

Perelman School of Medicine Faculty Curriculum Vitae

Faculty Expertise Database System “FEDS”

Faculty Affairs & Professional Development

Goals of Presentation

- Geared towards current users
- Cover common questions & problem areas
- Provide tips & best practices
- Discuss available resources

FEDS CV

- Perelman School of Medicine (PSOM) official faculty cv
- No other cv format is accepted
- All cvs must be in FEDS system
- Formatted according to PSOM guidelines
- Not all items have a place on a FEDS cv

How is it used?

- Faculty Appointment, Reappointment & Promotion Reviews (some of the most important actions in the faculty member's career)
 - Several layers of review & multiple entities involved
 - Department Committee on Appointment & Promotions (DCOAP), AC Advisory Committee, PSOM COAP, Dean, Provost Office, & other review committees
 - Extramural consultant review – (CE, Tenure, Research) external experts who are used to obtain an unbiased and impartial assessment of a candidate's scholarship, reputation and standing in a specific field
 - Educational Database (EDB) – AC, Tenure, CE
- Feeds PSOM faculty profile page, Vivo, etc
- Variety of other professional actions such as grant applications, departmental reviews, etc.

Resources

- FAPD cv homepage

<http://www.med.upenn.edu/fapd/cvpage.html>

- FEDS tutorial

<http://www.med.upenn.edu/fapd/FEDS/FEDSTutorial.html>

- CV Checklist “Guidelines”

<https://somapps.med.upenn.edu/fapd/documents/ckcvgr.pdf>

- Explanations of Bibliography Section (FEDS also has direct link to this document in publications

section) <https://somapps.med.upenn.edu/fapd/documents/ext00066.pdf>

- Instructions - FEDS entry screens

- Department Faculty Coordinators

CV represents the faculty member's career history

- Are all major roles included?
- Is it clear what the activity is?
- Recent responsibilities and activities added
- Roles and activities that have ended have been updated
- Scan for duplicates entries
- Citations complete
- Ensure entries are in correct categories, according to cv checklist

**Help faculty make it as professional and polished a document as possible*

- Proofread before submission, **including older information**
- Use notes sections to clarify information that may need further explanation

Appointments

Faculty Appointments:

- Faculty Penn Medicine – prepopulates from existing systems
- Non Penn Med Faculty

Other Appointments: Other professional positions (past or present)

- Penn other appointments & professional positions
 - Non Penn other appointments – held at other institutions
- Be sure to include end date if appointment has ended, otherwise present will be the default end date

Appointments (cont.)

Typically “other” appointments include:

- Dean, Chair Dean, Chair, Director
 - Hospital, academic, or administrative positions at any UPHS Hospital, CHOP, VA, any other Penn-affiliated medical center
 - Graduate Group, Center, or Institute affiliations (these will print in the “Other Appointments” section of the CV)
 - Academic Support Staff positions such as: Instructor, Research Associate, Lecturer, Clinical Associate
-
- Select correct appointment type from the “Appointment Type” drop down list (this impacts where items appear on cv)
 - Remember to include institution & any applicable department

Awards /Honors

What information is conveyed by this entry?

- 2009 M.J. Schwartz Award

Awarding institution necessary & provides more information to reviewers:

- 2009 M.J. Schwartz Award, *Department of Pediatrics, Children's Hospital of Philadelphia*
- 2009 M.J. Schwartz Award, *Society of Pediatric Radiology*

Best practice to include any relevant information about the award if not immediately evident from title:

- 2009 M.J. Schwartz Award, *Outstanding Resident Educator, Department of Pediatrics, Children's Hospital of Philadelphia*
- 2009 M.J. Schwartz Award, *research excellence in the field of pediatric radiology, Society of Pediatric Radiology*

Memberships in Professional Societies & Other Professional Activities

Important category, helps gauge national & international reputation

- Include all roles held & applicable years
- Spell out names of societies, do not use acronyms
- North American goes under International
- Keep all activities within one organization together so reviewers can easily see the scope of activity within the organization (use offices held & applicable years field)
- Committee work for a professional society belongs in this section, not the Academic and Institutional Committees section

Memberships in Professional Societies & Other Professional Activities (cont.)

1985-Present American Academy of Otolaryngology, Head and Neck Surgery (Member 1985-1992; Fellow – 2010;
Pediatric Otolaryngology Education Committee Member 2007-2008;
Laryngology & Bronchoesophagology Education Committee Member 2008-present; Vice Chair 2016-present)

Memberships in Professional Societies & Other Professional Activities (cont.)

Other Professional Activities

- Study sections or grant reviewer positions, include study section # (do not include grants)
- Scientific Councils
- Advisory Committees & Boards
- Consultant relationships
- Other important activities, but be careful not to overload cv (not all activities have a place on FEDS cv)

Editorial & Journal Positions

- Role must be included, e.g., editor, co-editor or reviewer, ad-hoc reviewer etc.
- Do not list study sections or grant review positions, these go in other professional activities

Academic & Institutional Committees

- Home institution, not committees in societies or other professional institutions
- Be specific about role & applicable years, e.g., member, chair, etc.
- Use appropriate & full description of the scope of the committee, i.e., department, hospital, and university
- ***When important references are left out, it changes how the activity is interpreted***

Compare the two roles below to see how correctly identifying on what level of the institution the committee operates helps reviewers understand the scope of the committee activities.

