

Recording Transcript: Preparing Your CV Using the Dell Med CV Template

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00:00:00.030 --> 00:00:08.700

Elizabeth Matsui: Introduce everybody, but just so that you can put faces and names together for our office. So, Anna, you are in my

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00:00:08.880 --> 00:00:11.350

Elizabeth Matsui: top left corner, so go ahead.

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00:00:11.350 --> 00:00:19.150

Ana Rubel: Hi, everybody! My name is Anna Rubel. I'm the appointment, promotion and tenure program manager for the office of Faculty academic affairs

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00:00:19.180 --> 00:00:25.230

Ana Rubel: working on all of our promotion dossiers, and working closely with our departments on those so welcome, great.

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00:00:25.230 --> 00:00:26.120

Elizabeth Matsui: Adrian.

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00:00:27.450 --> 00:00:40.720

Adrienne Copeland: My name is Adrienne Copeland. I'm the senior Academic Program Coordinator for the office of Faculty academic Affairs. I work directly with Anna on all the dossiers and apt review, and all of that.

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00:00:41.220 --> 00:00:42.729

Elizabeth Matsui: Great Ashley.

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00:00:43.320 --> 00:00:57.169

Ashleigh Moses: Yeah, hey, everybody. I'm Ashley, Moses. I'm the assistant director for faculty academic affairs. Anna and Adrian didn't call this out, but they're rock stars on everything. So just thank you for pulling all of this together, and all the work that you guys have done collectively to pull this presentation together.

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00:00:57.490 --> 00:01:09.799

Elizabeth Matsui: Yes, thank you. Yeah. I'm the figurehead. They're the. They're the experts here. So I will go ahead and dive in. So this session is focused on preparing your Cv.

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00:01:12.000 --> 00:01:13.719

Elizabeth Matsui: see if that works. So

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00:01:13.830 --> 00:01:25.239

Elizabeth Matsui: here's what we're going to cover. We're going to cover some common errors. Why, your Cv. Is important. We're going to take a little bit of a deep dive into the dell. Med Cv. Template.

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00:01:25.440 --> 00:01:31.120

Elizabeth Matsui: We have a Cv review checklist for you to use some pro tips.

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00:01:31.140 --> 00:01:37.030

Elizabeth Matsui: Things that you can do to ensure your Cv. Is at its best, and there will be plenty of time for Q. And A.

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00:01:37.280 --> 00:01:58.740

Elizabeth Matsui: So here are just some common errors that we encounter, which is that sometimes the Cv is not updated. And as a result of that, when we are reviewing promotion dossiers. It's missing valuable information that helps reviewers understand the impact and the geographic scope of your work.

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00:01:58.900 --> 00:02:06.819

Elizabeth Matsui: An example of some missing information that we encounter is for those of you who have grant funding.

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00:02:06.830 --> 00:02:25.280

Elizabeth Matsui: we miss the percent effort on each grant. And so why does this matter? This is not simply an administrative housekeeping issue, but your effort on each grant conveys your degree of activity and the extent of your role on a project

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00:02:25.440 --> 00:02:47.489

Elizabeth Matsui: we also encounter use of this term co-pi, which is confusing for reviewers, because if you are the pi of a grant, that means that you are the leader of that grant, if you are part of a leadership team. Except for the National Science Foundation.

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00:02:47.550 --> 00:02:54.496

Elizabeth Matsui: the terminology is co-investigator. So you are a team member, but not the leader. If

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00:02:55.710 --> 00:03:03.529

Elizabeth Matsui: If you are part of like 2 people who are leading together, then you are part of a multiple Pi team and we'll we'll talk about this a little bit more.

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00:03:04.038 --> 00:03:15.040

Elizabeth Matsui: Another common place of errors is the the invited presentations or professional organization service are not designated correctly in terms of their geographic scope.

