

## Academic CV Review Rubric

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Vanderbilt University School of Medicine

A CV should showcase your accomplishments in three areas of academic life relevant to tenure: 1) research, 2) teaching, and 3) service. The order of the CV sections should reflect the type of institution and position for which you are applying. For example, research-related sections should come first if applying for a tenure-track job in a research university and teaching-related sections should come first if applying at a teaching- focused college.

**Name of individual whose CV is being reviewed** \_\_\_\_\_

**For what purpose are you using this CV?** \_\_\_\_\_

*(e.g. research-intensive faculty jobs, teaching- intensive faculty jobs, etc.)*

**For each area evaluated, circle S = Satisfactory or R = Needs revision**

<b>CONTENT</b>	<b>Tailored</b>	Customized to purpose; follows conventions of academic CV for position sought.	S	R
	<b>Name</b>	Formatted to stand out at the top of page 1. Last name in footer on each page > p1.	S	R
	<b>Contact info</b>	Includes institutional affiliation, postal address, phone number, email address.	S	R
	<b>Personal</b>	Don't include personal info (e.g. photo, birthday, race, citizenship, marital/family status).	S	R
	<b>Education</b>	Includes all degrees after high school with discipline, institution, location, and year granted. Listed in (reverse) chronological order with highest degree or current program first. Academic CVs may include research project titles.	S	R
	<b>Experience section(s), format</b>	Includes position titles, employer names & locations, dates, usually in reverse chronological order	S	R
	<b>Experience section(s), content</b>	Lists all roles & accomplishments related to research, teaching, and service. Common sections include education and training, research experience, teaching and mentoring experience, grants and fellowships, honors and awards, patents, professional memberships, academic service, journals refereed, publications, and presentations	S	R
	<b>Publications</b>	Lists all scholarly publications & external presentations in standard citation format for your field with your name highlighted in a list of authors.	S	R
<b>FORMAT</b>	<b>Length</b>	An Academic CV may be as long as necessary to convey research, teaching, and service.	S	R
	<b>Typeface</b>	Uses conventional font ≥ 11 point (e.g. Times New Roman, Arial). Uses font attributes consistently throughout (e.g. <b>SECTION TITLES, position titles, dates</b> ).	S	R
	<b>White space</b>	Uses white space consistently (e.g. always 1 line between entries, 2 lines between sections). Doesn't look overcrowded or empty. Margins are 0.5-1" on all sides.	S	R
	<b>Grammar &amp; spelling</b>	Error free! Uses correct grammar and spelling throughout. Avoids vague words and weak adjectives (e.g. very, multiple, often). Doesn't use personal pronouns.	S	R

Please rate the degree (0-5) to which the CV reflects the type of position the individual is seeking: \_\_\_\_\_  
(0=not at all, 5=extremely well)

Additional notes: