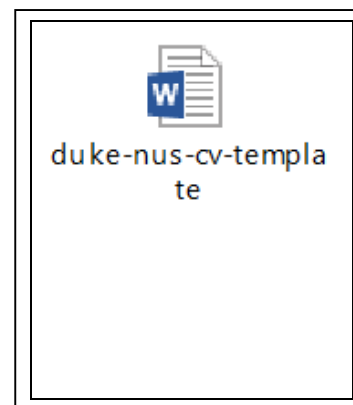# Duke-NUS / SingHealth CV Template

(For Faculty and Senior / Principal Research Scientist Appointments)

Updated as at _____

Please do not delete any sections and use "NA" for no entry.
Please use continuation pages when necessary.

(1) Personal Particulars

Full Name: _____

Last Name: _____

Date of Birth : _____

Nationality : _____

Gender :   Male / Female

(2) Brief Biography *(Compulsory, in 1-2 paragraphs)*

(3) Current Appointment Details

Please refer to section (7) Professional Training & Academic Career (Employment History) for more information

Institution of Primary Appointment: _____

Secondary Appointment(s), if any *(include clinical faculty appointment with NUS if applicable):*

_____

Present Rank(s) and Title(s) in Duke-NUS: _____

_____

(4) Educational & Training Qualifications

Qualification	Country	Name of School / Institution / University	Date of Attainment	Input "X" if Highest Qualification

(5) Certification & Licensure

(A) Medical Professional License

Licensing Board	Licensing Number	Date (DD/MM/YYYY)	Country

(B) Specialty Certificate

Certificate Board	Certificate Number	Name of Medical Sub-Specialty	Year	Country

(6) Membership in Professional & Academic Societies

Organisation(s)	Rank / Title / Position	From (YYYY)	To (YYYY)

(7) Professional Training & Academic Career (Employment History)

Listing of all professional training and work experiences to-date, i.e. training rotations, past and present appointments, beginning with the first postgraduate position.

Academic / Clinical / Research / Administrative / Industry:

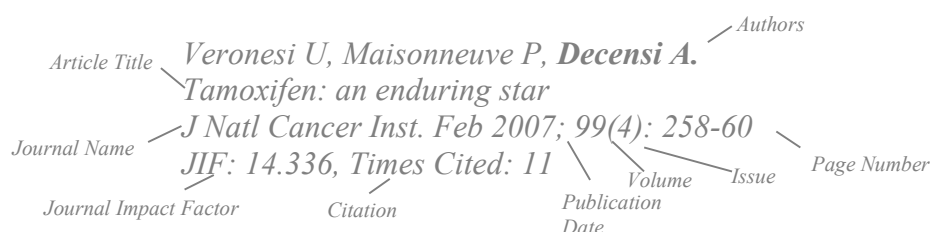| Training Type	Hospital / Institution / Organisation	Rank / Title / Position	From (MM/YYYY)	To (MM/YYYY)

(8) Major Personal Events *(Optional)*

Inclusive of personal events that might have a bearing on the review of the faculty appointment, promotion or tenure application, e.g. childbirth / maternity leave, major illness requiring extensive leave, loss of property, or disruption of lifestyle.

(9) <u>Publications</u>

Inclusive of Authors, Article Title, Journal Name, Date of Publication, Volume / Issue / Page Number with candidate's name in **bold***. For example:*

Veronesi U, Maisonneuve P, **Decensi A.** — Authors
Article Title — Tamoxifen: an enduring star
Journal Name — J Natl Cancer Inst. Feb 2007; 99(4): 258-60 — *Page Number*
JIF: 14.336, Times Cited: 11 \ Volume ⁄Issue
Journal Impact Factor Citation *Publication Date*

Candidates who are being put up for regular rank (1) Associate Professor with tenure, (2) Professor with tenure (3) Professor (non-tenure) or (4) Senior Principal Research Scientist appointment should include the following:
  (i)   *Journal Impact Factor of every journal published for the last 5 years;*
 (ii)   *No. of citations for every publication published for the last 5 years (Optional)*

Sequential listing of publications (#1 being the oldest) <u>***excluding***</u> ***publications that are submitted for review but have not been accepted or published.***

(A) <u>Refereed Journals</u>
Refereed articles are scientific publications that have active editorial boards and a system of critical review of all submissions for publication. <u>Ulrichsweb</u> provides a list of refereed journals.

(i)   Original Articles

(ii)   Review Articles

(iii)   Letters (e.g. to Editor), Editorials & Case Reports

(B) <u>Non-Refereed Publications</u>
Non-refereed publications refer to those which do not routinely use a system of critical review prior to publication; such articles are often solicited by the publisher.

(i)   Review Articles

(ii)   Books & Chapters
*In the format as shown and with name in **bold** (as book author/editor):*

Authors *Publication Year* *Chapter Title*

*Albani S, **Carson DA**, 1989, Molecular mechanisms involved in the association between HLA DR4 and rheumatoid arthritis., J. Sany, Roudier J, WJ Koopman, in Seventh International workshop on Immuno-Rheumatology, Edition de l'Interligne, 1, 191-195*
Times Cited: 10 *Editor*

Citation *Edition Number* *Page Number* *Book Title* *Name of Publisher*

(iii)   Letters (e.g. to Editor), Editorials & Case Reports

(iv)   Abstracts *(Optional)*

(C) <u>Top 10 Publications</u> *(from the most impactful publication onwards. Optional for regular rank / Adjunct (1) Instructor and (2) Assistant Professor candidates)*

Rank	Article Title	List of Authors with candidate's name in **bold**	Publication Name	Edition no.	Publication Year	Remarks (*Indicate Candidate's Role and Contributions)
1						
2						
3						

4						
5						
6						
7						
8						
9						
10						

(D) <u>h-index</u> *(Required for (1) Associate Professor with tenure, (2) Professor with tenure, (3) Professor (non-tenure), (4) Adjunct Associate Professor, (5) Adjunct Professor and (6) Senior Principal Research Scientist appointments)*

Inclusive of h-index, method for calculation [e.g. Google Scholar Citations (preferred), Web of Science] and date that the index was determined.