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00:03:15.230 --> 00:03:35.309

Elizabeth Matsui: And then we often are missing information about the nature of the relationship with mentees or advisees. And so we can't tell from a Cv. Because there's just a list of Mentees what the nature of that relationship was, and whether there was any product that came out of it. So these are just a little bit of detail to kick us off

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00:03:36.040 --> 00:03:38.599

Elizabeth Matsui: with some clerical issues.

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00:03:39.050 --> 00:03:44.809

Elizabeth Matsui: Trust me, I'm you know, bored myself by clerical issues, but they are important.

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00:03:44.840 --> 00:04:05.649

Elizabeth Matsui: because what happens is as reviewers are looking at a Cv. And they may be struggling to find the kind of information that they need to assess impact and geographic scope, and then they start to see spelling errors, etc. And it doesn't inspire sort of confidence.

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00:04:06.730 --> 00:04:08.370

Elizabeth Matsui: All right. So

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00:04:08.460 --> 00:04:15.539

Elizabeth Matsui: let's get at the concept. And so it's important to understand kind of the whole concept of the Cv. Because

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00:04:15.550 --> 00:04:17.240

Elizabeth Matsui: if you understand

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00:04:17.500 --> 00:04:21.089

Elizabeth Matsui: what the purpose of it is, then

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00:04:21.450 --> 00:04:25.410

Elizabeth Matsui: the guidance that's provided here kind of makes conceptual sense.

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00:04:25.460 --> 00:04:45.739

Elizabeth Matsui: It's not really about what you know. Are you using this particular size font with this size margins? It really is your body of academic work that conveys the impact of your work and the geographic reputation that your work has received.

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00:04:45.740 --> 00:05:10.749

Elizabeth Matsui: And so when you can organize the contributions. Clearly, then, it's very clear from someone's Cv. What the impact of their their work is, and it also becomes very clear sort of the geographic reputation or scope of the work that that person's doing, and these are critical aspects of an assessment of a dossier for promotion. With one exception.

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00:05:10.910 --> 00:05:26.250

Elizabeth Matsui: if you are on the professional track in the Clinical Professor title series. There's not an expectation that the reputation of the work that you do extends geographically beyond the institution.

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00:05:27.480 --> 00:05:41.070

Elizabeth Matsui: So the kinds of contributions that help convey geographic reputation and impact are invited presentations. So did you get invited by the American.

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00:05:41.120 --> 00:05:57.099

Elizabeth Matsui: you know, whatever the professional society is for cardiology to give a talk, and which is different than you, submitting an abstract and asking if they will consider it for acceptance, that the abstract presentation is not an invited presentation.

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00:05:57.200 --> 00:06:26.270

Elizabeth Matsui: Are there leadership roles in professional societies? Do you? Were you tapped by the Governor to sit on the covid task force for the State, for example, service on advisory panels and committees. So there's State advisory panels and committees or Federal ones. Large national nonprofits often have advisory panels. What is the nature of your mentorship and advising? So there's some mentorship roles that people can have outside of the institution

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00:06:26.310 --> 00:06:40.710

Elizabeth Matsui: that convey geographic reputation? But also what your mentees have gone on to do conveys the impact of your mentorship. And then, of course, publications grant funding honors and awards.

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00:06:41.160 --> 00:06:42.270

Elizabeth Matsui: So

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00:06:42.360 --> 00:07:07.839

Elizabeth Matsui: for geographic scope. And again, I want to emphasize that we have 2 tracks. We have tenure track, tenured faculty, which is one track, and we have professional track faculty, and within the professional track there are 2 title series. There's the Professor title series, and the ranks are Assistant Professor, Associate, Professor, Professor. There's the clinical title series, and the ranks are clinical Assistant, Professor Clinical Associate, Professor Clinical Professor

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00:07:07.840 --> 00:07:14.449

Elizabeth Matsui: for the Clinical Professor Title Series. There. The expectation is that the impact of that work

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00:07:14.480 --> 00:07:25.579

Elizabeth Matsui: does not necessarily go beyond the institution because it's focused on the institution. So this slide pertains to the other faculty.

