

APPENDIX B

FACULTY RECORD (Modified Curriculum Vitae)

[Include all categories whether or not you have accomplishment in the area. No one is expected to have accomplishments in all areas. Do not double list accomplishments, but rather place them in the category you deem most appropriate]

- A. Name:
- B. Rank:
- C. Education: (Include all degrees, post-doctoral training, specialty training, board certification and renewals; giving dates and institution[s])
- D. Professional Appointments: (List starting with the most current and note if you have received tenure)
- E. Teaching Performance:
 - 1. Use the following format for each year of teaching from the last time you were appointed or promoted, e.g., Professional Courses, Medical/Dental Courses, Graduate Courses, and Undergraduate Courses (for Continuing Education Courses, see 6 below) and for a yearly summary.

Year: _____

Include: Course Number/Title; Level (see above); Whether it was Lecture*, Laboratory*, Clinical*, or Seminar*; Hours of Credit; and Number of Students taught

*Hours you actually spent in student contact

Summary for Year: _____	<u>Number of hours</u>
1. Lectures taught	_____
2. Laboratories taught	_____
3. Clinics taught	_____
4. Seminars taught	_____

2. Quality of Teaching (for all courses or specialty training provide summaries of student evaluations, peer evaluations, or any other indices of your teaching performance; these can be attached, and if so type See Attached)
3. Course Coordination
4. Curriculum and/or Course Development
5. Teaching Materials Developed
6. Continuing Education Courses Given (state your role in the course and the number of direct contact hours teaching)
7. Student/Trainee Supervision
 - a. Fellows/Postdoctoral/Residents/Visiting Scientist
 - b. Thesis/Dissertation Committees
 - 1) Chair/Mentor
 - 2) Member
 - c. Pre-doctoral Dental/Medical (non-degreed) and Professional (other than listed in 7a)
 - d. Undergraduate
 - e. Graduate Student Supervision (other than 7a and 7b)
 - f. Supervisor of Practicum
 - g. Other
8. Graduate Faculty Membership
9. Teaching Awards
10. Academic Counseling (other than those listed under E7)
11. Teaching Consultantships
12. Other Indices of Teaching

F. Research and Scholarly Activities

1. Areas of research and scholarship (provide a lay summary of your research/scholarship that describes the general area of interest, that highlights of your accomplishments in this area, and that discusses the overall significance of your work.)
2. Invited Presentations (List invited [where you actually gave the talk] and not voluntary talks, i.e., where you voluntarily submitted an abstract to a national meeting and then presented the work. These voluntarily submitted abstracts/presentations should be placed in section I.d. If the same talk was given by you more than once, simply list subsequent dates and places it was given. Place Continuing Education Courses given under E.6. above)
3. Non-invited talks without published abstracts.
4. Grants

Format - For each of the grant awards or applications listed under these three categories, indicate the following: 1. title; 2. funding agency and grant number (if applicable); 3. total direct and indirect costs; 4. dates of grant period; 5. role on grant, e.g., Principal Investigator (PI) or co-investigator etc. If not funded give priority score (if applicable) and percentile.

- a. Funded
 - b. Pending
 - c. Not Funded
5. Manuscript Review
 - a. Journals Refereed; Book/Chapter Review
 - b. Editorial Boards
 - c. Editorship
 6. Grant Reviews
 - a. Study Section, Review Panel, Special Emphasis Panel
 - b. Ad hoc

7. Professional and Scholarly Societies
8. Contribution to professional organizations (e.g. committee and offices held)
9. Participation on national or regional board examination, certification, or accreditation committee
10. Meeting where chaired session (invited only)
11. Programs and symposiums you organized (Give title, dates, location, affiliations, approximate number of attendees, and whether you were the primary organizer or a co-organizer).
12. Awards
13. Other Indices of Scholarly Performance

G. Professional Service (NOTE - If you have not been assigned to contribute in this area skip this section and re-letter the headings from here on)

1. Education for public school students on health promotion and disease prevention
2. Career counseling and encouragement of young people to enter health professions (If this has already been listed under E10 do not list here again.)
3. Continuing education services to help professionals in the community
4. Advice to community organizations and agencies on health related matters
5. Advice and consultation to health professionals in the community on enhancement of quality, efficiency, and delivery of health services
6. Collaboration with local, regional, and state public health agencies
7. Dissemination of research information to the appropriate public sectors
8. General advice, consultation, and service to community organizations and agencies
9. Consultantship to industry related to research, health care, or product development

10. Participation in health events (health fairs, e.g.) of benefit to the community
11. Outreach programs for college students (career counseling, recruitment, mentoring)
12. Outreach programs for high school, junior high school, and elementary school students (career counseling, recruitment, mentoring)
13. Awards
14. Other Indices of Professional Service
15. Contribution to professional organizations (e.g. committee and offices held) – do not place here, rather include in same category under **Research/Scholarship Activities**.
16. Manuscript Review (Journals Refereed, Editorial Boards, Editorship) - do not place here, rather include in same category under **Research/Scholarship Activities**.
17. Grant Reviews (Study Section, Review Panel, Special Emphasis Panel, Ad hoc) - do not place here, rather include in same category under **Research/Scholarship Activities**
18. Participation on national or regional board examination, certification, or accreditation committee - do not place here, rather include in same category under **Research/Scholarship Activities**
19. Consultant to accrediting and other educational review boards, industry, health care - do not place here, rather include in same category under **Institutional Service to the HSC**.

H. Institutional Service to the HSC

1. Component Committees
2. Other Component Service
3. HSC Committees
4. Other HSC Service
5. Texas A&M University System Committees
6. Other Texas A&M University System Service

7. Patient Care
8. Consultant to accrediting and other educational review boards, industry, health care
9. Outreach programs for college students (career counseling, recruitment, mentoring)
10. Outreach programs for high school, junior high school, and elementary school students (career counseling, recruitment, mentoring)
11. Awards
12. Other Indices of Service

I. Patents or Commercialization of Research

1. Invention disclosures
2. Patent applications pending
3. Licensing of technology
4. Collaboration with other faculty, leading to product development/licensing and commercialization

J. Publications

Citation format - List full citations in each category. Any standard, but complete journal citation format is acceptable (e.g., journal citations must include all authors in order of appearance on publication, year of publication, title, journal name, volume, inclusive page numbers); items should be numbered within categories. If you were the primary author, but are not listed in the first author position please underline your name and if you presented the abstract (i.e., I.d.) add a (*) to your name.

1. Refereed Papers (List only papers where you have received final editorial acceptance and the manuscript is 'in press'.)
2. Non-refereed Papers
3. Review Articles
4. Abstract

5. Books Authored
6. Book Chapters
7. Books Edited
8. Manuscripts Already Submitted (List journal where it has been sent)
9. Table Clinics