

*In every subhead, list in reverse chronological order (i.e. most recent first). Include page numbers and a date stamp of last update.*

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

- Name
- Work address
- Work phone

**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

- Published books and chapters, including pages (do not include “in press/submitted” books or chapters here)
- 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)
- Published refereed papers/articles, including pages (do not include “in press/submitted” articles here)
  - 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/peer-reviewed other products of scholarship such as published abstracts for scientific presentation (with electronic links displayed, if relevant)
- Invited but not peer-reviewed products of scholarship
- Products of interdisciplinary scholarship (e.g. work with other disciplines)
- Products of engaged scholarship (e.g. application of an integrative approach to the traditional domains of research, teaching, and service)
- Products of creative activity such as performances and exhibitions
- Digital and other novel forms of scholarship such as blog posts, video posts, or podcasts (with electronic links displayed, if relevant)
- Refereed unpublished oral presentations and/or abstracts – can be divided by papers, panels, exhibits and should indicate solicited/invited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, including 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. Include teaching sessions/conferences that were cancelled due to COVID-19 pandemic and note as ‘cancelled/pandemic’.

- Course Director (list course)
- Lecture
  - to students
  - to residents
  - to graduate students
  - to fellows or postdoctorals

- Grand Rounds
  - within UNC
  - outside UNC
- Continuing Education Lecture
  - within UNC
  - outside UNC
- Training grant director
- Lab or research teaching/mentorships clinical teaching
- Student preceptorships
- Attending on clinical service
- Graduate supervision or 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 active/inactive grants for which the faculty member is PI or co-PI

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

- To discipline:
  - State, national, international offices or committees
  - Editorial appointments
  - Site visits
  - Review panels
- Within UNC-Chapel Hill:
  - Committees (dates; indicate whether chairperson or member)
  - Other administrative activities (division, clinic, section or team)
- External to UNC-Chapel Hill:
  - To communities outside the traditional scholarly community

## **9) Research Statement**

A half- to full-page statement summarizing the faculty member's research accomplishments. Should include impact of research and highlight faculty member's role in areas of team or collaborative science. The research statement can also include any mitigating circumstances (e.g. pandemic, family emergency or illness, etc.) that impacted research productivity.

## **10) Teaching Statement**

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

## **11) Diversity, Equity, and Inclusion Statement**

A half- to full-page statement summarizing the faculty member's positive contributions to promoting diversity, equity, and inclusion. Faculty members should think broadly about their contributions and to refer to the APT guidelines for examples.

**12) Service and Engagement Statement - Optional** (All faculty are expected to contribute to the professional service mission of the UNC School of Medicine. The faculty member's contributions in professional service should be documented in the Department Chair's letter and the CV.)

A half- to full-page document summarizing the faculty member's service and engagement contributions, including but not limited to: the traditional scholarly community which is typically thought to encompass a faculty member's discipline, department, school, and the University. Faculty service activities also include interaction and engagement with communities outside the traditional scholarly community.

**13) COVID-19 Pandemic Related Activity/Impact - Optional**

List COVID-19 pandemic related work (e.g. research projects, clinical scholarly work such as developing new clinical protocols, implementation of teaching strategies related to pandemic, etc.)

**NOTE:** CVs for SOM Faculty going before the SOM APT Committees should use the CSE/CBE citation style. Examples of citations in this format are available through the UNC Libraries here for your reference: [www.lib.unc.edu/instruct/citations/cse/index.htm](http://www.lib.unc.edu/instruct/citations/cse/index.htm).