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00:07:25.710 --> 00:07:41.430

Elizabeth Matsui: And so organizing faculty activities again, helps to convey the geographic reputation, and the Cv. Template includes annotations and guidance on how to ascribe geographic

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00:07:41.710 --> 00:07:43.969

Elizabeth Matsui: sort of scope of the activity.

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00:07:46.540 --> 00:07:59.680

Elizabeth Matsui: So we I talked about this a little bit. So under invited presentations. So these, the invited presentations are when an organization knocks on your door because of your reputation and says, can you speak?

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00:08:00.385 --> 00:08:05.130

Elizabeth Matsui: So it's an indication that you are sought after due to your expertise.

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00:08:05.250 --> 00:08:25.890

Elizabeth Matsui: And then you want to designate that invited presentation as local, regional, state, national, or international. And that's based on the geographic scope of the institution or organization that hosted and arranged the event and the geographic proximity of the institution organization relative to ut, or wherever you're appointed.

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00:08:25.930 --> 00:08:33.589

Elizabeth Matsui: So it's not based on the geographic scope of the affiliations of the audience or attendees. And what I mean by that is that

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00:08:33.780 --> 00:08:34.700

Elizabeth Matsui: if

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00:08:35.625 --> 00:08:41.510

Elizabeth Matsui: you know the International Society for Pollen Allergy.

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00:08:41.943 --> 00:08:50.269

Elizabeth Matsui: hosts its annual meeting in Austin, and I'm invited to speak at that meeting. That is not an international meeting on my Cv. For me.

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00:08:50.997 --> 00:09:00.830

Elizabeth Matsui: Because they may have just asked me to speak on that because they're looking for local speakers. So it it still is an invited talk. But it's not an international one

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00:09:01.100 --> 00:09:07.130

Elizabeth Matsui: region. So there's been some confusion about. This is not the region of Texas. It's the region of the Us.

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00:09:08.057 --> 00:09:20.180

Elizabeth Matsui: Abstract presentations are not invited presentations. There's a separate place for those on the abstract, so they should be listed under oral abstract. If they're oral presentations or poster presentations. If they're posters

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00:09:20.650 --> 00:09:23.620

Elizabeth Matsui: for leadership roles in professional societies.

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00:09:23.640 --> 00:09:29.870

Elizabeth Matsui: Again, you want to correctly designate the organization as local, regional, state, national, or international.

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00:09:30.040 --> 00:09:34.959

Elizabeth Matsui: And this designation is based on the geographic scope of the organization.

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00:09:36.770 --> 00:09:44.299

Elizabeth Matsui: There's a lot of confusion sometimes about the distinction between mentorship and advising a mentor fosters personal and professional growth

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00:09:44.580 --> 00:09:58.039

Elizabeth Matsui: by imparting wisdom, sharing experiences and delivering expert insight. So typically there's usually some sort of project or something that's involved. An advisor addresses questions by providing direct answers or potential solutions

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00:09:58.588 --> 00:10:02.820

Elizabeth Matsui: support students. And so this might be that

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00:10:03.020 --> 00:10:22.090

Elizabeth Matsui: there's a resident who's interested in applying for fellowships, and they come to you for advice. You're not mentoring them on a project, but you are an advisor in that you are making your assessments of programs they should apply for, or other sorts of recommendations.

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00:10:22.400 --> 00:10:27.710

Elizabeth Matsui: and to emphasize again, do not just list names. It's really important that

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00:10:27.790 --> 00:10:45.060

Elizabeth Matsui: we want to be able to assess the impact of and for you to get credit for the impact of all of the mentoring and advising that you do, and the way to demonstrate, that is to point out when, for example, a publication has come out of a mentoring activity.

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00:10:45.740 --> 00:10:58.789

Elizabeth Matsui: So for publications, they should be listed in reverse chronicle chronological order. So from newest to oldest, it's important to use complete citations. This may be very hard to believe.

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00:10:58.850 --> 00:11:07.639

Elizabeth Matsui: but we read papers sometimes because we're interested, because a particular publication.

