



UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES

**SUBJECT: Recruitment and Nomination Procedures  
for Appointment, Promotion and Granting Tenure  
for USUHS Civilian and Military Faculty**

**Instruction 1107A**

September 17, 1994

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**ABSTRACT**

This instruction establishes procedures for the appointment, promotion, granting of tenure and termination of civilian and military faculty members. This instruction outlines the required documentation, processes and responsibilities of the President, USUHS, the Deans, SOM and GSN, the Committee on Appointments, Promotion and Tenure (CAPT), Department Chairs and faculty members in relation to faculty appointments, promotions, tenure decisions, and separation decisions.

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- Enclosures:** (1) Recruitment  
(2) Faculty Appointments, Promotion and Tenure  
(3) Required CAPT/Board Documentation  
(4) Curriculum Vitae Format (CAPT)  
(5) Abbreviated Curriculum Vitae Format (Board)

- References:** (a) USUHS Instruction 1100A, Appointments, Promotion and Tenure of Faculty, September 1994  
(b) USUHS Instruction 1417, Completion and Approval of Requests for Personnel Action, SF-52, 25 May 1993

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**A. REISSUANCE AND PURPOSE**

This instruction reissues USUHS Instruction 1107, Recruitment and Nomination Procedures for the Appointment, Promotion and Granting of Tenure for Billeted and Non-Billeted Faculty Members, 8 June 1990. This instruction delineates the procedures for appointments, promotion, tenure and separation decisions for all faculty members.

**B. INTRODUCTION**

The policy governing the appointment, promotion,

granting of tenure and termination for the USUHS schools' civilian and military faculty is set forth in USUHS Instruction 1100A, ref. (a).

**C. EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION**

1. All recruitment, appointment, promotion and tenure actions taken by the USUHS administration and faculty will be designed to provide for fair and equal employment consideration to all qualified candidates

without regard to age, citizenship, national origin, marital status, race, religion, sex or handicapping condition.

2. All vacancies will be advertised and publicized in a manner that will reach a diverse candidate pool.

a. Advertising media may include medical journals related to the position's scientific/medical specialization; other medical schools; minority organizations and professional associations.

b. At a minimum, all vacancies will be advertised in the Affirmative Action Register.

c. Paid advertisement for positions on University funds will be paid by the Civilian Human Resources Department (CHRD). Advertisement for positions paid with extramural funds will be paid out of extramural funds. Total advertisement funding for any one position is limited to \$2,000.00, unless an increase is requested and approved by the appropriate dean.

**D. APPLICABILITY.**

This instruction applies to all civilian and uniformed faculty and staff members of the USUHS School of Medicine (SOM), Graduate School of Nursing (GSN) and USUHS administrators.

**E. PROCEDURES.**

Recruitment, appointment, promotion, granting of tenure procedures and requirements are contained in encl (1) through (5).

**F. EMPLOYEE CATEGORIES.**

**1. Faculty:**

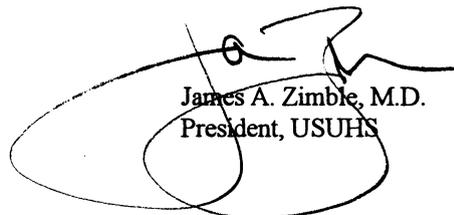
a. Billeted - professor, associate professor, assistant professor, instructor, and faculty members with visiting appointments.

b. Non-billeted - professor, associate professor, assistant professor, instructor

**2. Administrators:** President, vice president, dean, associate dean, assistant dean, department chair, interdisciplinary program (IP) director, executive assistant and general counsel

**3. Schedule A Staff Members:** postdoctoral fellow, research associate, senior research associate and visiting scientist

**G. EFFECTIVE DATE.** This instruction is effective immediately.



James A. Zimble, M.D.  
President, USUHS

# **RECRUITMENT**

## **1. Search Committees:**

1.1. All search committees appointed must follow the procedures specified in the charge to the committee. These procedures include:

- appropriate guarantees of confidentiality,
- steps to be followed in the recommendation process,
- time projections for completing these steps,
- examination for special qualifications required for the position,
- consultations regarding candidates' qualifications, including faculty in the field, both within and outside the USUHS schools, student representatives, alumni, and others knowledgeable in the area, and
- compliance with the equal employment opportunity and affirmative action policies of the USUHS.

