# Yale CV Part 2 (CV2) UPDATED

## Overview

Yale CV2 is an opportunity for faculty to highlight how they contribute to Yale School of Medicine, Yale University, and the academic world beyond in ways that are not fully captured on the Yale CV1. Information and examples related to CV2 can be found on the [OAPD website](https://medicine.yale.edu/oapd/academicaffairs/processesdocuments/cv2/).

## Yale CV2 Outline

General and mission-specific activities (clinical, educational, and research/scholarship) are highlighted in narrative descriptions (CV2 Section A). Select supporting data are then delineated (CV2 Section B).

Please keep in mind the [Faculty Tracks, Ranks, & Positions information](file:////oapd/academicaffairs/tracksranks/) (and, if applicable, [YSM Ladder Faculty Track Metrics](file:////oapd/academicaffairs/processesdocuments/12.02.2020_Faculty%2520Track%2520and%2520Metrics_401462_284_48512_v2_401462_284_47835_v2.pptx)) for your current or proposed rank and track as you complete CV2. This should help you focus on activities most relevant to your carrier as you write the narrative descriptions (CV2 Section A) and select supporting data (CV2 Section B).

The narrative descriptions in Section A should focus on areas most relevant to a faculty's career. While potential topics to include in each of the narratives are described, other related activities can be included as appropriate. Narrative descriptions should be written in language that is comprehensible to faculty reviewers who may be outside of one’s academic subspecialty.

Only include areas and any of the suggested sub-areas if you consider these noteworthy and important contributions. Do not repeat information within or across sections.

## Header

* **Document title:** YALE CV PART 2 should be centered at the top of the document
* **Document subtitle:** Section A: Narrative Descriptions should be centered at the top of that material. Section B: Supporting Data should be centered at the top of the page before including that data.
* **Document header:** Should have faculty name with advanced degrees in the upper right of each page
* **Document footer:** Should have page numbers centered in the bottom of each page
* **Version date:** MM/DD/YYYY (left margin justified below Document title and subtitle)
* **Name:** Full name, advanced degrees (no periods) (left margin justified)
* **Position:** Current Rank, Department, Track (left margin justified)

## Yale CV Part 2

## Section A: Narrative Descriptions

## Version Date:

## Name:

## Position

## A1. Overview of Responsibilities and Contributions (maximum 150 words)

Provide a high-level summary of your academic position which sets the stage for more in-depth discussions of each of the YSM missions in subsequent narratives.

* Your role in the department, YSM, and beyond
* Major activities, accomplishments, and positions
* Areas most aligned with your area(s) of expertise, track, and rank
* Local, regional, national, or international presence and accomplishments that support your current or proposed position/promotion
* Resources to keep in mind are those that highlight your specific track and rank, which include:
  + [Faculty Tracks, Ranks, & Positions](file:////oapd/academicaffairs/tracksranks/) webpage
  + [YSM Ladder Faculty Track Metrics](file:////oapd/academicaffairs/processesdocuments/12.02.2020_Faculty%2520Track%2520and%2520Metrics_401462_284_48512_v2_401462_284_47835_v2.pptx) summary

## A2. Overview of Contributions to Wellbeing of Community (maximum 150 words)

As applicable, describe your contributions to the well-being of the community. **Potential topics to consider including are below, but it is encouraged that you focus on areas most relevant to your career.**

* Contributions that supporting organizational culture and values (DEI, professionalism, leadership, generativity)
* Clinical activities and leadership that promote the health of individuals, systems, organizations, or communities
* Educational and research/scholarship activities that promote inclusive environments or reduce disparities
* Other contributions that strengthen the organizational culture, climate, mission, and/or values

## A3. Clinical Activities Narrative (maximum 500 words)

As applicable, describe your area of clinical expertise, patient care settings, practice volume, program leadership, and quality of care. **Potential topics to consider including are below, but it is encouraged that you focus on areas most relevant to your career.**

Omit this section if you are not a clinician or don’t engage in clinical activities (e.g., research rank and some ladder track faculty). For those completing this section, only include information for those suggested sub-areas that are most relevant or illustrative of your clinical activities, expertise, or leadership.

