*[List all information beginning with calendar year from most recent to oldest.]*

1. **CONTACT INFORMATION (PERSONAL DATA)**

Name
Address
Telephone
Cell Phone
Email
Web page (if applicable)

1. **EDUCATION**

*[Include years, majors, and details of degrees.]*

* **University**
* **Graduate School**
* **Postgraduate Training**
1. **EMPLOYMENT HISTORY (ACADEMIC AND ADMINISTRATIVE APPOINTMENTS)**

*[Include start and end dates, title, and institution. Please summarize your job duties in bullet points]*

* **Academic Appointments**
* **Non-Academic Positions**
1. **PROFESSIONAL QUALIFICATIONS**
* **Certification**
* **Licensure**
1. **AWARDS, HONORS**
2. **TEACHING (DIDACTIC) AND EDUCATIONAL LEADERSHIP**
* **Summary of Teaching Activities**

*[Include dates, course title, course number, student level, terms and number of hours taught, teaching role (e.g., course director, co-director or lecturer, etc.), and setting (e.g., TUSDM, Tufts, other academic institutions, or local, regional, national or international organization.]*

* **Student Advisement and Mentorship**

*[Include student names, years advised, degree achieved, role on student committee Indicate if you served as a primary mentor.]*

* + Masters' Theses
	+ PhD. Dissertations
	+ Postdoctoral Trainees
	+ Research Mentoring
	+ Career Mentoring
* **Educational Leadership (Within the School and Outside Organizations)**

*[Include dates, organization, leadership role and brief description of your involvement.]*

1. **SCHOLARSHIP, INVESTIGATION AND DISCOVERY**

*[Areas of Research Interest Grant Supported Research.]*

* **Summary of Scholarly Activity**
* **Detailed List of All Fellowships & Grants Received**

*[Dates, title of grant, key role in project, percent effort in project, identify funding agency, years of award, and total direct costs]*

* **Other Research**

*[List laboratory research, individual research, and university supported research]*

* **Presentations**

*[List presentations you were invited to give, workshops, clinics. Include abstracts both published and unpublished]*

1. **PUBLICATIONS**

*[For all citations include: full list of authors, year, full title of publication, correct abbreviation of journal, volume number, page numbers. Acceptable formats are the Journal of Dental Research or Vancouver style). Do not list articles “in preparation” or “submitted.”]*

* **Journal Articles**
* Peer-reviewed journals
* Non peer-reviewed journals and publications
* **Books and/or Chapters**
* **Electronic Media**
* Peer-reviewed contributions (e.g. MedEdPortal)
* Contributions that are non-peer reviewed (e.g. commercial publications)
* **List of Patents Received**
1. **CLINICAL INSTRUCTION, EXPERTISE AND INNOVATION**
* **Clinical Teaching**

*[Include years, student level, clinical teaching role (e.g., clinic coverage, course director, program director, division head, practice coordinator, number of courses, lectures, seminars, etc.), and setting (i.e., TUSDM, other academic or clinical institution)]*

1. **SERVICE, CITIZENSHIP AND PROFESSIONALISM**

*[Summary of leadership and service activities since original hire date or last promotion]*

* **Professional Memberships and Affiliations**
* **Committees** *(Department, School, University-level)*

*[List of TUSDM and Tufts Committee memberships with summary (bullet points) of key contributions]*

* **National/International Committees**

*[Election/appointment to state or national office within organized dentistry, Committee or Commission service at state or national organized dentistry level, Editorial board participation of peer review journal*]

* **Community Service**

*[Local, state or national level service to charitable or service oriented rather than social organizations]*