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00:11:07.640 --> 00:11:08.120

Ashleigh Moses: Maybe.

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00:11:08.120 --> 00:11:17.850

Elizabeth Matsui: Called out in your impact statement that you write, and and the reviewer on the committee wants to read more about it and understand.

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00:11:17.850 --> 00:11:18.260

Ashleigh Moses: How are you?

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00:11:18.260 --> 00:11:20.640

Elizabeth Matsui: More about the work that you did.

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00:11:20.640 --> 00:11:21.530

Ashleigh Moses: Oh!

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00:11:21.530 --> 00:11:50.740

Elizabeth Matsui: Papers that are authored by a large group of individuals. So sometimes there are these massive consortia, and you know I have been on papers like this, where I'm listed among hundreds, if not more authors, those should be listed separately under consortium or collaborative publications. And then you want to note under publications. When mentees are co-authors, you can signify that, for example, with an asterisk

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00:11:50.740 --> 00:11:55.410

Elizabeth Matsui: next to the mentee's name in the publication citation.

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00:11:56.090 --> 00:11:58.840

Elizabeth Matsui: So here's an example of a complete citation.

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00:11:59.372 --> 00:12:04.859

Elizabeth Matsui: You will see that it has the Pm. Id. So someone who's looking

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00:12:04.970 --> 00:12:08.459

Elizabeth Matsui: at this particular citation can easily find it.

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00:12:10.010 --> 00:12:28.580

Elizabeth Matsui: Grant funding it's important to list projects by funding status. It is really important to include pending grants. So if you are a faculty member who's engaged in writing grants, and that's a part of your scholarship portfolio. Part of what we are looking at is trajectory.

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00:12:28.650 --> 00:12:36.979

Elizabeth Matsui: And so it's really important to take advantage of the opportunity on your Cv. To speak to trajectory.

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00:12:37.300 --> 00:13:05.949

Elizabeth Matsui: and it's important to include relevant and up-to-date data for each project. We have an example. And I talked about this a little bit the role matters. Because if you're pi, you have full responsibility and authority for the project, if you're part of a multiple Pi team, you are a leader of that project, but there's responsibility and authority that is shared. And then, if you're a co-investigator, you're making significant contributions. But you do not have sort of the leadership role for the project.

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00:13:06.080 --> 00:13:11.009

Elizabeth Matsui: For some multicenter studies. You may be the site Pi.

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00:13:11.030 --> 00:13:22.559

Elizabeth Matsui: and that is the person who's the lead investigator at one site of a multi-site study, and then sometimes you may contribute as key personnel. And that may be that

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00:13:22.660 --> 00:13:29.459

Elizabeth Matsui: you're mentoring someone that has a career development award. And so you may be key personnel on that, grant. And then we talked about.

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00:13:29.480 --> 00:13:39.799

Elizabeth Matsui: Please avoid this term co-pi, unless it is a grant that comes from a sponsor like Nsf that uses that term.

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00:13:40.640 --> 00:13:50.050

Elizabeth Matsui: So here's an example of a complete listing. So on the left you see what should be included in the list, and on the right is an example.

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00:13:51.840 --> 00:13:52.910

Elizabeth Matsui: And

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00:13:53.240 --> 00:13:59.640

Elizabeth Matsui: there are little nuggets in here that tell you a lot about. So let's say this was on

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00:13:59.650 --> 00:14:02.920

Elizabeth Matsui: Jane DOE's, Cv. Well.

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00:14:03.870 --> 00:14:05.510

Elizabeth Matsui: she is

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00:14:06.240 --> 00:14:08.100

Elizabeth Matsui: a co-director.

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00:14:08.240 --> 00:14:14.310

Elizabeth Matsui: Here's the project. And so we think about what the project is. Is this aligned with her

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00:14:14.610 --> 00:14:21.509

Elizabeth Matsui: body of work in terms of her scholarship. The funding period is helpful. Is this someone that

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00:14:21.830 --> 00:14:30.839

Elizabeth Matsui: has sustained funding? Or, you know, is it running out, and do they have more grants pending which speaks to the pending Grant

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00:14:30.930 --> 00:14:41.840

Elizabeth Matsui: section. And what is this person's effort? And so, you know, this person is contributing a meaningful amount of effort. So this is a pretty large.

