

CV/CEP to WUPS Map

General Notes:

- The CV and CEP are not stand alone documents. They are always presented together.
- Entries that are to be included on both documents are noted. Be sure to use description boxes where available. The extra descriptions will appear on the CEP, whereas on the CV it will just be the Title. Descriptions are very important.
- While entering your information into WUPS pay special attention to drop down boxes. These are important as it directs where content is placed on your generated document.
- This guide is in the order of the WUPS modules found on the left sidebar. This is not exactly how it appears on the generated documents.

Washington U Position (CV Only)

Primary WashU position.

- This drives WUPS to format CEP appropriately for you. Very important to have correct.
- You must select your division with the drop down box.
- Hospital appointments, committees, positions, or other duties should be listed in the Appointments module, not this location.

Secondary Positions:

- These are any secondary appointments in the university, such as a faculty appointment outside of the primary department.

Note: When adding a new position, create it before you add an end date to other position. If you do not, the current position will disappear. If this happens contact PCF. They can recover it.

Other Positions (CV Only)

Enter academic employment position(s) from WUSM and previous academic institutions in this module. These positions will appear in the Academic Positions and Employment sections on the CV. This might be a prior faculty appointment elsewhere or might be something like "Research Associate" that you did as a gap year at some point.

Social Networks and links (CV Only)

Use this module to manage the list of your social network accounts you would like to promote. On CV only. This section is not required if you do not maintain any professional presence of social media.

Education (CV Only)

Enter only **degrees** earned in this module. This section will appear in Education and Training on the CV.

Training (CV Only)

Enter any residency or training received in this module. The training section will appear in Education and Training on the CV.

Appointments (CV & CEP)

Use this section to enter an appointment in the appropriate category (Hospital, University, NIH Study Section, Scientific Advisory Board, Consulting, and National or Local Offices). These subheadings will appear under the Appointments and Committees heading on the CV. On all, the description will appear only on the CEP. If it is an ongoing appointment, you can toggle to "yes" for the question "Show "Pres" on documents?" rather than entering an end date.

Appointments - University

- This is not your faculty appointment. It would be something like participation on a university committee or task force, or head of a center or office that is something other than clinical or educational. Include

dates you participated, your role, time commitment, and brief description if not obvious. **(This info will also be pulled into Community Service on CEP)**

Appointments - Hospital

- This would include participation in SLCH or BJC committees, task forces, etc., that would not be considered clinical or educational. Include dates you participated, your role, time commitment, brief description if not obvious. **(This info will also be pulled into Community Service on CEP)**

Committees (CV Only)

Use this section to enter any of the following 2 committee types (Thesis, Scholarship Oversight). These subheadings will appear under the Appointments and Committees heading on the CV

Certifications (CV Only)

Use this section to enter any of the following 3 certification types (Board, License, and General Medical). These subheadings will appear under the Licensure and Certifications heading on the CV.

Military Service (CV Only)

Enter any military service commitments in this module. This item will appear in the military service heading in the CV.

Honors (CV Only)

Enter any honors or awards in this module. This item will appear under the Honors and Awards section in the CV.

Patents (CV Only)

Include pertinent info such as title, date, brief description, your role.

Editorials (CV and CEP)

Use this section to enter any of the following 3 editorial responsibilities (Reviewer and Board sections). These subheadings will appear under the Editorial Responsibilities heading on the CV.

This will also be pulled to the CEP under Community Service.

- This would include serving as a journal editor. If you reviewed submitted manuscripts, you would list the journal for which you reviewed and put, “reviewer” (if you regularly review for a particular journal), or “Ad hoc reviewer” (if you review a single paper or small number of papers for a journal).

Organizations and memberships (CV and CEP)

Use this section to list any organizations, memberships or societies to which you belong. These items will be placed in the Professional Societies and Organizations section in the CV and the **Community Service on CEP**.

- Put any that you held an office in with that office listed. Also list organizations that you served on a committee or task force, etc., with your role listed. For those organizations that you are a member, include dates of membership if possible and “Member” as your role. Service as a grant reviewer, etc., would also fall into this category.

Lectures/Professorship (CV and CEP)

Use this section to enter any invited lectures, appearances or professorships. Items will be placed under the Major Invited Lectures and Professorships heading in the CV. This should be big lectures such as departmental Grand Rounds or an invited lecture at a meeting or another institution. There is another spot for smaller talks and lectures lower down.

You may use the drop down box for audience to pick clinical, community service or educational, but it is not required. If it is research, do not use the drop down box. You also may use the drop down box for locality, but it is not required.

These will also appear on CEP in appropriate place.