(10) <u>Intellectual Property/ Technology Declarations</u>

(A) Total number of Duke-NUS affiliated Invention Disclosures submitted :

(B) Total number of Duke-NUS affiliated Trademarks submitted   :

(C) Total number of Duke-NUS affiliated Patents filed :
Inclusive of provisional and published patents.

(D) Total number of Duke-NUS affiliated IP granted / registered :
Inclusive of copyrights and trademarks registered.

(E) <u>Duke-NUS Patents Published</u>

Title	Inventor(s)	Publication Date	Publication Number	Patent Office

(F) Duke-NUS Copyrights and Trademarks Registered

Registration Date	Type	Title	Inventor(s)	Registration Number	Country

(G) Duke-NUS Technology Declarations

Title	Inventor(s)	Application Date	Application Number	Patent Office	Date Granted	Patent Number (if granted)

(H) Other Intellectual Property (Trademark / Copyright / Patent)

Registration / Publication Date	Type of IP	Title	Inventor(s)	Registration / Publication Number	Country	Patent Office

(I) Other Technology Declarations

Title	Inventor(s)	Application Date	Application Number	Patent Office	Date Granted	Patent Number (if granted)

(J) Licences / Agreement with Companies

Registration Date	Type	Title	Company	Licence/ Agreement Number	Country

(11) <u>Editorship</u>

Inclusive of roles (e.g. editor, reviewer or member of editorial board) in editorship of journals and books.

(12) <u>Education Activities (Teaching Portfolio)</u>

Chronological listing of activities related to <u>Medical Education</u>, or educational activities related to Research / Clinical Innovation, beginning with the oldest.

(A) <u>Educational Philosophy (500 words max):</u>

> *Inclusive of the following elements: personal theory of learning, goals of instruction, role and responsibility of the student and instructor, and a description of the variables that promote learning.*

(B) <u>Seminars / Lectureships</u>

(i) Local

(ii) International

(C) <u>Teaching Activities in Local Institutions</u> *(Optional for Faculty candidates who are PhD Research Investigators)*

(i) Undergraduate Education:

> *Inclusive of date, title of teaching, audience and evaluation (if available).*

(ii) Postgraduate Education:
Inclusive of date, title of teaching, audience and evaluation (if available).

(D) Leadership Positions or Roles in Education / Clinical Innovation / Commercialisation / Industry
(e.g. Course Directorship, Curriculum Planning / Development Committees / Facilitation of Start-Ups, etc.)
Inclusive of the title, date / period, audience, a brief description and frequency conducted.

(E) Advisory / Mentoring Role:
Inclusive of date (range from - to), student name, student level (medical student, fellow, postgraduate, faculty, resident) and title of student work.

(F) Educational Administration:
Inclusive of the period of engagement, organisation and your title / role.

(G) Continuing Medical Education (date, title, certificate):
Inclusive of date, title and certificate with description on strategies implemented to improve teaching.

(13) Clinical Activities
(Applicable to candidates with >50% FTE in Research or Medical Education)

(14) Conferences Attended and Speaking Invitations
Chronologically listed, beginning with the oldest.

(A) With Oral Presentations

(B) With Poster Presentations

(C) Without Presentations *(Optional for PhD Research Investigators)*
Conferences attended (without abstract / poster presentation).

(15) Research & Innovation Activities

(A) Research & Commercialisation Funding Support

(i) Current Funding
Listing of Funding Support from role as PI first, followed by that of Co-I / Collaborator. As Co-I / Collaborator, to indicate dollar quantum of funds to Co-I / Collaborator's lab.

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable)	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

(ii) Past Funding

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable)	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

(iii) Pending Proposals

Listing of submitted proposals which are under consideration only, from role as PI first followed by that of Co-I / Collaborator. As Co-I / Collaborator, to indicate proposed dollar quantum of funds to Co-I / Collaborator's lab.

Project Title or Startup Name	Role (eg. PI, Co-I, Founder etc)	Origin	Name of Grant (if applicable)	Funding Agency	Project or Startup Funding Start Date	Duration (if applicable)	Amount	Currency

(B) Collaboration with Local and Overseas Institution

Inclusive of project status, i.e. completed / ongoing

(C) Research Interests

(16) Committee Work

(A) Hospital

(B) Ministry of Health

(C) University / Medical School

(D) Professional Bodies

(E) Others
Contributions towards Industry may be listed here.

(17) Awards & Honours

(A) Academic / Clinical / Research / Innovation Awards

(B) Others
Features of innovative work may be listed here.

(18) Top 10 Contributions *(Optional for PhD Research Investigators)*
List of contributions beginning with the most significant. Committee work and editorship of journals, etc. may be listed here.

Rank	Description of Contribution	Year of Contribution

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(19) Hobbies / Special Interests *(Optional for PhD Research Investigators)*

Note: In submitting this CV, I hereby agree to it being shared between Duke-NUS and SingHealth in association with any official matters in either or both of these institutions.