1) *Clinical Competency Committee, Children's Hospital of Philadelphia*

2) *Clinical Competency Committee, Department of Pediatrics, Children's Hospital of Philadelphia*

Major Academic & Clinical Teaching Activities

*“List significant academic and clinical teaching responsibilities you have had at the *University of Pennsylvania or at previous institutions. Provide dates, frequency throughout the year, course titles, lecture topics.”*

These can include:

- Courses or lectures
- “Grand Rounds” and lectures to students, residents, departments or centers other than your own department but within your home institution
- May include names of mentees
- Leadership roles such as course director
- DO NOT list academic appointments or administrative titles (these should be listed under appointments)

****For our purposes “University of Pennsylvania” means all teaching at the home institution. This includes other departments, CHOP, HUP, Presbyterian, Pennsylvania Hospital, satellite locations, or anywhere at UPenn including schools such as Wharton. If the teaching took place at CHOP/“UPenn” and the audience was part of the CHOP/Penn community then it belongs here.***

Major Academic & Clinical Teaching Activities (cont.)

- Be clear what the teaching activity is & what type of learners are being taught

- Include where teaching takes place
 - Common Error – clinical activities in teaching
 - Title of section “major academic and clinical teaching activities” sometimes confuses people (clinical activities do not belong in this section)
 - If trying to capture clinical teaching by representing the clinical activity, then focus on the teaching activity associated with it

 - Red Flag – little to no teaching listed for a faculty member that teaches

Lectures by Invitation

- Include title of lecture, name of society or host institution, location (watch use of acronyms)
- Do not include lectures that took place at *home institution
 - unless audience was regional, national, or international; if so, add a note to entry stating such
- Abstracts that were presented at a podium & the faculty member was the presenter can go in Lectures by Invitation
- List lectures individually to ensure credit is given for all lectures

**home institution includes other departments, CHOP, HUP, Presbyterian, Pennsylvania Hospital, satellite locations, or anywhere at UPenn, including schools such as Wharton*

Organizing Roles in Scientific Meetings

Scientific Society – Meetings, Symposia, or workshops

- Be sure to include role, event, organizing body
- Typical roles
 - Chairperson
 - Co-chair
 - Moderator
 - Planning committee member
- If lecturing, then Lectures by Invitation

Publications

- *Is the citation complete?*
- *Is it in the right category according to Perelman School of Medicine cv guidelines?*

Citations

- Full citations are required - author(s), title, journal, volume, issue, pages, year, & month (as applicable)
- Enter information in the correct field
- Watch for duplicates
- Full list of authors - **no et al.**
- If faculty member is not cited as an author, their name should not appear in the author list on FEDS cv (*placement will be covered later*)
- Publications in **submitted or under review** status **do not** go on cv
- Publications **in press or accepted for publication** **can** go on the cv (include note and update the citations once published)
- Notes field can be used to highlight an important fact about the publication, such as cover story, first two authors are recognized as co-first authors, etc.

Publications, Where Do They Go?

- Categories determined by University
- Reviewers expect to find publications grouped according to FEDS guidelines
<https://somapps.med.upenn.edu/fapd/documents/ckcvgr.pdf>
- Focus is on **type of publication**, not whether the journal has a peer review process
- Look for flags
- Refer to CV checklist when you have a question
- PubMed can help with identifying publication type <http://www.ncbi.nlm.nih.gov/pubmed>

Bibliography-Research Publications, Peer-Reviewed

*Research Publications, peer-reviewed: Hypothesis-driven research reports that usually include data analysis. **These reports represent the author's primary, original, research** that was peer-reviewed regardless of word limit.*

- Not all peer reviewed publications go in this section, only those that fit the description above. Other types of peer reviewed publications go in the category that best fits the type of publication detailed in FEDS checklist e.g. case reports, commentaries, reviews, etc.

Bibliography- Research Publications, Peer-Reviewed Reviews

Research Publications, peer-reviewed reviews: Reviews or summaries of the scientific literature in a specific research area. These reports often present a balanced, comprehensive summary or “scholarly review” of current developments. These manuscripts are peer-reviewed.

- Red Flag: “Review” in title or the journal title indicates a journal that focuses on reviews
- Check PubMed publication category when you see a flag <http://www.ncbi.nlm.nih.gov/pubmed>

Bibliography- Contributions to peer-reviewed research publications, participation cited but not by authorship

Contributions to peer-reviewed research publications, participation cited but not by authorship - Reports that credit the participation - e.g., as a participating investigator of a large multicenter study, but do not credit all participants as an author.