1.2. Search committees will develop screening and candidate evaluation criteria and methods based on their determination of the appropriateness of the position being filled. The committee must:

- agree on methods for grouping candidates based on established screening and evaluation criteria,
- agree on a consistent structure for candidate evaluation by interviewers, and
- be briefed on their responsibility for ensuring that committee actions and recommendations are made in accordance with established USUHS policy for equal employment opportunity and affirmative action (EEOAA).

1.3. Except in unusual circumstances, each search committee shall submit a minimum of two candidates.

## **2. Deans of USUHS Schools:**

2.1. The President, USUHS, shall appoint and charge search committees to review candidates and recommend selections for the position of Dean for all USUHS schools.

2.1.1. Recruitment will begin upon the Civilian Human Resources Directorate's (CHRD) receipt of a position description and Request for Personnel Action, (SF-52), signed by the President, USUHS, with funding certified by Financial Management Office.

2.1.2. Paid advertisement will be written by the Office of the President, USUHS or the chair of the search committee appointed by the President.

2.1.3. The advertisement may be placed by CHRD or the chair of the search committee. If the advertisement is placed by CHRD, a copy of the text and a completed USUHS Form 404, Requisition Form, for each publication in which the advertisement will be placed should be forwarded to CHRD.

**2.2.** The search committee appointed by the President will consist of senior members of the appropriate school and senior USUHS administrators.

**2.2.1.** The search committee will be charged in accordance with reference (a) to:

- develop selection criteria,
- review the credentials of candidates,
- request and review letters of recommendation,
- conduct interviews, and
- make selection recommendation(s) to the President, USUHS.

**2.2.2.** Upon review of the committee's recommendation(s) the President will forward the nominations to the Board of Regents (Board) along with the documentation list in encl (3), (4) and (5). Board recommendation for selection or non-selection will be returned to the President, USUHS, for a final selection decision.

### **3. Department Chairs:**

**3.1.** Recruitment will begin upon CHRDs receipt of a position description and SF-52, signed by the appropriate dean, with funding certified by the Financial Management Office.

**3.1.1.** Paid advertisements will be written by the office of the dean or the chair of the search committee appointed by the dean.

**3.1.2.** The advertisement text and a completed USUHS Form 404, Requisition Input Form, for each publication in which the advertisement will be placed should be forwarded to CHRD along with the SF-52 and position description.

**3.2.** The dean will appoint and charge a search committee of at least four (4) faculty members including at least one (1) chair and not more than one (1) member from the department whose chair is under consideration.

**3.2.1.** Civilian faculty must be tenured and uniformed faculty must have an appointment at the rank of associate professor or above. Uniformed faculty may have the modifier of "*clinical specialty*" (i.e. Associate Professor of Clinical Surgery).

**3.2.2.** The search committee should have civilian and military representatives and must be chaired by a tenured professor from a department other than the one in which the vacant chair position is located.

**3.2.3.** The search committee must follow the procedures outlined in Part A of this Enclosure to forward selection recommendations and documentation listed in encl. (3), (4) and (5) to the dean.

**3.2.4.** Upon review of the search committee's recommendation(s), the dean will forward the nomination(s) to the Board along with the documentation listed in encl. (5) for review. Board recommendations for selection or non-selection will be returned to the dean for a final selection decision.

**3.3.** The respective roles of the search committee, CAPT, deans, Board and President, USUHS, are delineated in encl. (1) and (2) of ref. (a).

