**GUIDE TO DOCUMENTATION OF ADMINISTRATIVE SERVICES**

**It should not be necessary to repeat items already cited in the CV, however feel free to use the citations as examples. Document administrative activities related to educational programs in the Teaching Section under Educational Leadership. Document committee work under Institutional and Academic Service.**

1. **PHILOSOPHY AND GOALS OF ADMINISTRATIVE SERVICE**

In 1-2 pages, describe your approach to leadership and management and the principles that underlie your leadership and management style. For example you might include your personal theory of leadership, characteristics of a leader, a description of your development as a leader, perspective on roles and responsibilities of leaders, areas needing improvement, or plans for professional development.

1. **LEADERSHIP/ADMINISTRATIVE SERVICE RESPONSIBILITIES**

Your administrative service responsibilities and leadership roles in the medical school, university, and hospital are documented on your CV. Use this space to highlight **major** responsibilities and leadership roles that describe the impact of your leadership. For example identify how the initiative contributed to the improved operation, development and/or improvement of the medical school, hospital. Identify whether the administrative service supported the teaching, research/scholarly activity and/or service missions of the medical school or improved the learning environment. If a committee developed the initiative, describe your contribution as a member of the committee.

Make as many copies of the template as needed

|  |  |
| --- | --- |
| **ACTIVITY** |  |
| Description of Leadership Role |  |
| Duration of Service |  |
| Outcomes, Accomplishments, and/or Significant Impact |  |