- If faculty member is not credited with authorship, it goes in this section
 - *A note should be included that explains what the faculty member's contribution was*

Bibliography- Research Publications, Non-Peer Reviewed

Research Publications, non-peer reviewed: For research articles which have not undergone a peer-review process.

- Often institutional publications

Bibliography- Abstracts

Abstracts: The report itself is an abstract - usually a shortened version of a full research report that will be submitted for publication in the future. Abstracts may be documentation of a poster presentation at an academic meeting.

- *Can be either published or presented (as a poster or at a podium) or both published & presented*
- If presented (as a poster or at a podium) then use **source field** to add information regarding the event, location, & **whether it was a podium or poster presentation**
- Remember, if it was a podium presentation & **they** gave the presentation it can go in Lectures by Invitation. If a colleague was the presenter it should stay in abstracts

Bibliography- Chapters, Editorials, Commentaries, Case Reports, etc.

*Chapters, Editorials, Commentaries, Case Reports, Case Studies, Meeting Reports, Consensus Reports, & any other publication - This section includes reports not described above. The section includes but is not limited to case reports & studies, conference proceedings, editorials & commentaries, non-peer-reviewed reviews, letters, book chapters, & any other form of scholarly publication that is not described above. These publications may be invited. **Many but not all of these publications are peer-reviewed but this is not required.***

- Can often determine by picking up on flag words and checking PubMed

Bibliography- Chapters, Editorials, Commentaries, Case Reports (cont.)

If publication in Research Publications - Peer Reviewed section red flags like these **may** indicate that they belong in another section.

- A case of a child...
- Presenting as...
- A patient with...
- ... in a female patient
- Comment on
- Proceedings of
- New approaches in...
- Words in title such as Current Reports, case report, ...
- Very few pages

Bibliography- Chapters, Editorials, Commentaries (cont.)

Chapters: Chapters or sections contributed to larger textbooks or collections

- Use the proper field when entering each piece of information, e.g., editors, author, title, etc.
- **Common error:** Placing multiple pieces of information in one field. Causes citation to lay out improperly. Same issue for book citations.

Bibliography- Chapters, Editorials, Commentaries (cont.)

Chapters: Chapters or sections contributed to larger textbooks or collections

- Title: Branchial Cleft Malformations (***title of chpt.***)
- Author: Benjamin A. Adams (***author of chpt.***)
- Publication/source: The 5 Minute Pediatric Consult 3rd Edition (***title of bk***)
- Publish year: 2005
- Pages: 346-352
- Editor: M.W. Schwartz
- Publisher: William and Wilkins, Philadelphia, Pennsylvania

Bibliography - Chapters, Editorials, Commentaries (cont.)

- **Editorials:** *Short articles often invited and often written by members of journal's editorial board on topical issues in the field.*
 - **Commentaries:** *Opinion piece on a contemporary issue or a recently publication. Commentaries are often invited.*
 - **Conference Proceedings:** *Description or record of the events of a scientific conference, symposium or meeting attended. May include key developments presented or discussed.*
 - **Case Reports and small case series:** *Reports of clinical cases that describe a diagnostic or therapeutic dilemma, suggest an association, or present an important adverse outcome. These reports often include a review of all previous cases in the field. These reports are often important for hypothesis generation but seldom are designed to confirm or refute a hypothesis (i.e., not hypothesis-driven).*
- **Case reports: Most frequently miscategorized**

Bibliography – Books, Alternative Media, Patents

Books: *Include here book titles which you have authored or edited, not chapters which have been contributed.*

- Use correct data entry fields

Alternative Media: *on-peer reviewed contributions to alternative communication formats, such as: instructional audio or video tapes, educational material via internet, articles & interviews in the lay press, e.g., newspapers, television, & radio.*

- Journals that publish only online do not go in this category. They go where you would normally assign them based upon type of publication.
 - Include any info you have
 - If only available online then a note must be included that says “online publication only”

Patents: *List all patents you hold, co-hold, or have registered with the US Patent Office or other national patent service. Please indicate owner, if co-holder.*

- **CV Checklist gives more in depth explanation of guidelines.**

Grants

- Are all columns complete?
- Total of percent effort on all current grants cannot meet or exceed 100%
- If 0% effort is listed for any grant, a brief explanation must be included in notes
- If \$0 is listed under annual direct cost for any grant, a brief explanation must be included in notes
- Check dates of the award to ensure grant is on the correct page – Past, Present, Pending
- Include grant name & grant #
- Submitted grants may go on on Pending pages but comments filed must be used to explain status of grant and status updated if changes occur
- If you have a score for pending, please include in notes

What else can be done in FEDS?

- Add expertise statements to Perelman School of Medicine's faculty profile page
- Control what publications are visible to the public on Perelman School of Medicine's Faculty Profile page & in what order they appear
- Recent activity report
- Import citations from PubMed, Medline, etc. (instructions on FEDS publication page and FAPD website)
- Grant FEDS access

See FAPD cv page for more information

<http://www.med.upenn.edu/fapd/cvpage.html>

Questions?