Consulting (CV Only)

Use this section to enter any consulting relationships or board memberships. Items will be placed under the Consulting Relationships or Board Memberships heading in the CV.

Trainees (CV Only)

Use this section to document any current and past Trainees. These items will be under the Current Trainees and Past Trainees sections in the CV. These should be trainees for whom you were a major mentor or supervisor, such as a graduate student in your lab or a clinical fellow for whom you served as QI project supervisor, etc.

Grants (CV Only)

Use this section to add any current or completed grants. Items will appear under the Research Support section in the CV.

Clinical Responsibilities (CV and CEP)

Clinical role/title will appear on CV. Full description will appear on CEP.

a. Summaries of ongoing clinical activities/responsibilities not marked as administrative
Include time on inpatient service, time in clinic, time in procedures, other patient care. Briefly describe your duties. Include patient volumes, acuity, specialized services, coordination of care, supervision of trainers or ancillary providers, etc. when possible. Give dates for which your description applies. It is very helpful to ask colleagues in your division to see their CEP if they were recently promoted, to see how to go about describing your service. To make the activity appear as a clinical duty, leave the “Administrative role?” toggle bar on “No”

b. Clinical administrative responsibilities

- Use the “Clinical Responsibilities section, but use “Administrative role?” toggle bar after description box to indicate administrative
- Include service as director of a clinical division, unit, committee, etc. including dates, responsibilities, brief description, and metrics such as patient volume if appropriate, special services provided. This category may overlap with Community Activities-you can decide which place is more appropriate. Include dates.

Teaching Duties (CV and CEP)

(Information entered into description box only appears on CEP; CV has role and Course Title

VERY Important: use drop down box to designate “category”- your options are: “course taught”, “clinical,” “didactic,” “research,” “simulation,” “online.” That drop down menu choice will direct placement on CEP.

a. Teaching Sessions

- **For Clinical Teaching duties** include teaching such as teaching on rounds while serving as ward or service attending, teaching in clinics, teaching while doing procedures, teaching while attending division case conferences, including dates and number of months/weeks/days per year/month/week, time commitment, estimated number of learners and who those are (e.g., medical students, Residents, fellows, etc.). If your teaching commitment changes year to year, include a separate date range listing for each - such as: 2002-2010 – ward attending, 8E, 1 month/year, attended floor rounds 2 days a week for 1 hour providing teaching for 3-4 residents and 3-4 students, provided attending rounds 1 hour daily for 3-5 medical students, provided ongoing teaching for specific patient care questions. 2010-2016: ward attending, 8W, two weeks per year. Attended work round daily for 2-4 hours daily providing teaching as needed for 3-5 medical students, 4-6 residents, nursing staff, UBJPT members. Met with medical students daily for supervised H&P’s, reviewed and gave feedback for 3-5 student write-ups per student per week. Attended follow-up grading session 1 hour. ...” etc. NOTE: some faculty prefer to

include this information under clinical duties with the description of each of their service or clinic times and that is ALSO FINE.

- **For didactic Teaching duties** there are two options of where to enter – either in this location using the pulldown menu for “Category” to choose “didactic,” or under “Other lectures,” located below “Clinical Guidelines” in the WUPS side bar. You will include all lectures, with dates, titles, and venue. If you have a lot, divide them by who you are lecturing to – such as medical students, residents, faculty, etc. Give date, title, and venue – such as “January, 2017, Breakthroughs in Eradicating Pediatric Diseases; Pediatric Grand Rounds,” or “3/17/16; Pediatric Rashes; WUMSI Physiology Course. If you choose to enter them under “Other lectures,” you can divide them by local, regional, national, etc., using the dropdown menu.
- **For Research Teaching (find this using the pulldown menu for “Category” that you see when you select create for “Teaching duties”):** include teaching to postdocs, supervision of students or postdocs during their research work, lectures or courses for research topics that you give or that you attend and provide teaching during.

Community Activities- **Please do not use this category. It does not pull to the CEP. (It is a “dead” module)**

Important Note: Your community activities will be pulled onto the CEP from the information you entered in the Appointments, Editorials, Organization/Memberships, Lectures and Media categories. (Where the “audience” drop down box indicated community)

Publications (CV Only)

- **Peer – reviewed publications only on CV**
- Planned or in progress papers do not go on CV or CEP; must be in press or published.
- Review publications pulled in from Pub Med to be sure they are that of the correct faculty member and not another with similar name.
- If you hand enter publication information, you only need to input end punctuation. WUPS will format the rest.

Other Publications (CEP Only)

Enter any invited publications, books, book chapters, and abstracts in this section.

