A properly executed *East Carolina University Cumulative Report for Advancement in Title* is required for these personnel actions. It is the responsibility of the faculty member to have prima facie evidence of all activity listed in this report available for inspection, if requested, by reviewers at any level of the personnel action process.

A. General Information

 1. Name

 2. College or Professional School and Department

 3. Date of first appointment to ECU

 4. Present title and date at which present title 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, titles, 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)]. For those faculty with teaching and advising as part of their duties, the Portfolio should include the following information:

 1. A brief self-assessment of teaching effectiveness

 2.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, course, section and reviewer name.

 3. Noteworthy accomplishments and practices in teaching.

 4. Noteworthy accomplishments and practices in advising and retention.

 5.. Extraordinary duties assigned or elected in advising.

 6. 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.

 7. 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)

 8. 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.* If last advancement in title took place more than 7 years ago, only the last 7 years should be included. The Teaching Effectiveness section should 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 assessments 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. For those faculty with research as part of their duties, the Professional Portfolio should include the following information:

 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. Intellectual property protections (such as 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 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 the 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. Extraordinary duties assigned or elected in clinical practice

 3. Development and/or evaluation of clinical services and programs

 4. Community service and outreach

E. Professional and University Service (list by year, in reverse chronological order)

 1. University committees and special assignments

 a. Unit: name of committee(s), role on committee(s) (member, chair, etc.),

 inclusive dates of service

1. Division: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
2. 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, if applicable

 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.