



TILMAN J. FERTITTA FAMILY COLLEGE OF MEDICINE

FACULTY PROMOTION GUIDELINES FOR PREPARING A CURRICULUM VITAE

The purpose of this template is to provide a consistent, ordered approach for your Promotions and Tenure Committee to review your faculty promotions materials. This template is not intended to replace the CV you may use for professional development and representation in your field. These guidelines are intended to assure that faculty evaluations for all promotions and tenure processes are accomplished by reviewers in a fair and impartial process, with adequate data presented by each faculty member fully representing the entire scope of their academic activities.

After your CV and promotion materials are reviewed within the College of Medicine, your materials will then be submitted to the provost's office for the University of Houston system. The provost's office has identified 3 essential elements for faculty CVs, which are highlighted in this template in all capital letters (1) EDUCATION, BACKGROUND, AND TRAINING, (2) RELEVANT TEACHING AND PROFESSIONAL EXPERIENCES, and (3) ACADEMIC SCHOLARSHIP/RESEARCH/CREATIVE ENDEAVORS. Please maintain these section headings when preparing your CV. We encourage faculty, including all new faculty members, to use the template, as it will be most helpful when organizing one's information for the review process. These are guidelines only. Each faculty member will have unique activities which are not fully represented in these guidelines. Feel free to add subsections for such activities and eliminate any of the subheading/subsections not pertinent to your work.

Your CV will be evaluated by many reviewers, some of whom are not specialists in your field. Avoid undefined acronyms, focusing on clarity. Please be as concise as possible and utilize the table format to ensure consistency. **List items in chronological order from most recent/newest first to most recent last.** The following are quick tip suggestions for preparing your CV.

- Use 12pt. Time New Roman font to improve the readability of your CV
- List items in chronological order beginning with the most recent activity at the beginning and listing items with the oldest at the end
- The information in blue throughout the CV format is to help with CV content, so do not include on your CV.
- Delete categories that do not apply
- Add in any categories needed within the three primary sections
- List multiple awards only once with inclusive dates (not a separate entry for each year)
- The first time you use an abbreviation (AAMC, LBJ, MMPI), please spell it out and add the abbreviation after it. Thereafter, you may use the abbreviation
- Do not duplicate entries
- Your bibliography of publications and presentations should be numbered consecutively
- Do not include publications In Preparation
- If including publications submitted, please list in a separate section.

Tilman J. Fertitta Family College of Medicine

Curriculum Vitae

Name: Shasta Hippocrates, MD
Position/Title: Clinical Professor
Department of Population Health
Office Address: 5055 Medical Circle, Suite 3301
Houston, Texas 77204
Office Telephone: 713-743-1234
Office Email: shippoc@central.uh.edu
Web Address: <https://www.uh.edu/medicine/about/faculty/shasta-hippocrates>

EDUCATIONAL BACKGROUND AND TRAINING

Undergraduate

yyyy-yyyy Degree, Major/Concentration,
Educational Institution, Location

Graduate

yyyy-yyyy Degree, Major/Concentration,
Educational Institution, Location

Postgraduate

yyyy-yyyy Degree/Certificate, Major/Concentration,
Educational Institution, Location

Military Service

yyyy-yyyy Branch, Rank

Licenses, Certifications

yyyy-yyyy Medical Licensure, Texas, License Number

yyyy-yyyy Board Certification

yyyy-yyyy Drug Enforcement Administration (DEA) registration number

RELEVANT TEACHING AND PROFESSIONAL EXPERIENCES

Principal Academic Appointments Held (Current)

yyyy-yyyy Academic Rank/Position,
Department,
Institution, Location

yyyy-present Clinical Associate Professor, Family Medicine
Department of Clinical Sciences
Tilman J. Fertitta Family College of Medicine, Houston, Texas

yyyy-yyyy Clinical Assistant Professor, Family Medicine
Department of Clinical Sciences
Tilman J. Fertitta Family College of Medicine, Houston, Texas

Other Appointments/Positions Held Concurrently (Include **clinical service** roles here)

yyyy-yyyy Position/Appointment,
Department,
Institution, Location

yyyy-present Attending Physician, Family Medicine
UH Health Family Care Center, Houston, Texas

yyyy-yyyy Preceptor, Community Primary Care
Department of Community Medicine
HCA Houston, Houston, Texas

yyyy-yyyy Director, Outpatient Specialty Clinic
Department of Family Medicine
Baylor College of Medicine, Houston, Texas

