***Please read the following directions before beginning your document.***

* The template:
	+ Must be followed exactly.
	+ If you have a section that is not applicable to you, you may omit it and renumber accordingly.
	+ Number all lists.
	+ List all items chronologically **oldest to newest.**
	+ Be sure to include ALL information requested in the fillable areas of the template. Once you start typing in a section, you can hover over a section heading with your mouse, and you will see a pop up with a reminder of what needs to be included in that section.
	+ For dates, list full years. If you are still participating in an activity, etc., please indicate as such with “present.” (e.g. 2012; 2014-2016; 2015-present
* Best practices:
	+ Use this document as an opportunity to expound on major service roles and to elaborate on the importance of your activities. The SOM expects you to elaborate in your Service Portfolio, particularly with regard to unique/exceptional roles, as well on any unique service areas. Expound on any activities that are of particular note so the review committees will understand the importance of those activities.
	+ Some sections required in the Service Portfolio are the same as in your CV - please copy those over to ensure the information is consistent. The SOM will compare any similar information in all documents to ensure that it matches.
	+ When copying text from your CV, click the down arrow under “Paste” in the tool bar and select “Keep Text Only” to paste the information into the Teaching Portfolio. This step will ensure that you keep the formatting and numbering that is in the Teaching Portfolio.



* + Information in the Service Portfolio SHOULD NOT overlap with information in the Teaching Portfolio.
* How to define Institutional, Regional, and National/International:
	+ Institutional activities are those that occur at your home institution (e.g., Emory and Emory Healthcare and affiliated hospitals) at the time of the activity.).
	+ Regional activities are activities occurring outside of your home institution but within the state of the home institution (e.g., State of Georgia). Southeastern society conferences are also considered regional. In some cases, there may be exceptions for which you must use your best judgment. For example, if you are invited to speak at a national conference hosted by the Georgia Institute of Technology, that would be considered national.
	+ National/international activities are activities outside of the state of your home institution (e.g., University of Alabama).
* Supporting documentation: Letters of support are not expected. If included, they should be on letterhead and signed – either electronic signature or hand signature.
* **The total portfolio (including supporting documents) is limited to 10 pages.**

**See template on following pages.**

**Service Portfolio**

Click or tap here to enter Name, Degree

1. **Administrative/Clinical Appointments**
	1. Current
		1. Click or tap here to enter title, location, brief description of your role. *(Do not include academic appointments. See sections 4.b. and 4.c. of the CV template)*
	2. Previously held
		1. Click or tap here to enter title, location, brief description of your role. *(See section 6 of the CV template.)*
2. **Clinical Service Contributions**
	1. Click or tap here to enter clinical service contributions. *(Expound on section 19 of the CV template. Elaborate on patient care responsibilities, new programs you created, etc. Include impact for department/school.)*
3. **Military or Government Service**
	1. Click or tap here to enter branch/agency, years. *(This should match section 12 of the CV template.)*
4. **Society Memberships**
	1. Click or tap here to enter society, office held if any, year(s). *(This section can be copied from section 13 of the CV template.)*
5. **Committee Memberships**
	1. National and International
		1. Click or tap here to enter role (e.g., member or chair), committee, year(s). *(Memberships on committees at national/international, regional, or institutional levels. Service on committees for the same organization at both the national and regional levels may occur [e.g., Society of General Internal Medicine and Southern Society of General Internal Medicine]; this should be listed as appropriate in each section. This section does NOT include memberships in societies. [See section 4.] Note: grant review committees belong in section 6a; conference planning committees belong in section 9.* *All committees in section 14 of the CV template must also be in the Service* ***OR*** *Teaching Portfolio; however,* *education committees listed in the Teaching Portfolio cannot also be listed in the Service Portfolio.)*
	2. Regional
		1. Click or tap here to enter role (e.g., member or chair), committee, year(s).
	3. Institutional
		1. Click or tap here to enter role (e.g., member or chair), committee, year(s).
6. **Peer Review Activities**
	1. Grants
		1. National and International
			1. Click or tap here to enter committee name, related organization, year(s). *(This section can be copied from section 15 of the CV template. National/international grant review committees include NIH, foundation review committees, and international granting agencies. An example of an institutional review committee is the University Research Committee.)*
		2. Regional
			1. Click or tap here to enter committee name, related organization, year(s).
		3. Institutional
			1. Click or tap here to enter committee name, related organization, year(s).
	2. Manuscripts
		1. Click or tap here to enter manuscripts. (List names of journals for which you are an ad hoc reviewer. Do not list individual manuscripts.)
	3. Conference Abstracts
		1. National and International
			1. Click or tap here to enter conference, year(s). *(Review of abstracts for specific conferences)*
		2. Regional
			1. Click or tap here to enter conference, year(s). *(Review of abstracts for specific conferences)*
		3. Institutional
			1. Click or tap here to enter conference, year(s). *(Review of abstracts for specific conferences)*
7. **Editorships and Editorial Boards**
	1. Click or tap here to enter your title (e.g., Editorial Board Member, Associate Editor), journal name, publisher, year(s*). (This section can be copied from section 16 of the CV template. Do not list journals for which you are an ad hoc reviewer [see section 6.b.] or predatory journals.https://inside.med.emory.edu/research/resources/predatory\_open\_access.html])*
8. **Consultantships/Advisory Boards**
	1. Click or tap here to enter consultantships/advisory boards. *(e.g., expert witness, executive board, or pharmaceutical consultant. This section can be copied from section 17 of the CV template.)*
9. **Organization of Conferences**
	1. National and International
		1. Administrative Positions
			1. Click or tap here to enter role or planning committee, conference, year(s)]. *(Session/conference organizer or sessions for which you served as Chair. This section can be copied from section 18 of the CV template.)*
		2. Sessions as Chair
			1. Click or tap here to enter session title, conference, year.
		3. Other Conference Activities
			1. Click or tap here to enter activity, conference, year. *(e.g., serving as a poster judge)*
	2. Regional
		1. Administrative Positions
			1. Click or tap here to enter role or planning committee, conference, year(s).
		2. Sessions as Chair
			1. Click or tap here to enter session title, conference, year.
		3. Other Conference Activities
			1. Click or tap here to enter activity, conference, year. *(e.g., serving as a poster judge)*
	3. Institutional
		1. Administrative Positions
			1. Click or tap here to enter role or planning committee, conference, year(s).
		2. Sessions as Chair
10. Click or tap here to enter role or planning committee, conference, year(s).
	* 1. Other Conference Activities
			1. Click or tap here to enter role or planning committee, conference, year(s).
11. **Community Outreach**
	1. General
		1. Click or tap here to enter activity, year(s). *(e.g., local charities, community clinics, religious or service organizations. All activities in section 21 of the CV template must also be in the Service or Teaching Portfolio; however, educational activities listed in section 7 of the Teaching Portfolio template cannot also be listed in the Service Portfolio.)*
	2. Media Appearances
		1. Click or tap here to enter activity, year(s). *(Media appearances in section 21 of the CV template must also be in the Service or Teaching Portfolio; however, educational activities listed in section 7 of the Teaching Portfolio template cannot also be listed in the Service Portfolio.)*
	3. Social Media
		1. Click or tap here to enter activity (e.g., blog, website), year(s). *(**Provided as a service to the community; e.g., blogs, websites, etc. Educational social media contributions, such as Tweetorials or patient education posts, should be listed in section 4.g. of the Teaching Portfolio template but not here.)*
12. **Service Related Honors and Awards**
	1. Click or tap here to enter award name, conferring organization, year(s). