

**REQUIRED ORDER** – in every subhead, reverse chronological (i.e most recent first), dated and page numbers:

1) **Personal Information:**

- Name
- Home Address
- Phone

**[DO NOT]** include date of birth, place of birth (national origin), marital status, gender, race, religion or Social Security Number on the CV]

2) **Education** (includes postgraduate Training Fellowships, Residencies and Traineeships, certifications)

- Degree, Awarding Institution, Date, Specialty

3) **Professional Experience -- Employment History**

- Position, rank and date of appointment

4) **Honors** (include dates)

5) **Bibliography and products of scholarship** (as applicable) – **on all items, show author order**

- Books and Chapters, including pages (do not include “in press/submitted” books or chapters here, they are to be placed immediately following books and chapters)
- **In Press/Submitted** (for books and chapters only) - include year and total number of typed pages (do not include “in process” books or chapters not formally submitted for publication)
- **Refereed Papers/Articles**, show author order and include pages (**do not** include “in press/submitted” articles here – they are to be placed immediately following refereed articles section)
  - Original research
  - Other peer reviewed articles
  - Editorials or letters
  - Published abstracts
- **In Press/Submitted** (for refereed articles only) – include year and total number of typed pages (**do not** include “in process” articles not formally submitted for publication)
- Refereed other products of scholarship (with electronic links displayed, if relevant)
- Products of interdisciplinary scholarship
- Products of engaged scholarship
- Products of creative activity such as performances and exhibitions
- Digital and other novel forms of scholarship (with electronic links displayed, if relevant)
- Refereed unpublished oral presentations and/or abstracts – can be divided by papers, panels, exhibits – should indicate solicited/invited
- Other, including book reviews and other products of scholarship (with electronic links displayed, if relevant)

6) **Teaching activities:** List courses for the past three years, number of students taught by section. Give names of graduate students supervised, thesis titles, and completion dates for degree work since employment at UNC-Chapel Hill. Undergraduate honors projects should be included as well.

Course Director (list course)

Lecture-

- to students - to residents
- to graduate students - to fellows or postdoctorals

Grand Rounds

- at UNC - outside UNC

Continuing Education Lecture-

- at UNC - outside UNC

Training grant director

Lab or Research Teaching/Mentorships

Clinical Teaching

Student Preceptorships

Attending on Clinical Service

Graduate Supervision, Committees

Other Supervision

7) **Grants** (role, amount, dates, agency) - This section should indicate degree of involvement in and level of responsibility for funded research (active grants should be listed first by award period, followed by pending grants and then completed grants by award period).

- Include title, type, relationship to project, dates, source
- Indicate role on grant (e.g., PI, co-PI, etc.)
- Show \$ amounts and % effort for any grants for which you are PI or co-PI.

8) **Professional Service** (include offices held and dates held)

- To discipline
  - State, national, international offices or committees
  - Consultants
  - Editorial appointments
- Within UNC-Chapel Hill
  - Committees (Dates; indicate whether chairman or member)
  - Other Administrative activities (division, clinic, section or team)
- Other (site visits, review panels, etc.)

9) **Research Statement**

10) **Teaching Statement**

(A summary of your area(s) of expertise, accomplishments, and vision for the future, particularly as related to your scholarly activities, be they clinical, educational and/or research. In addition, this statement must contain a summary of your various activities as an educator, and it should reflect upon your overall teaching philosophy.)

11) **Service and Engagement Statement, if applicable**