#### **4. Civilian Faculty:**

4.1. Recruitment for civilian faculty positions is initiated by the department chair by the submission of an SF-52, Request for Personnel Action, a position description, a draft advertisement for placement and information on the sources and costs for paid advertisement.

4.2. On approval to recruit, the chair may appoint and charge a departmental search committee of at least two faculty members. If a search committee is appointed, all members must be at or above the faculty rank for which the search is conducted.

4.3. Search committee recommendations will be submitted to the department chair, who will review the information provided and make a tentative selection subject to further review and approvals outlined below.

4.4. All full time department faculty of equivalent or higher rank to the position under recruitment shall receive notice from the chair of all proposed appointments and may comment in writing prior to the submission of any recommendation from the chair to the dean. Such comments will be reflected in the chair's recommendation, including comments on the merit of any negative opinions.

#### **4.5. Professor and Associate Professor:**

4.5.1. Chairs shall forward documentation listed in encl. (3), (4) and (5) to CHR D for submission to the CAPT and Board.

4.5.2. The CAPT shall:

- recommend approval of the appointment to the dean who may agree and forward the recommendation to the Board for consideration or decide to disapprove the action,
- recommend disapproval of the appointment to the dean who may accept the recommendation or request that the CAPT reconsider, or
- defer consideration pending additional information.

4.5.3. The authority for reconsideration of disapproval decisions is outlined in ref. (a).

#### **4.6. Assistant Professor and Instructor:**

4.6.1. Chairs may establish search committees to review candidates or may review applicants personally.

4.6.2. Upon completion of candidate review, the chair will forward the recommended nominee(s) and the documentation listed in encl. (3) to CHR D for submission to the dean for approval.

#### **5. Uniformed Faculty:**

5.1. Uniformed services members are assigned to USUHS and affiliated military medical centers for prescribed tours of duty and extensions under agreement with the surgeons general.

5.2. The department chair in the appropriate school will confirm the availability of a programmed billet with the Directorate of Military Personnel (MPO). The chair will identify candidates by coordinating with the appropriate surgeon general's consultant for that specialty.

5.3. Prescribed tours of duty preclude uniformed service faculty's acquiring of tenure.

5.4. Academic rank terminates on reassignment from the USUHS school unless an adjunct academic title as described in [Section 5.] of ref. (a) is requested by the appropriate department chair.

5.5. The following steps apply in the identification and assignment of uniformed faculty:

- confirmation of a programmed billeted position by the MPO,
- identification of a candidate by the Surgeon General's consultant for that specialty;
- submission of a request for the candidate by name to the MPO using USUHS Form 1307 or memorandum along with any other appropriate documentation,
- review and signature of the Brigade Commander before submission to the Surgeon General for approval, and
- notification of Surgeon General's decision through the USUHS chain of command.

**5.6. Search, Review and Approval for Military Faculty:**

5.6.1. Advertisement requirements described in [Section 1.] of this enclosure will not apply to military faculty selections. Departmental search committees may be appointed to review nominations for departmental positions at the chair's discretion.

5.6.2. All documentation requirements stated in encl. (3) for review and approval of appointments by the President, deans, CAPT and Board will apply to the appointment of military faculty, depending on the faculty position for which they are being considered except for the description of advertising sources and text.

5.6.3. All requests for approval of a USUHS faculty appointment for non-billeted military members must be accompanied by a memorandum documenting the concurrence of the nominee's commanding officer of his or her parent command.

**6. Secondary Appointments:**

6.1. Chairs may offer a secondary appointment with the concurrence of the chair of the primary department.

6.2. Candidates for secondary appointments are subject to the same reviews and approvals as they were for their primary appointment. Secondary appointments are not tenured.

# **FACULTY APPOINTMENTS, PROMOTION AND TENURE**

## **1. Civilian Appointments (billeted):**

### **1.1. Associate Professor and Professor - Initial Appointment, Promotion, or Granting of Tenure.**

1.1.1. The appropriate department will forward the required information and documents discussed and listed in [Section 11.] of ref. (a) and in encl. (3) and (4) of this instruction to CHRDR for submission to the CAPT.

