Use Scholars@Duke to Generate a CV

The Duke School of Medicine (SOM) requires the CVs of all faculty being considered for promotion to be prepared in the SOM APT format. The Word .doc template is available on the Clinical Sciences APT for Faculty page, under "Resources and Templates for Dossier."

To assist you in creating your CV, the Scholars at Duke system provides a utility to download the SOM APT CV pre-populated with your information and publications.

How to Generate a SOM APT CV Populated with your Personal Information

1. Open a browser to https://scholars.duke.edu/
2. Search for yourself, then navigate to your Scholars@Duke profile
3. Click on "Manage This Profile"
4. Click on "Generate CV / Biosketch" and download the CV
5. If you identify issues or have suggestions, please email your Scholars Power User

How to Complete the SOM APT CV

- The School of Medicine APT CV contains output from your Scholars@Duke profile displayed in a Word document that you can edit directly. As a reminder, this is a starting point. You will need to manually review, add, edit, and / or update the content. Before submission for APT purposes, you must proof and correct all your information, including information that has been autogenerated by the system.
- To make permanent changes to information autogenerated by the system, you must add or correct information in the source systems. The 4 source systems include Scholars@Duke (information you manually enter), Elements (bibliography), dFac (Duke faculty administration system), and SPS (Sponsored Projects System).
    - Scholars@Duke: professional activities. You will need to manually enter presentations, administrative responsibilities, service titles, awards, and other professional activities content into the Scholars system for these items to appear on your SOM APT CV.
    - Elements (Duke publication system): publications. To add or correct information in Elements, Scholars@Duke provides transparent access to the Elements system for you to update information about your publications.
    - dFac (Duke Faculty System): titles, affiliations, and education history. To add or correct information in dFac, contact your department Scholars Power User.

    - SPS (Sponsored Projects System): grants and sponsored projects information. To add or correct information in SPS, contact your department, division, or pod research coordinator.

- For more information, refer to Creating the SOM APT CV in Scholars@Duke.

Line by Line Instructions for Correcting / Editing Source Information

Name and Degrees:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Primary Academic Appointment:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Secondary Academic Appointment:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Rank and date of first Duke Faculty Appointment:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Medical License Number and Date:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Education:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Professional Training and Academic Career:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Specialty Certifications and Dates:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Duke University Faculty Appointments:
Data originates in dFac and can only be updated by an administrator on your behalf; contact your Scholars Power User.

Publications:
The Elements system automatically searches for, disambiguates, and collates publications

potentially attributable to you, pulling potential publications from PubMed, Scopus, Web of Science, and other sources. You will need to "claim" publications for them to be listed in Elements. Publication category will appear (or not appear) on the SOM APT CV based on how the record (from PubMed, Scopus, Web of Science, etc.) was tagged at the source. For the mapping of source tags into categories, see https://about.scholars.duke.edu/medicinecv. Note that the categorization groupings are determined by the Duke School of Medicine APT Office and system changes would need to be approved by the APT Office.

Advisory and Consultant Appointments:
You must manually add / edit your Scholars@Duke profile, in the Service to the Profession section using service type "Consulting".

Scholarly Societies:
You must manually add / edit your Scholars@Duke profile, in the Awards and Honors section using award type "Scholarly Society".

Professional Awards and Special Recognitions:
You must manually add / edit your Scholars@Duke profile, in the Awards and Honors section.

Scientific Reviewer:
You must manually add / edit your Scholars@Duke profile, in the Service to the Profession section using service type "Editorial Activities".

Professional Societies, Service Organizations:
You must manually add / edit your Scholars@Duke profile, in the Service to the Profession section.

Research Support:
Grants data comes from SPS and must be corrected on your behalf by your research administrator. You should supplement this information using the "Fellowships, Supported Research & Other Grants" section in Scholars@Duke. You will need to add Grants Direct Costs and Grants Percent Effort directly to the generated CV Word document.

Mentoring Activities:
You must manually add / edit your Scholars@Duke profile, in the Advising and Mentoring section.

Education / Teaching Activities:
You must manually add / edit your Scholars@Duke profile, in the Teaching Activities section.

Invited Lectures and Presentations:
You must manually add / edit your Scholars@Duke profile, in the Presentations and Appearances section using the following subtypes:

- Named Lectures: Use type Keynote/Named Lecture
- Visiting Professorships: Use type Visiting Professorship Lecture

- International Meetings (Invited): Use service type "International Meeting or Conference". Do not include abstract presentations, industry sponsored symposiums, etc. Abstract presentations should be listed in Publications under category Selected Abstracts.
- National Scientific Meetings (Invited): Use service type "National Scientific Meeting". Do not include abstract presentations, industry sponsored symposiums, etc. Abstract presentations should be listed in Publications under category Selected Abstracts.
- Instructional Courses, workshops, symposiums (National): Use service type "Instructional Course, Workshop, or Symposium"

Clinical Activities:
You must manually add / edit your Scholars@Duke profile, in the Clinical Activities section.

Academic, Leadership, and Administrative Activities:
You must manually add / edit your Scholars@Duke profile, in the Academic & Administrative Activities section. Scholars@Duke does not distinguish between School of Medicine and Hospital/DUHS activities, so you may need to move entries under the appropriate section in the exported CV Word document.

If you have questions or need help, please contact your Scholars Power User for assistance.