* Clinical expertise, leadership, and responsibilities
  + Clinical reputation and recognition within the health system, the state, region, or nationally
  + Quality care measures for area(s) of clinical focus, if applicable
* Development, administration, and/or quality improvement of clinical programs
  + Leadership or involvement in such programs
  + Qualitative or quantitative measures of program performance
* Influence on clinical practice
  + Clinical expertise or innovation that has influenced the practice of medicine or delivery of healthcare
  + Dissemination of clinical expertise and innovation
* Activities promoting diversity, equity, inclusion, engagement, or wellbeing related to clinical, community, organizational, or global health
  + Service activities and leadership to promote the health of individuals, systems, organizations, or communities
  + Activities that strengthening the organizational culture, climate, mission, and values of the school and its affiliated programs
* The impact of your clinical care on patients, department, school, and field

## A4. Educational Activities Narrative (maximum 500 words)

As applicable, describe your main educational activities, trainees, leadership, and educational approach/philosophy. **Potential topics to consider including are below, but it is encouraged that you focus on areas most relevant to your career.**

Omit this section if you do not engage in substantive educational activities (e.g., research ranks, some faculty on Investigator or Clinical track who do not have access to trainees or mentees). For those completing this section, only include information for those suggested sub-areas that are most relevant or illustrative of your educational activities, expertise, or leadership.

* Educational expertise, leadership, and responsibilities
  + Target audiences, settings, and roles at Yale and beyond
  + Expertise sought or recognized at Yale, other institutions, and/or professional organizations
* Teaching or mentoring those of varying career stages
  + Educational philosophy, style, or approach
  + Most notable career accomplishments of your former trainees/mentees, if applicable
* Development or administration of educational curricula or programs at Yale and beyond
  + Curricula, courses, training sites, rotations, or programs you have developed or coordinated
  + Pedagogical tools or assessment methods you have developed
* Activities promoting diversity, equity, inclusion, leadership, or professionalism in education
  + Promoting an inclusive learning environment for learners from diverse backgrounds and learning styles
  + Advocacy efforts, committee memberships, or advisory roles that support those who are underrepresented in medicine
* Impact of your educational activities within and beyond Yale

## A5. Research/Scholarship Activities Narrative (maximum 500 words)

As applicable, describe your area(s) of research or scholarship and their significance, impact of your work, current studies, and future directions. **Potential topics to consider including are below, but it is encouraged that you focus on areas most relevant to your career.**

Omit this section if you do not engage in research or scholarly activities (e.g., some Clinical track or voluntary faculty). For those completing this section, only include information for those suggested sub-areas that are most relevant or illustrative of your research activities, contributions, leadership, or collaborations.

* Narrative about your area of research/scholarship and its significance
  + Originality and importance of your work to science, education, and/or clinical medicine
  + Context of how these efforts fit into the overall academic mission of your department, YSM, and the field
* Institutional and extramural support you have received for your work
  + Past, present, and future mechanisms of research support
  + Collaborative efforts contributing to team science
* Current research or scholarship and future directions
  + Ongoing research studies or scholarly endeavors, how they build off your prior work, and how they may contribute to the field or inform future directions
  + Your role in collaborative projects within and outside Yale (if current research collaborations are too extensive to incorporate into the narrative, a table can be included at the end of Section B: Supporting Data)
* Research/scholarship related to diversity, equity, inclusion, health disparities, or other societal factors related to individual, organizational, or community wellbeing
  + Research or scholarly activities related to the study of diverse populations, health disparities, or the promotion of inclusive research environments
* Impact of your research/scholarship on the field and your reputation

## NOTE: Please start the supporting data section of CV2 with a new page and include the centered title and subtitle,

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## Yale CV Part 2

## Section B: Supporting Data

## B1. Percent Effort

* Include
  + Clinical= xx%
    - Reflects activities related to patient care, community health, clinical program development or evaluation
    - Effort related to leading or coordinating clinical units or services should be included here
  + Educational= xx%
    - Reflects teaching, mentoring, curriculum development, and educational leadership/committee work
    - Effort related to the administration of educational programs should be included here
  + Research/scholarship= xx%
    - Reflects performing, overseeing, or writing about research taking grant support into consideration
    - Effort related to the administration of research grants should be included here
  + Administrative= xx%
    - Reflects substantive ongoing committee appointments (e.g., admissions, IRB, hospital, or school-wide committees) or senior leadership positions in one’s department (e.g., vice or deputy chair, section chief), school (e.g., associate dean, program-wide director), or university (e.g., a provostial committee).
  + Total= 100%
    - Indicate if areas are overlapping leading to greater than 100% total
    - Total should sum to less than 100% if less than full time (total indicating percent effort)

**B2. Clinical Activities Data**

* If applicable, provide data on clinical output relative to your peers and/or to national standards (such as RVUs or other metrics specific to your department/specialty)
  + Some department have specific dashboards on productivity and/or quality metrics that can be included (especially if with benchmark references)

**B3. Educational Activities Data**

***Teaching evaluations***

* Teaching evaluations will be provided to OAPD by Departmental Appointments and Promotions Teams for review by Appointments and Promotions Committees (but are not sent to those writing Letters of Evaluation)
* While these are not included in CV2, it is noted that they should be reviewed as an important teaching metrics that faculty should review in summarizing their teaching activities.

***Teaching Activities***

* Documentation of educational activities:
  + Overview of teaching activities **over the past five years**
  + Lists can be provided in the different subsections listed below
  + Other teaching activities are appropriately highlighted in the narrative on educational activities (Section A4).
* Recommended format is as follows:
  + Didactic teaching activities over the past five years
    - Learner, course, role, year(s), average annual instructional hours
  + Clinical teaching activities over the past five years
    - Learner, setting, role, year(s), average annual instructional hours
  + Other teaching activities over the past five years
    - Learner, setting, role, year(s), average annual instructional hours

***Mentoring***

* Primary Mentoring Roles:
  + List mentees for whom you have served as a primary/significant mentor **over the past five years**
  + You may also include any earlier mentees who have gone on to distinguished careers and are now senior leaders in your field
  + If you are a program director, those in the program that are not specifically mentees are best highlighted in the narrative on educational activities (Section A4)
  + Other mentoring activities and accomplishments of prior mentees are also appropriately highlighted in the narrative on educational activities (Section A4)
* Recommended format is as follows:
  + Name of trainee: (example: Jane Doe, MD)
  + Position and period of mentorship: (examples: Yale Medical Student; 2006-2017 / Postdoctoral Fellowship; 2016-2020)
  + Research/thesis project: (examples: Impact of research experiences in medical school on pursuit of careers in academic medicine / Role of the oral microbiome in asthma)
  + Presentations/publications: (examples: 4 publications (see CV references #14, 18, 26, 35); 3 poster presentations at the Annual Meeting of the American Thoracic Society (ATS), 4 oral presentations at ATS and Keystone Symposium on Asthma)
  + Awards & honors: (examples: Invited oral presentation at Annual Meeting of AAMC after peer-review of abstracts / Recipient of an NIH/NIAID K01 award)
  + Current position: (examples: Resident, Internal Medicine, UCSF / Associate Research Scientist, Internal Medicine/Infectious Diseases; Yale School of Medicine)

**B4. Research/Scholarship Activities Data**

* List and submit up to 5 [samples of scholarship](file:////oapd/academicaffairs/processesdocuments/Reprints/) that most clearly illustrate your major achievements.
  + Listing should include citations in the format delineated in [CV1 instructions](file:////oapd/academicaffairs/processesdocuments/cvinfo/)
  + In addition to peer-reviewed articles, samples of scholarship may include:
    - Book chapters / books
    - Peer reviewed curriculum model or material
    - Pedagogical methods and assessment tools in peer-reviewed print or other media
* Annotations should accompany each entry in this section (maximum 100 words / annotation)
  + Highlight the work and its findings
  + Explain why the work is important
  + Describe how these fit into your research/scholarship efforts