1.1.2. The CAPT will review the action for academic merit and will return it with a recommendation through the appropriate dean to CHRDR.

1.1.3. If the CAPT recommends approval and the dean concurs, CHRDR will forward the recommendation to the Board with one copy of the abbreviated curriculum vitae described in encl. (5).

1.1.4. If the CAPT recommends approval and the dean disagrees, the action of the dean is final. The department chair may seek the dean's reconsideration based on additional supporting information. The dean's action on the reconsideration is final.

1.1.5. If the CAPT recommends disapproval and the dean disagrees, the dean may request reconsideration through a memorandum to the CAPT, setting forth the basis of the request. The CAPT's disapproval on reconsideration is final. The CAPT will furnish copies of the final recommendation efforts to CHRDR.

1.1.6. If a recommendation is to be made to the Board, CHRDR will provide the dean with a copy of the proposed faculty nominations list.

1.1.7. Once the CAPT has approved the appointment, promotion or granting of tenure, CHRDR will provide the Executive Secretary to the Board with one (1) copy of the covering memorandum, the proposed faculty nominations list and matrix, and a copy of the abbreviated curriculum vitae described in encl. (5).

1.1.8. Upon receiving the approval of the Board, CHRDR will prepare an *Offer of Appointment* letter. After the offer letter is signed by the dean, CHRDR will mail the original to the selectee/faculty member and forward a copy to the nominating department chair.

### **1.2. Assistant Professor, Instructor, and Visiting Faculty Members for Appointments of Less Than One Year - Initial Appointments.**

1.2.1. On receipt of a nomination from the department chair along with the information and documents discussed in [Section 11.] of ref. (a) and encl. (3) to this instruction, CHRDR will prepare an *Offer of Appointment* letter and will forward it along with the required documentation to the dean for signature.

1.2.2. Upon signature by the dean, CHRDR will send the original to the selectee/faculty member and a copy to the nominating department chair.

1.2.3. On receipt of the selectee/faculty member's acceptance, CHRDR will file the original letter of acceptance in the faculty member's official personnel file (OPF) or faculty appointment file as appropriate. The nominating chair will be provided a copy of the acceptance.

1.2.4. If the selectee/faculty member declines the position, CHRD will cancel the recruitment and inform the dean and the appropriate chair.

## **2. Civilian Appointments (non-billeted):**

### **2.1. Associate Professor and Professor, modified or unmodified titles - Initial Appointment or Promotion to these positions.**

2.1.1. On receipt of a Request for Personnel Action (SF-52) and the documentation described in encl. (3) from the department chair, CHRD will submit the appointment nomination for appropriate review. The steps in this review are outlined above in [Section 1.1.] of this enclosure.

2.1.2. If the requested appointment is disapproved, the letter indicating this disapproval will be forwarded by the CAPT through the dean to the chair of the nominating department. A copy of this letter will be forwarded to CHRD.

### **2.2. Assistant Professor and Instructor, Visiting Faculty Members with Appointments of Less Than One Year - Initial Appointments.**

2.2.1. The nominating department chair will forward to CHRD a SF-52 along with information and documentation requirements outlined in ref. (a) and encl. (3) to this instruction.

2.2.2. Further steps in this process are outlined above in [Section 1.2.].

## **3. Uniformed Services Appointments:**

3.1. Procedures for initial appointment of **billeted** uniformed faculty are specified above in [Section 1.1.].

3.2. For **non-billeted** uniformed faculty, the nominating chair will submit the request for appointment on USUHS Form 107, *Request for Personnel Action for Military Personnel*, and a letter showing parent command approval along with the required documents outlined in encl. (3) to this instruction.