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00:14:41.860 --> 00:14:48.159

Elizabeth Matsui: She spends probably a good chunk of her time every week on this particular project.

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00:14:49.120 --> 00:14:51.350

Elizabeth Matsui: So for honors and awards.

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00:14:51.590 --> 00:15:10.599

Elizabeth Matsui: It's very helpful to include the competitiveness of the honor award, if you know so an example here is a national award for excellence in teaching from the Society of Hospital Medicine. So the

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00:15:10.790 --> 00:15:15.049

Elizabeth Matsui: some reviewers may not know that the Society of Hospital Medicine is a national

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00:15:15.100 --> 00:15:21.120

Elizabeth Matsui: organization. And so here's the annotation for this award. It's awarded to one hospitalist nationally

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00:15:21.340 --> 00:15:40.289

Elizabeth Matsui: for demonstrated outstanding, teaching, prowess, and having served as a role model and mentor, etc. Etc. So that really conveys to reviewers, particularly reviewers who are non biomedical reviewers, which does happen when dossiers go to the President's committee about the impact and meaning of this award.

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00:15:40.400 --> 00:15:49.890

Elizabeth Matsui: So here's another one. Someone was elected as a Fellow to the American College of Physicians, and so the description is there, you see, a distinction earned.

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00:15:50.353 --> 00:15:59.229

Elizabeth Matsui: And what the most important considerations are for fellowship or excellence and contributions made to both medicine and to the broader community.

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00:16:00.290 --> 00:16:08.937

Elizabeth Matsui: Other sections where annotated information is helpful educational activities. So an issue that comes up over and over again is

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00:16:09.680 --> 00:16:13.079

Elizabeth Matsui: Someone will say they give a lecture.

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00:16:13.520 --> 00:16:16.790

Elizabeth Matsui: Is that a lecture they gave one time

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00:16:17.010 --> 00:16:27.819

Elizabeth Matsui: one year? Or is this a lecture or series of lectures that they give? You know, every fall semester, and they've been doing that for so many years.

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00:16:27.870 --> 00:16:34.949

Elizabeth Matsui: Is it for an hour, you know. Who's the audience? Are they students, trainees, etc.

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00:16:34.980 --> 00:16:43.399

Elizabeth Matsui: And so part of it is to convey the amount of your effort or your time that you're putting into that teaching activity.

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00:16:43.430 --> 00:16:51.039

Elizabeth Matsui: And then for Qi projects again a brief description of the project that helps explain the scope and impact

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00:16:51.510 --> 00:16:53.950

Elizabeth Matsui: and overall the goal is

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00:16:54.090 --> 00:17:03.059

Elizabeth Matsui: to convey to someone who's a non-biomedical expert the amount of time, the duration, the scope, and the impact of this work.

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00:17:04.670 --> 00:17:13.309

Elizabeth Matsui: The team, thank you. To Anna. Has put together a Cv checklist. And so this

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00:17:14.140 --> 00:17:17.220

Elizabeth Matsui: the reason this exists is that

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00:17:18.160 --> 00:17:24.350

Elizabeth Matsui: if Cvs come to the Apt Committee, and they're lacking some of this information.

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00:17:24.619 --> 00:17:33.589

Elizabeth Matsui: It puts our faculty at a disadvantage because we are then on the Apt Committee. Reviewers are scratching their heads about.

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00:17:33.740 --> 00:17:38.920

Elizabeth Matsui: Well, this person's grant funding ran out, but I don't know whether they're pending grants

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00:17:38.970 --> 00:17:43.270

Elizabeth Matsui: or not, or I can't tell whether the one

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00:17:43.300 --> 00:17:51.260

Elizabeth Matsui: grant that this person has left like? Are they spending 1% of their time on it? What is their role, you know, that's missing? Or

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00:17:51.360 --> 00:17:57.590

Elizabeth Matsui: gosh! I see some papers, and this is a person who's on the professional track.

