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| Items to check for on CV: | Task Completed: Y/N |
| Revision Date: Included in top right corner of document. |  |
| Up to Date: Ensure that each section is updated by reviewing dates of most recent activities listed. |  |
| Formatting of Dates: Follows prescribed date format of [mm/yy to mm/yy] where applicable. |  |
| Abbreviations: Check to make sure all abbreviations in the document are defined. |  |
| Licensure is up to date. Should not be listed as expired. |  |
| Academic appointments specify if professional-track, tenure-track, or tenured. |  |
| Honors/Awards: Curated annotation of significance needs to be included (e.g. regional/state/national scope of organization, who nominates for the award, competitiveness of award, etc.)  Example:  Outstanding Educator Award  Department of Internal Medicine, Dell Medical School at UT Austin  This is an annual award given to one faculty member in the department of 200 faculty to “…*recognize educational leadership, innovation, clinical teaching skills, and the capacity to inspire.”* |  |
| Professional Memberships/Service: Confirm geographic scope of the organizations in order to correctly categorize as local, regional/state, national or international. Designation is based on the geographic scope of the organization. Regional refers to the region of the US (i.e., Southwest US) |  |
| Is Mentoring and Advising correctly separated by category?  A Mentor “fosters personal and professional growth by imparting wisdom, sharing experiences, and delivering expert insight. Encourages holistic long-term mentee success.”  An Advisor “addresses questions by providing direct answers or potential solutions based on institutional and national guidelines. Supports students with competing program-specific tasks.”  *Reference: Santiesteban L, Young E, Tiarks GC, Boemi MG, Patel RK, Bauckman KA, Fine L, Padilla ME, Rajput V. Defining Advising, Coaching, and Mentoring for Student Development in Medical Education. Cureus. 2022 Jul 27;14(7):e27356. doi: 10.7759/cureus.27356. PMID: 36043012; PMCID: PMC9411822.* |  |
| Mentoring: Is documentation included on current position of mentee, nature of mentoring relationship, product/project of mentoring relationship? |  |
| Advising: Is documentation included on current position of advisee and nature of advising relationship? |  |
| Grants: Is all required data - as indicated on the template - included for each project? |  |
| Publications: Are they numbered AND in reverse chronological order? |  |
| Publications: Is PMID or doi included as part of all citations? |  |
| Publications: Are publications correctly divided by category? |  |
| Are Invited Presentations and Abstract Presentations correctly separated?  Invited presentations are ones in which an organization reaches out to the faculty member asking them to speak; abstract presentations are ones in which the faculty member submitted an abstract for consideration for presentation. |  |
| Invited Presentations: Is specific context included that confirms that the invitation is specific to the faculty member?  For example, is it an invitation to present grand rounds, a seminar, or give a talk at a session at a conference? This helps to distinguish between invited presentations and abstract presentations. |  |
| Invited Presentations: Confirm geographic scope of the institution/organization that hosted/arranged the activity/event to correctly categorize as local, regional/state, national or international. This is not based on geographic scope of the affiliations of the audience or attendees. |  |