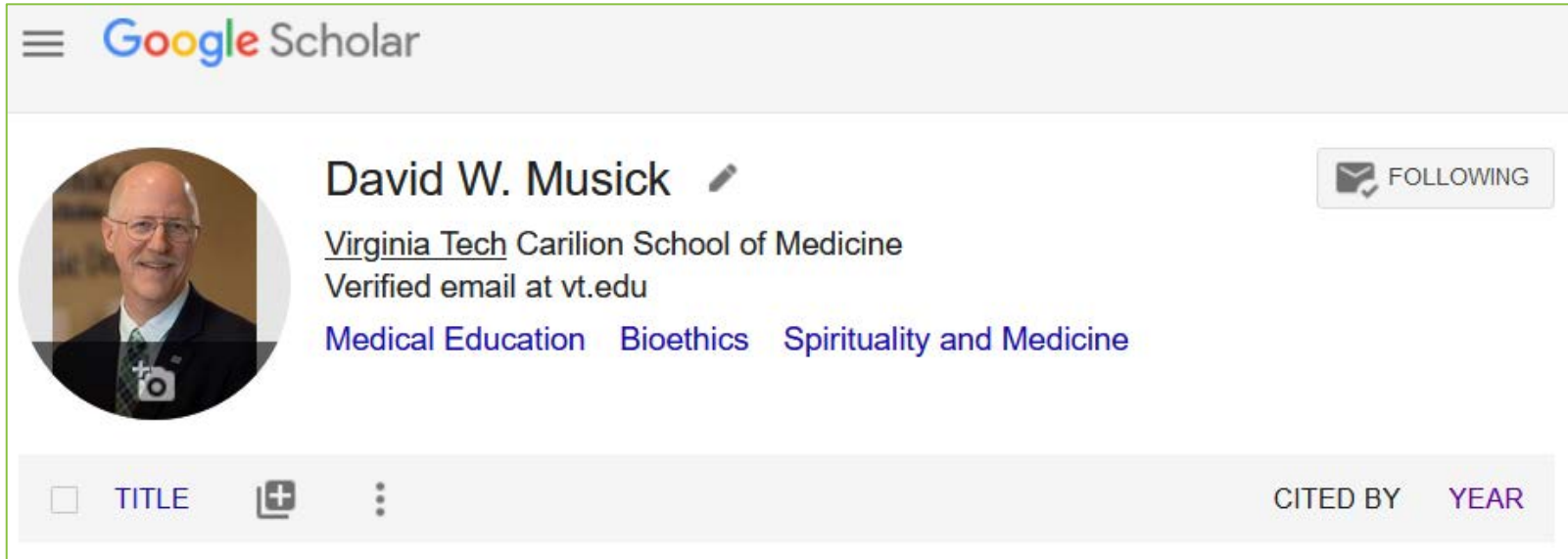
- Most commonly used:

- Citation count/analysis: the quality of an article is assessed by the number of times other authors cite it; total citation count = number of times the work of a given author has been cited.
- Journal Impact factor: frequency in which the average article in a given journal is cited in a given year (adjusted annually).
- H-index: the number of publications for which a given author has been cited by other authors at least that same number of times (.e., HI of 17 = person has published 17 papers that have each been cited at least 17 times).
- I-10 index: the number of publications with at least 10 citations

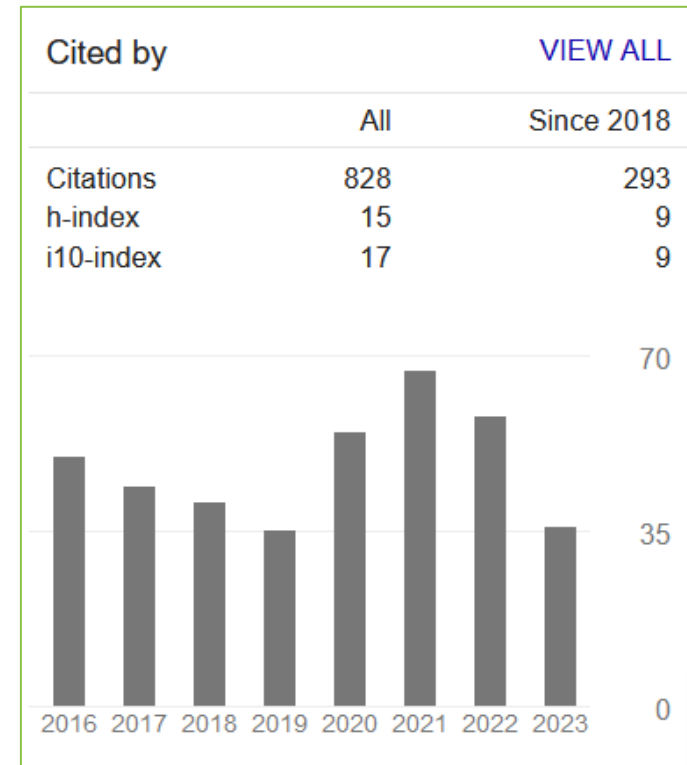
What About Publication Metrics?

- Four primary sources of citations, each searches various databases:
 - Web of Science: <https://clarivate.com>
 - Scopus: www.scopus.com
 - Google Scholar: <https://scholar.google.com/>
 - Mendeley: www.mendeley.com
- ORCID ID: unique identifier used to distinguish you from all other researchers
 - <https://orcid.org>

Google Scholar Profile



The screenshot shows a Google Scholar profile for David W. Musick. The profile includes a circular profile picture of a man with glasses and a dark suit. To the right of the picture, the name "David W. Musick" is displayed with a pencil icon for editing. Below the name, it says "Virginia Tech Carilion School of Medicine" and "Verified email at vt.edu". There are three subject areas listed: "Medical Education", "Bioethics", and "Spirituality and Medicine". A "FOLLOWING" button is visible in the top right corner. At the bottom of the profile, there are sorting options: "TITLE", a plus icon, a vertical ellipsis, "CITED BY", and "YEAR".



My CV has 73 peer-reviewed journal articles, 1 book chapter and 3 non-peer reviewed articles

Altmetrics

- “Alternative” to traditional metrics
- Meant to complement traditional metrics
- Tracking variety of work products online:
 - How many times was it downloaded?
 - Who is reading my work? (on Mendeley, bookmarking sites, etc.)
 - Was it covered by any news agencies?
 - Are other researchers commenting on it?
 - How many times was it shared? (on Facebook, Twitter, etc.)
 - Which countries are looking at my research?



Tips for Effective CVs

- Pay attention to “readability” – spacing, consistent use of traditional fonts and punctuation, include page numbers, avoid over-stuffing
- Make category headings stand out (easier to find)
- Number your publications, presentations
- Include as much relevant information as possible
- Distinguish between abstracts and articles that ARE vs. ARE NOT peer-reviewed
- Avoid too many/unknown abbreviations and institution–specific jargon/nomenclature



Most Common CV Mistakes

Please remember: the final responsibility for ensuring that your CV is up to date and accurate belongs to **YOU!!** The Elements database system is a useful tool, but it is not designed to generate the perfect CV – every CV will require careful review and editing prior to submission.

Including too much personal information (e.g., age, social security or license numbers, demographics)

Omitting information/details

Incomplete citation information for publications (e.g., dates, DOI and/or PMID numbers)

Duplicate entries

Presentations in incorrect categories

General proof-reading for format, typos, other errors

Questions or Comments?



Happy to help!



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