Abstracts

- Abstracts only (Not Publications) will be listed on CEP. For abstracts presented at meetings, give the name of the meeting, location and date.
- **When you generate your CEP document, there is currently a note “See the CV for publications”. When you generate your CEP word document, delete “Original Contributions to the medical literature” and “See the CV for publications” and put a new heading of “Abstracts.”**

Digital Media Materials

- Only include **Professional** Web publications. Web publications for a lay audience go under the Media Activity Module.

Methods of Care (CEP Only)

Methods of Care for improved quality and efficiency of clinical care

- Include QI projects with brief description, outcome measures if available, how funded if applicable, your duties including study design, supervision or participation on a committee or team, responsibility for data collection or analysis, dates the project took place, your time commitment.
- Lay Literature Patient information guides can go under here under “Methods of Care” for improved quality and efficiency of clinical care or under “Educational Methods”--depending on where you think is more appropriate.

Clinical Guidelines or Care Paths (CEP Only)

- Include local projects with your role, responsibilities, time commitment, brief description of the project, outcomes if appropriate, and dates that you worked on the project.

Other Lectures (CEP Only) – see above under Teaching Duties – didactic.

- Be sure to use the drop down box for locality and audience. The audience will drive where it appears on CEP.
- Include talks at meetings, talks at department or division level, etc. Divide them by local, regional, national, international. Give name of the meeting, location, and date. Include description if unusual.

Guides or Handouts (CEP Only)

- All Target Audiences **except** Patient Information. (See Methods of Care or Educational Methods)
- Add description
- This section specifically includes guides or handouts made for trainees or learners. Give dates you worked on it, your role, your contribution, brief description of the material such as why it was made, who it was aimed at, etc.

Curriculum and Course Development (CEP Only)

- Include such things as developing a study guide or new course, give dates that you worked on it, your role, your time commitment, brief description including learner level – e.g.: “WUMS 1” or “endocrine fellows.”

Educational Methods(CEP Only)

Enter any methods you have developed to improve quality or efficiency of clinical care, including methods of education, clinical guidelines, or care paths.

- This could include websites, apps, support groups, interest groups, other. Include the dates you worked on it, your role, brief description, target audience, outcomes if available.
- Lay Literature - Patient information guides can go here or under “Methods of Care” as examples of improved quality and efficiency of clinical care. Put where you think is more appropriate.

Mentorships(CEP Only)

- New graduate students, fellows, medical students, residents for whom mentorship was provided – these should be people for whom you were a major mentor, such as for a research or QI project or for some specialized clinical mentoring.
- List undergrad or medical students, residents, post-docs, fellows, junior faculty with dates that you mentored. Include a brief description if there is something out of the ordinary or if mentoring was part of a program such as the Markey Pathway. If you know the mentees current position, you can include that if desired.

CME Course Development(CEP Only)

- Include courses that you have led or developed, or that you have served on committees or teams to develop or present. Include presentations you have given at CME courses. For all, include the dates, meeting title, location and your role – such as, Lecturer, or Session Chair, or Course Organizer, etc. For courses that you attended to receive training, include those that provided specialized training that was intended to develop your career, clinical skills, educational or leadership skills, etc. Give dates, location, organization providing the training and note that you were an attendee.

Media Activities(CEP Only)

- Include being interviewed or quoted or featured in newspapers, radio, TV, websites, apps, others. Include the dates you worked on it, your role, brief description, target audience, outcomes if available

Feedback (CEP Only)

Not much weight is given to feedback by promotion committee. Be very selective and keep to a maximum of 1 page. Use drop down box. Will be placed under appropriate section of CEP.

- Clinical - Include a summary with quotes pulled from patient comments. You will rarely want to include an entire letter or email and only if very special and only if HIPPA compliant. Include awards or recognition for any contributions if they were not included above under “awards.”
- Educational-include summary with quotes or scores such as evaluation scores. Include awards or recognition for any contributions if they were not included under “awards.”

Research Activities (CEP Only)

Research activities that are not directly grant funded.

TIPS:

1. The promotions committee is not encouraging a lot of appendices. If you include them, limit to 1 or 2.
2. After entering the data and generating the Word document in WUPS, you can edit that document if you like.
3. The OFD is happy to consult with faculty about their CEP. Contact Janet Braun. First, consult with division “go-to” person.
4. Sample CEPs are available from the OFD. It is also very helpful for a faculty member to review CEPs from recently promoted faculty within their division for tips on what to list, phrasing descriptions, etc. We recommend the division to have a “Library” of division CV/CEPs.