## **4. Academic Support Faculty Members:**

4.1. Appointments to academic support faculty positions which include **visiting scientists** and similar positions will follow the procedures for faculty appointments as described in [Section 1.1.] of this enclosure.

4.2. Appointments to academic support faculty positions will be consistent with comparable positions at the comparability survey schools with the District of Columbia metropolitan area.

4.3. The dean is the approving authority for academic support faculty appointments and will notify the Board of all such appointments.

4.4. Academic support faculty positions are not in the tenure track. Appointees to these

positions may have secondary appointments in academic departments, if appropriate. Such appointments may or may not be tenured or in the tenure track, but they must be so designated at the time of initial appointment.

**5. Notification of Nonselection:**

**5.1. Chair:** Upon selection and appointment of a chair, the dean will forward a list of non-selected candidates to CHRDR for preparation of *Letters of Regret* for the dean's signature.

**5.2. Faculty Positions Other Than Chair:** Upon selection and appointment of a faculty member for any position other than chair, the department chair will notify the non-selected candidates of the decision by letter. Prior to issuance of such letters, chairs will respond to any oral or written inquiries regarding the selection process by indicating that letters of notification are being prepared.

**5.3. Senior Administrators:** Upon selection and appointment of a senior administrator, the President will forward the list of non-selectees to CHRDR for preparation of *Letters of Regret* for the President's signature.

**5.4. Academic Support Faculty and Staff Members:** The appropriate dean, department chair/activity head will notify non-selectees for staff or academic support faculty positions of their non-selection by letter. Prior to issuance of such letters, responses to any oral or written inquiries regarding the selection process will be that letters of notification are being prepared.

**6. Credentials:** All civilians and uniformed billeted faculty members will provide CHRDR with copies of their doctoral diplomas, and if they are physicians, copies of their current licenses to practice medicine and copies of their current approvals for hospital privileges.

**7. Reappointments for Non-tenured Faculty Members:**

**7.1.** Except for tenured faculty or billeted uniformed faculty at the rank of professor, all faculty will be informed annually of their renewal status in accordance with ref. (a).

**7.2.** CHRDR will forward a list of currently appointed faculty members to each department chair by the date specified below requesting reappointment determinations. Chairs must indicate whether or not they wish to reappoint each individual listed and return the list to CHRDR.

**7.3.** Chairs must notify all faculty members on the list of their individual renewal status (reappointed or non-reappointed). Notification of a decision not to reappoint must be in writing and must be provided to the faculty members by the dates specified below. A copy of all notifications of non-reappointment must be provided to CHRDR.

**7.4.** The Director CHRDR will make the official written notification of non-reappointment for

billeted tenure track and non-tenure track faculty and for non-billeted faculty by the dates specified below.

**7.5. Notification of Reappointment and Non-reappointment decisions will be made as follows:**

**7.5.1. Billeted Tenure-track faculty: Assistant Professor, Associate Professor.**

- CHR D list to Department . . . . . 1 April
- Department list to CHR D . . . . . 1 May
- Department notification to faculty member . . . . . 1 July

**7.5.2. Billeted non-tenure track faculty: Instructor, Assistant Professor, Associate Professor, Professor.**

- CHR D list to Department . . . . . 1 November
- Department list to CHR D . . . . . 1 December
- Department notification to faculty members . . . . . 1 January

*For [Sections 7.5.1. and 7.5.2.] in cases of non-reappointment, written notification will be coordinated with CHR D prior to issue.*

**7.5.3. Nonbilleted civilian and uniformed faculty: Instructor, Assistant Professor, Associate Professor, Professor.**

- CHR D list to Department . . . . . 1 April
- Department list to CHR D . . . . . 1 May
- Notification to faculty members . . . . . 1 July

**8. Promotion:**

**8.1.** Promotion procedures for both primary and secondary appointments shall begin at the department or Interdisciplinary Program (IP) level.

**8.2.** The department chair or IP director shall initiate promotions and prepare and forward all promotion recommendations and documentation.

