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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. |  |
| Ensure that each activity is only listed on the CV once. |  |
| 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. For professional-track faculty in the clinical professor title series, include clinical modifier in the appointment. Example: Clinical Assistant Professor |  |
| 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. The geographic scope of the organization’s membership is not a primary determinant of 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?  Please note: “Co-PI” should not be listed as a role on a grant. Confirm if the role is Co-I or Multiple PI. |  |
| Publications: Are they numbered AND in reverse chronological order? |  |
| Publications: Is PMID or doi included as part of all citations? This is a required component. |  |
| Publications: Are publications correctly divided by category? |  |
| Publications: Do not list abstract presentations under publications. Abstract presentations go in the Oral and Abstract Presentations section of the CV. |  |
| Invited Presentations and Abstract Presentations: Ensure that all required information - as indicated on the template - is included for each presentation |  |
| 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:  Correctly designate between local, regional/state, national, or international presentations.  Designation of the presentation between local, regional/state, national, or international is based primarily on the geographic proximity of the conference relative to UT (or wherever the faculty member was appointed at the time of the activity). “Regional” refers to the region of the US (i.e., Southwest US). This is not based on geographic scope of the affiliations of the audience or attendees.  Whenever possible, add annotated information to help explain the geographic category in the case of an unusual scenario. For example: *\*This is a national organization that rotates the conference/meeting location to other cities/states.* |  |