Administrative Leadership

yyyy-present Director, Longitudinal Integrated Clerkships
Tilman J. Fertitta Family College of Medicine

yyyy-present Chair, Curriculum Committee
Tilman J. Fertitta Family College of Medicine, Houston, Texas

yyyy-yyyy At-Large Representative, Faculty Senate
Baylor College of Medicine, Houston, Texas

Honors and Awards

yyyy Educator of the Year
Tilman J. Fertitta Family College of Medicine, Houston, Texas

yyyy Fulbright & Jaworski L. L. P. Faculty Excellence Award: Teaching and

Evaluation,
Baylor College of Medicine, Houston, Texas.

Professional Organizations and Affiliations (defer editorial/reviewer roles to research section)

Memberships

yyyy-present Society of Teachers of Family Medicine
yyyy-yyyy Council of Academic Family Medicine
yyyy-yyyy Collaborative Family Healthcare Association

Service to Professional Organizations

yyyy-present President,
Society of Teachers of Family Medicine
yyyy-yyyy Chair, Membership Committee
Collaborative Family Healthcare Association

University and Public Service

University Service

yyyy-present Task Force to Develop a Health Promoting University
University of Houston (systemwide)
yyyy-present Student Performance and Advancement Committee
Tilman J. Fertitta Family College of Medicine
yyyy-yyyy Pre-clerkship Committee
Tilman J. Fertitta Family College of Medicine

Public Service

yyyy-present Tilman J. Fertitta Family College of Medicine Representative
Integrated Healthcare Initiative
Mental Health America of Greater Houston, Houston, Texas
yyyy-yyyy Member, Board of Directors
Magnificat Houses, Houston, Texas

Teaching and Mentoring

Classroom Instruction

- yyyy-present Course Director and Instructor, Integumentary
Tilman J. Fertitta Family College of Medicine, Houston, Texas
- yyyy-yyyy Instructor, Medicine 101: Understanding Disease
Baylor College of Medicine, Houston, Texas

Academic and Professional Mentoring

- yyyy-present Learning Community Advisor
Tilman J. Fertitta Family College of Medicine, Houston, Texas

Clinical Supervision and Preceptorships (only required for clinical faculty)

- yyyy-present Preceptor, Primary Care Family Medicine Clerkship
UH Health Family Care Center, Houston, Texas
- yyyy-yyyy Site Mentor, The Albert Schweitzer Fellowship
Tilman J. Fertitta Family College of Medicine, Houston, Texas
- yyyy-yyyy Clinical Supervisor, Practical Orthopedics in Primary Care Elective
Baylor Family Medicine, Houston, Texas

Development of Curricula and Educational Materials

- yyyy-yyyy Addiction and Recovery Scholars Program – Education and Curriculum
Committee. Department of Family Medicine,
Baylor College of Medicine, Houston, Texas.
- yyyy-yyyy Best Practices for Trauma Informed Primary Care. CME Series.
Tilman J. Fertitta Family College of Medicine, Houston, Texas

ACADEMIC SCHOLARSHIP/RESEARCH/CREATIVE ENDEAVORS

Grants Support

Grant Proposals Submitted (use this section for pending proposals; delete if none pending)

- yyyy
(date submitted) Project Title:
Agency and Award Mechanism/ID:
Role and % FTE: i.e., Principal Investigator, Multiple Principal
Investigator, Co-investigator, Consultant, or Other Significant

Contributor/Collaborator (see NIH defns. <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>)
Principal Investigator:
Amount Proposed: (including direct and indirect costs across all years)

Funded Awards

yyyy-yyyy Project Title:
Agency and Award Mechanism/ID:
Role and % FTE: Principal Investigator, Multiple Principal Investigator, Co-investigator, Consultant, or Other Significant Contributor/Collaborator (see NIH defns. <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>)
Principal Investigator:
Total Awarded Amount (including direct and indirect costs across all years)

yyyy-yyyy Faculty Development in Primary Care CFDA #81-690
Health Resources and Services Administration (HRSA) - 21-089
Role: Consultant, .05 FTE
Principal Investigator: Grant Bigwigg, MD
Total Awarded Amount: \$1,249,999