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00:17:57.720 --> 00:18:05.589

Elizabeth Matsui: And in that track peer reviewed publications are important, but there are a couple of these that I can't find when I go look them up.

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00:18:05.680 --> 00:18:06.820

Elizabeth Matsui: So

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00:18:07.350 --> 00:18:33.579

Elizabeth Matsui: you know, where are they? And do they exist? And you know what is their impact, etc, or looking at invited talks and seeing abstract presentations, becomes challenging for reviewers, because then it's a struggle to sort of understand when they're both listed together, which, whether there are any invited talks. And so then again, that puts the faculty member at a disadvantage.

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00:18:33.600 --> 00:18:39.790

Elizabeth Matsui: And so the Cv. Will be returned to you. And so this Cv checklist

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00:18:39.900 --> 00:18:43.200

Elizabeth Matsui: is designed for faculty

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00:18:43.280 --> 00:18:49.580

Elizabeth Matsui: to use. And I know our faculty affairs reps are amazing at.

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00:18:49.870 --> 00:18:53.129

Elizabeth Matsui: you know, thinking about Cvs and going through these checklists, and

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00:18:53.200 --> 00:19:04.969

Elizabeth Matsui: my guess is they are also available to sort of meet with faculty and go through the checklist. If there's any confusion about this I will say something that will be new

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00:19:05.280 --> 00:19:09.400

Elizabeth Matsui: for next year's promotion, starting in September, which is that

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00:19:09.570 --> 00:19:10.470

Elizabeth Matsui: if

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00:19:11.238 --> 00:19:15.780

Elizabeth Matsui: a Cv. Is not up to muster

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00:19:15.850 --> 00:19:20.839

Elizabeth Matsui: that will jeopardize that person being reviewed for promotion at that cycle.

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00:19:21.090 --> 00:19:25.410

Elizabeth Matsui: and so they may have to be delayed for the next cycle.

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00:19:27.560 --> 00:19:29.544

Elizabeth Matsui: So some pro tips

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00:19:30.940 --> 00:19:40.279

Elizabeth Matsui: we have documents that are called examples of evidence of achievement, and they are specific for track

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00:19:41.410 --> 00:19:44.089

Elizabeth Matsui: title, series, rank.

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00:19:44.280 --> 00:19:45.380

Elizabeth Matsui: and

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00:19:45.590 --> 00:19:52.679

Elizabeth Matsui: provide sort of guidance about the kinds of examples of evidence of achievement that reviewers are looking for.

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00:19:53.084 --> 00:20:02.779

Elizabeth Matsui: On your Cv, and of course, in the rest of the dossier, and you can find these documents here on our Internet page that we, there is a brief

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00:20:02.880 --> 00:20:07.290

Elizabeth Matsui: podcasts, the effort report podcast episode about your Cv

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00:20:07.550 --> 00:20:23.429

Elizabeth Matsui: and this is also important. If you have updates for your Cv, after you've submitted your dossier, there's a mechanism for those updates to be made. And so this can be very helpful if there are new publications, new funding, new awards, new accomplishments.

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00:20:25.020 --> 00:20:26.020

Elizabeth Matsui: So

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00:20:26.380 --> 00:20:28.724

Elizabeth Matsui: Cvs are sort of

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00:20:30.480 --> 00:20:37.380

Elizabeth Matsui: When you ask someone to submit an up-to-date Cv. When I get asked to submit an up-to-date Cv.

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00:20:37.630 --> 00:20:44.570

Elizabeth Matsui: it is an understandable reaction to sort of groan and say, Oh, no, I need to go update it.

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00:20:45.175 --> 00:20:48.714

Elizabeth Matsui: The best thing to do to avoid

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00:20:49.670 --> 00:21:01.440

Elizabeth Matsui: minimize the pain and suffering of updating your Cv is to get in the habit of doing it on a regular basis. Some people are fortunate in that they have administrative support. To help

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00:21:01.810 --> 00:21:04.869

Elizabeth Matsui: some tips, if you don't have administrative support.

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00:21:05.050 --> 00:21:29.079

Elizabeth Matsui: is to carve out some time on your calendar, say once a month or something, and just take your Cv. And paste things from your calendar, for example, that you've done, or that you flagged in your email inbox, if you can just paste them somewhere on your Cv. At least they're there, because in my experience the hardest part is remembering it all.

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00:21:29.721 --> 00:21:32.670

Elizabeth Matsui: Make sure you're using the latest template.

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00:21:33.570 --> 00:21:35.719

Elizabeth Matsui: Use a Cv checklist.

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00:21:35.820 --> 00:21:37.120

Elizabeth Matsui: and

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00:21:37.430 --> 00:21:55.440

Elizabeth Matsui: our office has biweekly office hours. So bring your Cvs to those office hours. So there's lots of opportunity for help and support. When it comes to Cvs. There's the checklist, there's your departmental support, and then our biweekly office hours.

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00:21:55.550 --> 00:21:57.319

Elizabeth Matsui: so I will

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00:21:57.650 --> 00:22:02.290

Elizabeth Matsui: stop sharing, and I see that

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00:22:02.910 --> 00:22:06.800

Elizabeth Matsui: there are lots of things in the chat. And these are okay.

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00:22:06.860 --> 00:22:08.970

Elizabeth Matsui: There are lots of resources.

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00:22:09.550 --> 00:22:12.570

Elizabeth Matsui: And then Anna has replied to

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00:22:14.910 --> 00:22:23.600

Elizabeth Matsui: one of the questions, how far back do you include these presentations? If you have, if you gave grand rounds? So really your Cv.

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00:22:23.750 --> 00:22:26.430

Elizabeth Matsui: There are 2 answers to that question. One is.

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00:22:26.520 --> 00:22:29.120

Elizabeth Matsui: this is really really important to understand.

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00:22:29.540 --> 00:22:34.560

Elizabeth Matsui: You're mainly reviewed for the accomplishments during your time at rank.

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00:22:35.040 --> 00:22:50.629

Elizabeth Matsui: and that is a point of confusion, oftentimes because people in their impact statements, or what have you, you know, talk about something that they accomplished in 2010, which was not in their time at rank, or if their time at rank has exceeded

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00:22:50.740 --> 00:22:58.740

Elizabeth Matsui: 7 years, then it it focuses on the last 7 years. However, your Cv. Should reflect

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00:22:58.790 --> 00:23:01.349

Elizabeth Matsui: your entire course of your

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00:23:01.729 --> 00:23:10.710

Elizabeth Matsui: professional sort of accomplishments and activities. So if you gave grand rounds in 2,005, you should put that on your your Cv

162

00:23:13.540 --> 00:23:17.949

Elizabeth Matsui: questions. We can have it. There's a small enough group here that if people want to turn their

163

00:23:18.160 --> 00:23:20.840

Elizabeth Matsui: cameras on, and we can have

164

00:23:21.410 --> 00:23:26.250

Elizabeth Matsui: a discussion that will be very exciting about Cvs.

165

00:23:32.100 --> 00:23:35.599

Elizabeth Matsui: And then I'll ask Anna, do you have anything to add to that.

166

00:23:36.140 --> 00:23:37.504

Ana Rubel: I might add,

167

00:23:37.980 --> 00:23:47.800

Ana Rubel: you talk about the geographic scope of faculty activities. We also have some guidelines on that on our website. So I'm going to link them here, and

168

00:23:47.910 --> 00:23:55.850

Ana Rubel: that is in our resource library for faculty. And that goes into better detail of what Elizabeth was talking about on how to kind of organize those activities on your Cv.

169

00:24:04.020 --> 00:24:06.350

Elizabeth Matsui: Other questions, comments.

170

00:24:08.780 --> 00:24:12.280

Elizabeth Matsui: I see some, I see. I think

171

00:24:12.900 --> 00:24:15.210

Elizabeth Matsui: Juliet and Dan

172

00:24:15.370 --> 00:24:22.470

Elizabeth Matsui: pediatrics is always well represented, and I don't know whether either of you have anything to add at all, because

173

00:24:22.780 --> 00:24:24.030  
Elizabeth Matsui: you've been

174

00:24:25.490 --> 00:24:28.720  
Elizabeth Matsui: in the thick of it with Cvs for a while.

175

00:24:31.250 --> 00:24:31.870  
Ana Rubel: We're closed.

176

00:24:31.870 --> 00:24:32.280  
Dan Richards: Hey!

177

00:24:32.280 --> 00:24:35.000  
Ana Rubel: Interesting information about. Oh, Dan, go ahead! I'll talk.

178

00:24:35.000 --> 00:24:42.875  
Dan Richards: Yeah, Hello, everyone. I'm sorry. I'll stay off camera. I am in a hotel in Dallas attending a conference. So

179

00:24:43.820 --> 00:24:46.499  
Dan Richards: want to thank the faculty affairs team

180

00:24:46.690 --> 00:24:48.869  
Dan Richards: for putting this together are

181

00:24:48.880 --> 00:24:52.913  
Dan Richards: our large faculty. Always have questions. And and we, Juliet and I

182

00:24:53.840 --> 00:24:54.530  
Dan Richards: oh.

183

00:24:54.710 --> 00:25:00.500  
Dan Richards: assist where we can, and point to these resources often so. So thanks for doing this for our faculty.

184

00:25:03.010 --> 00:25:04.980  
Elizabeth Matsui: Yeah, thanks for your support.

185

00:25:07.330 --> 00:25:17.640

Ana Rubel: I was going to add, we're close to posting a bunch of information for professional track for this next promotion cycle for the 2526

186

00:25:18.150 --> 00:25:27.930

Ana Rubel: academic year, even though that's not what we're in right now. But it'll make sense and along with that information you'll start to see, depending on

187

00:25:27.940 --> 00:25:37.490

Ana Rubel: the cycle that you go up, you'll start to see dates where you'll work with your department to turn things in, so that'll include when to have your Cv. Done.

188

00:25:39.200 --> 00:25:57.550

Elizabeth Matsui: And then I see there's a question about there. Are. We are just talking about the Cv. There are lots of resources about the whole dossier and about supplemental materials that can be included in the dossier. And and so in the dossier

189

00:25:57.810 --> 00:26:21.529

Elizabeth Matsui: for professional track faculty, there's an impact statement that that faculty member writes. And so that is one place to focus on educational leadership accomplishments. And then there's lots of opportunity in the supplemental documents to include educational portfolio.

190

00:26:29.440 --> 00:26:32.409

Elizabeth Matsui: All right. I think everything is crystal clear.

191

00:26:32.430 --> 00:26:36.980

Elizabeth Matsui: Everybody on here will have pristine Cvs.

192

00:26:38.290 --> 00:26:39.034

Elizabeth Matsui: So

193

00:26:39.870 --> 00:26:44.170

Elizabeth Matsui: I'll I'll give one more ask for any questions, and

194

00:26:44.290 --> 00:26:47.210

Elizabeth Matsui: if not, we will wrap up

195

00:26:50.170 --> 00:26:55.480

Elizabeth Matsui: alright. Well, thank you, everybody. And oh, did someone say something?

196

00:26:56.560 --> 00:26:57.360

Elizabeth Matsui: No.

197

00:26:57.360 --> 00:26:58.580

Ashleigh Moses: No, thank you.

198

00:26:58.920 --> 00:27:01.160

Elizabeth Matsui: Okay, yeah, thank you. Everybody. Thank.

199

00:27:01.160 --> 00:27:02.830

Ana Rubel: To the

200

00:27:04.260 --> 00:27:04.920

Ana Rubel: bye.