**GUIDE TO DOCUMENTATION OF INSTITUTIONAL AND ACADEMICALLY RELATED PUBLIC SERVICE**

**It is not necessary to repeat items already cited in the CV, however feel free to use the citations as examples.**

The candidate has demonstrated service to the medical school community including the hospital; service to the profession; and has used his/her professional expertise in service to local community and broader professional community.

1. **PHILOSOPHY AND GOALS OF INSTITUTIONAL AND ACADEMICALLY RELATED PUBLIC SERVICE**

In no more than 1 page, describe your approach to service to the medical school, the university, and/or the hospital as well as engagement in your professional community such as professional organizations/societies. You might describe the impact of your engagement regarding support of the teaching, scholarship, and/or service missions of the medical school. If appropriate, you might comment on your increasing involvement at the local, regional, national and/or international levels.

1. **SPECIFIC CONTRIBUTIONS/ACCOMPLISHMENTS**

Use this space to highlight **major** contributions/accomplishments that were particularly meaningful**. It is not necessary to highlight every contribution that is noted on the CV.** Sometimes serving on a committee is just that. If a committee developed the initiative, describe your contribution as a member of the committee. Duplicate the table as needed.

**INSTITUTIONAL**

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

**PROFESSIONAL**

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

**COMMUNITY**

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

**LIBRARIANSHIP**

**SPECIFIC CONTRIBUTIONS/ACCOMPLISHMENTS**

Use this space to highlight **major** contributions/accomplishments in service that are indicative of professional service provided by librarians and contribute to the support of the educational, research, and service missions of the school. Duplicate the table as necessary. Address the following major areas:

* Archives/Digital Initiatives
* Collection Services (selection and deselection of materials, licensing)
* Public Service/Outreach (research consultations, etc.)
* Technical Services and Systems (maintaining functionality of electronic resources, database management, etc.)

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