Peer Review Panels

Editorial Boards

yyyy-yyyy Role. Journal Publication

Ad hoc Reviewer

yyyy-yyyy Journal Publication

Project/Program Reviewer

yyyy-yyyy Role. Agency/Project

Publications

1. List papers from newest/most recent (first) to oldest (last)
2. List **ONLY** those published or accepted for publication. Do not include papers in preparation.
3. List **all** authors in the order they appear on the publication.
4. List your name in **bold font**.
5. Use an (*) **asterisk** to indicate learners who co-authored publications under your mentorship.
6. Use either AMA or APA style, whichever is consistent with the standards for your field.

1. *Jones, A. & **Hippocrates, S.** (2023). Patient ratings of provider compassion for physicians practicing in underserved primary care settings. *American Family Physician, 2* (1), 1456-1467. DOI: 10.8675309/rx10023
2. **Hippocrates, S.**, Smith, S. R., & *Jones, A. (2016). Promoting a climate of reflective practice and clinician self-efficacy in vertical supervision. *Training and Education in Professional Psychology, 10* (3), 133-140. DOI: 10.1037/tep0000121

Book Chapters

1. Kapalka, G., Brown, R. T., & **Hippocrates, S.** (2017). Shared decision making. In Muse, M. D., *Advances in Family Practice (ch. 11)*. Wiley-Blackwell. DOI: 10.1002/9781119152606.ch11

Books and Intervention Manuals

1. **Hippocrates, S.** (2020). Handbook of patient-centered family medicine. London: Wiley.

Professional Presentations

Peer Reviewed Abstracts Published / Presentations

1. **Hippocrates, S.** (September 13, 2022). Improving team-based approaches to primary care. other providers in primary care. Symposium presented to the 2022 STF Conference on Practice & Quality Improvement by the Society of Teachers of Family Medicine, Savannah, Georgia.
2. **Hippocrates, S.** & Smith, S. R. (October 14, 2020). Using goal attainment scaling to engage patients and other providers in primary care. Paper accepted for presentation to 2022 Integrated Care Conference by the Collaborative Family Healthcare Association, Boise, Idaho.

Invited Presentations

1. **Hippocrates, S.** (June 14, 2015). Evidenced-based professional practice: Incorporating measurement-based care in treating substance use problems. International Congress of Primary Care Physicians, Madrid, Spain.
2. **Hippocrates, S.** (February 10, 2012). Family medicine in an era of health care reform. Opening Plenary Session, Massachusetts Society for Family Medicine, Boston, Massachusetts.

Workshops and Professional Trainings

1. Cardwell, B. & **Hippocrates, S.** (January 22, 2020). Strategies for improving continuity of care through hospital collaborations. Invited workshop for the Pediatric Medical Institute and Pediatric Supergroup 2020 Conference, Miami, Florida.
2. **Hippocrates, S.** (October 12, 2017). After the flood: ways to help children adjust and cope. Family outreach workshop provided for Houston Area community delivered at Pediatric Medical Group (1.5hr). Houston, Texas.

Other Scholarly Products (technical reports, patents, intellectual property)

1. **Hippocrates, S.** & Washington, G. (2020). An evaluation of admissions processes and outcomes for medical schools in the state of Texas. Texas Medical Association.

Media Contributions

Television and Radio Programs

1. **Hippocrates, S.** (January 2023). Tips for promoting a health diet in the new year. Houston Health Matters. Houston Public Media: a service of the University of Houston, PBS, NPR., Houston, Texas.

Newspaper and Magazine Publications

1. **Hippocrates, S.** (January 14, 2023). Most people abandon their New Year's resolution. Houston physician offer tips for success. Lifestyle/Renew Article for *Houston Chronicle* (newspaper), interview for article published by Evan MacDonald.
<https://www.houstonchronicle.com/lifestyle/renew-houston/article/psychologist-how-to-keep-new-years-resolution-17715892.php>

E-publications and Blog Posts

1. **Hippocrates, S.** (July 25, 2022). How to talk to children about the tragic Uvalde school shootings. *Texas Medical Association: Medicine | Milestones | Miracles Blog*.
<http://www.TMA.org/childrensblog/author/shippocrates/>

Other Media Contributions

Other Areas of Scholarship