**8.3.** Review committees shall be appointed by the department chair or IP director to review candidates for promotion. Committees for promotion to the rank of professors will consist of faculty members at the rank of professor. Committees for promotion to the rank of associate professor will consist of faculty members at the rank of professor or associate professor. The committee will serve as an advisory body to the department chair or IP director and will consider the candidates in light of the qualifications outlined in ref. (a). Consideration will include the opinions of junior faculty members and, when appropriate, residents and students.

**8.4.** All full time department faculty with ranks equivalent to or higher than those of candidates for promotion will receive notice from the chair and will be invited to comment in writing.

**8.5.** Recommendations forwarded for review and approval of the dean and/or CAPT will include the information outlined in ref. (a) and encl. (3) of this instruction. Recommendations and

supporting documentation will be forwarded to CHRD for submission to the dean and/or CAPT.

**8.6.** When a recommendation is to be made to the Board, CHRD will provide the dean with a copy of the nominations list. In addition, CHRD will provide a copy of the cover memorandum, the proposed faculty recommendations list, the matrix, and a copy of the abbreviated curriculum vitae, encl. (5) to the Executive Secretary to the Board.

**8.7.** When the appropriate dean, CAPT and Board review results in approval of a recommended promotion CHRD will:

**8.7.1.** Prepare a letter for the dean's signature informing the candidate of his/her selection for promotion.

**8.7.2.** Upon receipt of the acceptance letter from the candidate, file the original in the faculty member's OPF or faculty appointment folder and forward a copy to the appropriate department chair or IP director.

**8.7.3.** Process an *Official Personnel Action* documenting the promotion for billeted civilian faculty members.

## **9. Tenure:**

**9.1.** All recommendations for tenure must begin at the departmental level.

**9.2.** The department chair submits requests for the granting of tenure and prepares and forwards all tenure recommendations and required documentation as outlined in ref. (a) and encl. (3), (4), and (5) of this instruction.

**9.3.** Upon review and approval of candidates for tenure, the dean will notify CHRD so that the appropriate *Notification of Personnel Action* can be processed.

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# **REQUIRED CAPT/BOARD DOCUMENTATION for APPOINTMENT**

## **1. Chair of a Department:**

**1.1.** A **cover letter** from the chair of the search committee with a recommendation for appointment to include a description of the candidates interviewed in regard to equal employment opportunity affirmative action factors. To the degree possible, the sex, national origin, handicap, etc. of each candidate interviewed should be provided. This letter should summarize the education, experience, professional information of each interviewee and discuss these factors relative to any recommendations made. *(original and seven copies)*

**1.2.** A complete **curriculum vitae** as described in encl. (4). *(original and seven copies)*

**1.3.** Six to eight **letters of recommendation** in support of the nominee and copies of the committee letters requesting recommendations. *(original and seven copies)*

**1.4.** A **complete description** of 1) the search committee composition (title, sex, national origin for each member), 2) recruitment/advertising sources with copy of advertisement text, and 3) committee procedures, recommendations, and objections if the recommendation(s) are not unanimous. *(original and seven copies)*

**1.5.** An **abbreviated curriculum vitae** for Board review in the format outlined in encl. (5). *(original only)*

**1.6.** Any additional supporting material mandated by the CAPT procedures. *(original and seven copies)*

## **2. Associate Professor and Professor:**

**2.1.** A **cover letter** signed by the department chair recommending the approval of a candidate for appointment. This letter should include a description of candidates interviewed in regard to equal employment opportunity and affirmative action factors. To the degree possible, the sex, national origin, and handicap of each candidate interviewed should be provided. This letter should summarize the education, experience and professional information of each interviewee and discuss these factors relative to any recommendations made. Reflected in the recommendation will be all views concerning the candidate expressed by the department search/review committee and other faculty, including comment on the merit of any negative opinions. *(original and seven copies)*

