

Generate Your CV, Promotion/Tenure Packet, or Other Reports of Career Activity

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After updating your achievements in the profile and activities pages of the Feinberg Faculty Portal (FFP), you can generate your CV and other documents, such as those needed for your promotion and tenure packet.

1. Export CV or Other Documents using Pre-configured Templates

Northwestern University Feinberg School of Medicine > **Vitas & Biosketches**

Quicklinks ▾

Vita Admin

Search:

Name	Description	Unit	View	Actions
All Sections	This CV template includes all data entry sections from the profile and activities pages. Running this CV is useful as a means of checking the data entered in your account. Each section displays using Feinberg's recommended formatting. Publications display using the National Library of Medicine citation format, which is the only citation formatting option that does not truncate the author list.	Northwestern University (Feinberg)		
All Sections Except Publications	This CV template includes all data entry sections from the profile and activities pages except publications. When publications lists are long, the CV can take some time to load, so you may find it more convenient to run this CV as a means of reviewing data that are entered. Each section displays uses Feinberg's recommended formatting.	Northwestern University (Feinberg)		

1. Click on **Vitas & Biosketches** in the left navigation menu to see a list of document templates available. A brief description is available for each template. If you are looking specifically for documents used in the promotion/tenure process, see SECTION 2 of this guide for a list and use the **Search** box to find them.
2. If the Unit column says “Northwestern University (Feinberg),” the template has been set up by the Faculty Affairs Office for use across the school. You will also find some templates on the list that are specific to your department. For example, each department has a **Performance Review Summary Form** listed, which is used for the faculty performance review process. You can generate this form from here throughout the year, even if the department’s performance review cycle is not active.
3. Click on the **View** icon beside the document template you wish to generate.

Northwestern University Feinberg School of Medicine > Vitas & Biosketches > **Vitas & Biosketches**

View Vita

Vita Options

Type* Institutional Personal

Feinberg Standard CV (Northwestern University (Feinberg))

Date range* All Custom

Begin* July 2018 End* July 2019

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita

4. To change your document template selection, choose a different template from the **type** dropdown list.
5. By default, the document is set to display activity for the last year. Change the **date range** to **all** to see all activities entered, or select different begin and end dates to focus on a custom date range of interest to you.
6. After making date range changes, press **Refresh Vita** so that the changes are applied. Your document will display at the bottom of the screen. *Note: The document can take a while to load if it includes a lot of data (especially a lot of publications).*

7. Press **Export/Share** to export your CV as a Word document or PDF, or to obtain a web link that you can share with others.
Note: After exporting a document, you may wish to adjust formatting (font size, font type, margins, etc.). The vendor is working to provide more formatting flexibility in the future.

2. Documents for the Promotion and Tenure Process

Faculty can (but are not required to) generate documents for their promotion/tenure packet from the Feinberg Faculty Portal. Below is a list of the templates that are configured for use with the promotion/tenure process. You can search for each template name on the **Vitas & Biosketches** page of the Feinberg Faculty Portal and generate the documents using the instructions in SECTION 1 above. By default, the system loads one year of data when running any document template; adjust the date range to align with what is specified in the table below.

Template Name	Date Range	Special Instructions
Feinberg Standard CV	Select All	The section called "Grant Proposals Submitted" shows only the proposals where the "Display on CV" filter has been set to "Yes." You should include only the proposals that are pending a decision (not every proposal you have submitted in your career).
Global Health Initiatives	Custom: <ul style="list-style-type: none"> Set the Begin date to the month when your last promotion became effective (or when you were appointed, if you now hold your first faculty rank) Set the End to the current month (this is the default). 	This CV supplement is optional for all career tracks and includes only activity entered in the "Global Health Initiatives" section of the FFP.
Public and Population Health Initiatives		This CV supplement is optional for all career tracks and includes only activity entered in the "Public and Population Health Initiatives" section of the FFP.
Quality Improvement Initiatives		This CV supplement is optional for all career tracks and includes only activity entered in the "Quality Improvement Initiatives" section of the FFP.
Development and Leadership of Clinical Initiatives		This CV supplement is optional for all career tracks and includes only activity entered in the "Development and Leadership of Clinical Initiatives" section of the FFP.
Record of Teaching		This document includes the following sections from the Activities page of the FFP: <ul style="list-style-type: none"> Teaching (imported) Classroom Teaching (self-reported) Clinical Teaching (self-reported) Curriculum Development Mentoring/Advising of Students and Trainees Junior Faculty Mentoring
Critical References List	You need to specifically select the references, but they should be published since you were last promoted (or appointed, if you now hold your first faculty rank)	To select FIVE references to display on this list: <ol style="list-style-type: none"> Go to the Activities page of the FFP (left navigation menu). Open the section called Publications and Scholarly Works. For each item you want to highlight as a critical reference, select the edit (pencil) icon and in the form that opens, scroll down to the section called Activity Classifications. Look for the field called Critical References and set it to Yes (this causes the record to appear on your Critical References Form). Complete the Role field and the Impact and Consequences field; these fields also display on your Critical References List. Repeat these steps for each reference up to FIVE that you wish to include on the Critical References List.

3. Feinberg Standard CV

The Feinberg Standard CV includes the following sections in the order listed below. If you need to update a section, you can find it on the FFP Page identified below.

Section Name	FFP Page	Notes
Contact Information	Profile	CV displays contact information in the section called "Contact Information (for communication from FSM)." You can update phone numbers in this section but updates to mailing address, email, or website must be communicated to fao@northwestern.edu
Education	Profile	
Postgraduate Training	Activities	
Additional Training	Activities	
Certifications	Activities	
Professional Licenses	Activities	
Academic Appointments	Activities	Feinberg appointments are imported from records of the Faculty Affairs Office, but others can be added (e.g., current adjunct appointments or appointments held at other institutions before joining Feinberg)
Hospital / Clinic Appointments	Activities	
Other Positions / Employment	Activities	
Military Service	Activities	
Honors and Awards	Activities	
Internal Institutional Service	Activities	
Community Service	Activities	
Professional Society Membership	Activities	
External Professional Leadership and Service	Activities	
Scientific and Medical Advisory Board Service	Activities	
Editorships / Editorial Board Service	Activities	
Manuscript Review Responsibilities	Activities	
Grant Review Responsibilities	Activities	
Grant Proposals Submitted	Activities	<p>Feinberg Standard CV shows only the proposals where the "Display on CV" filter has been set to "Yes." You should display only the proposals that are pending a decision (not every proposal you have submitted in your career).</p> <p>Proposals submitted through Northwestern University are imported from InfoEd if they meet inclusion criteria (see the section guidance within the FFP for more information); proposals not imported can be manually entered.</p>
Grants and Sponsored Awards	Activities	Grants administered by Northwestern University are imported from InfoEd if they meet inclusion criteria (see the section guidance within the FFP for more information); grants not imported can be manually entered.
Research Projects	Activities	
Invited Talks	Activities	
Publications and Scholarly Works	Activities	Journal articles, books, chapters, and conference proceedings are imported from an external system. Other publication types are manually entered in the FFP; see separate guide on this section.
Media Coverage and Appearances	Activities	Record instances when you have been featured in the media for your professional work/expertise (e.g., subject of a broadcast interview, quoted in print interview, research highlighted in the news, etc.). To report your own authorship/creation of media pieces of a scholarly nature (e.g., op-eds, blog posts, videos, etc.), go to Publication and Scholarly Works and choose to add a Media record.