

Attachment 1.

CUMULATIVE REPORT FOR REAPPOINTMENT, PROMOTION, AND TENURE

[Link to Guidelines for Preparing a Cumulative Evaluation.](#)

A. General Information

1. Name
2. College or Professional School and Department
3. Date of first appointment to ECU
4. Present rank and date at which present rank was established
5. Educational background: degrees, dates conferred, and institutions. Indicate the status of any degree program in process.
Include the following where applicable:
 - a. Postgraduate Training Fellowships
 - b. Residencies
 - c. Traineeships
6. Administrative appointments or special assignments (list positions and dates in reverse chronological order with percentage of time assigned)
7. Professional credentials (certifications and licensures)
8. Professional employment history (list positions, ranks and dates of appointments in reverse chronological order)
9. Formal continuing education for professional development (courses, seminars, institutes, etc. and dates in reverse chronological order) School of Medicine (clinical staff): List all postgraduate Continuing Medical Education completed in the last 3 years (in reverse chronological order).

B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]

1. Teaching experience
 - a. Chronological list of all courses taught including year, semester, section, and enrollments.
 - b. Chronological list of all peer reviews including year, semester, and reviewer name.
2. Noteworthy accomplishments and practices in teaching
3. Noteworthy accomplishments and practices in advising and retention
4. Extraordinary duties assigned or elected in advising
5. Direction of student research and performances:
 - a. List undergraduate students and projects.
 - b. List graduate students and projects.
 - c. List memberships in graduate student's thesis/dissertation committees
6. Grants (listed by year in reverse chronological order) in support of teaching and advising. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)
7. Medical Education:
 - a. Undergraduate medical student teaching, including didactic lectures, clinical teaching, conferences, laboratories, student advising, and student preceptorships.
 - b. Postgraduate medical teaching including clinical teaching and continuing medical education.
 - c. Curriculum development in medical education.

Note: Evidence of Teaching Effectiveness shall be included in Section D, *Supporting Materials*, to include:

- a. (Required) Reports from university approved student evaluations. Data should not be condensed or summarized, but included as it appears in the original survey reports. Student comments may be included at the discretion of the candidate but are not required. If student comments for a class are included, all comments from the original survey report for that class must be included.
- b. (Required) Reports from all peer reviews of instruction.
- c. (Optional) Instructional materials or other evidence of pedagogical innovation or impact (see *Faculty Manual*, Part VIII, Section I, Subsection III.).

C. Research/Creative Activity:

1. A brief statement of research activities and interests.
2. A complete list of publications in print, in reverse chronological order, beginning with the most recent publications (Note: School of Medicine should use the AMA format for publications):
 - a. Books and monographs
 - b. Journal articles
 - c. Chapters in books
 - d. Book reviews in professional journals
 - e. Abstracts (including those published in proceedings)
 - f. Microforms
 - g. Sound/video recordings musical scores
 - h. Art exhibitions, pictures in books, applied art
 - i. Articles in proceedings
 - j. Patents
 - k. Editorships of professional journals or books
 - l. Musical performances & productions
 - m. Theatrical performances & productions
 - n. Software development
 - o. Electronic publications
 - p. Clinical trials
 - q. Other (e.g., entries in encyclopedias)
3. Papers, creative works, etc. accepted for publication but not yet in print (attach a copy of letter of acceptance)
4. Other research publications: list title(s) and publication dates and publisher
5. Research presentations and posters: list organization, date, and title of presentation(s)
6. Participation in expert panels (include topics, meeting, date(s)).
7. Visiting professorships or lectureships (include titles, place, date(s)).
8. Pedagogical materials: list title(s) and publication dates and publisher
9. Grants (listed by year in reverse chronological order) in support of research/creative activity. Provide a list of all grants applied for, listing for each the source, amount requested, title, Principal investigator and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)

- D. Clinical Practice: For those faculty who provide patient care as a part of their duties, a patient care portfolio should be included to document their clinical practice activities. The patient care portfolio should include the following information:
1. Summary of relevant activities in clinical practice and evaluations of patient care quality.
 2. Noteworthy accomplishments and practices
 3. Extraordinary duties assigned or elected in clinical practice
 4. Development and/or evaluation of clinical services and programs
 5. Community service and outreach
- E. Professional and University Service (list by year, in reverse chronological order)
1. University: Committee and special assignments
 - a. Unit: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
 - b. Division: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
 - c. University-wide: name of committee(s), role on committee(s), inclusive dates of service
 - d. UNC system: name of committee(s), role on committee(s), inclusive dates of service
 - e. Special assignments: title or role, brief description of assignment, inclusive dates of service
 2. Non-university committees and service:
 - a. Local
 - b. Regional
 - c. State
 - d. Other
 - e. Clinical Agency Committees and/or Hospital committees (Health Sciences Division)
 3. Professional Organizations (list by year in reverse chronological order)
 - a. Memberships in professional organizations: list memberships
 - b. Offices held or other official functions
President/Chair: list organization(s)
Other office(s): list office and organization(s)
 - c. Organization of meetings, workshops, and symposia: list organization(s)
 - d. Presentations (other than research) at meetings, workshops, and symposia: list organization, date, and title of presentation(s)
 - e. Service as editor or editorial board member: list board(s), list role(s)
 - f. Items reviewed, refereed, or juried for scholarly publications: list publication(s)
 - g. Items reviewed, refereed, or juried for granting agencies: list agency (ies)
 - h. Evaluation of faculty for other universities (peer review): list institution(s)
 - i. Consultantships: list client, specify whether paid or unpaid, briefly define activity
 4. Other professional service
 5. Grants (listed by year in reverse chronological order) in support of professional service. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants

d. Reports to granting agencies: list agency(ies)

F. Honors and other noteworthy activity not covered above

G. Administrative Activities

1. Noteworthy accomplishments and practices in administration
2. Extraordinary duties assigned or elected
3. Summary of administrative evaluations

H. Community service: Include organization, dates, offices held.

I. Other: Include additional information deemed pertinent to this cumulative report.

J. Date this cumulative report was completed.

(Faculty Senate Resolution #19-57, May 2019)