**2.2.** A complete **curriculum vitae** with bibliography in the format provided in encl. (4). *(original and seven copies)*

**2.3.** **Letters of recommendation** obtained by the chair from recognized national authorities in the candidate's field of interest and copies of the departmental letters requesting recommendations. The required number of letters and their source varies according to the rank and specialty at which the appointment, promotion or tenure decision is requested. Specific requirements are outlined in ref. (a). *(original and seven copies)*

**2.4. A complete description of 1) the departmental search committee composition (title, sex, national origin for each member), 2) recruitment/advertising sources with copy of advertisement text, 3) committee procedures, recommendations and objections if the recommendation(s) are not unanimous. (*original and seven copies*)**

**2.5. An abbreviated curriculum vitae for Board review in the format outlined in encl. (5). (*original and seven copies*)**

**2.6. Any additional supporting documentation required by the CAPT. (*original and seven copies*)**

**3. Assistant Professor and below:**

**3.1. A cover letter signed by the department chair recommending the approval of a candidate for appointment. This letter should include a description of candidates interviewed in regard to equal employment opportunity and affirmative action factors. To the degree possible, the sex, national origin and handicap of each candidate interviewed should be provided. This letter should summarize the education, experience, professional information of each interviewee and discuss these factors relative to any recommendations made. Reflected in the recommendation will be all views concerning the candidate expressed by the department search/review committee and other faculty, including comment on the merit of any negative opinions. (*original only*)**

**3.2. A complete curriculum vitae with bibliography in the format provided in encl. (4). (*original only*)**

**3.3. If a departmental search committee was appointed, a complete description of the departmental search committee composition (title, sex, national origin for each member). (*original only*)**

**3.4. Recruitment/advertising sources, copies of advertisement text, committee procedures and recommendations, and any objections if the recommendation(s) are not unanimous. (*original only*)**

# **CURRICULUM VITAE FORMAT CAPT**

Curriculum vitae should be dated, up-to-date, and in the standard format outlined below. Publications should be distinctly separated into designated lists of peer-reviewed and non-peer-reviewed materials, such as book chapters, proceedings of meetings, solicited reviews, etc. The CAPT is interested in publications which are "in press" or "submitted for publication" provided that a journal reference and date of submission are provided. Lists of abstracts or materials "in preparation" should not be listed.

Information regarding grants approved or pending is not required; however, the CAPT is interested in the ability of candidates to compete successfully for research grants and renewals and information regarding grants may be listed.

## **CURRICULUM VITAE**

### **I. PERSONAL DATA**

Name:  
Address:  
Citizenship:

### **II. EDUCATION**

<u>Year</u>	<u>Degree</u>	<u>Institution</u>
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### **III. POST GRADUATE EDUCATION**

<u>Year</u>	<u>Position</u>	<u>Institution</u>
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### **IV. ACADEMIC APPOINTMENTS**

<u>Year</u>	<u>Position</u>	<u>Institution</u>
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### **V. OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENT**



# **ABBREVIATED CURRICULUM VITAE BOR**

Date prepared:

**I. NAME:**

Department:

Current professional address:

Citizenship:

Other personal information (if desired):

**II. EDUCATION:**

Degree

Year

Institution

**III. GRADUATE MEDICAL EDUCATION:**

Specialty

Years

Institution

**IV. EMPLOYMENT RECORD:**

(Academic, hospital and military assignments, appointments, consultantships, etc.)

(Chronologic order with inclusive years)

**V. LICENSURE:**

State

Year

**VI. AMERICAN SPECIALTY BOARD CERTIFICATION:**

Board

Year

**VII. EDITORIAL POSITIONS AND APPOINTMENTS IN SOCIETIES OR  
REVIEW BOARDS:**

**VIII. HONORS:**

**IX. PUBLICATIONS (divided as shown)**

Number of publications in refereed journals (include page numbers):

Number of published books, chapters or articles in non-refereed publications:

Numbers of published abstracts: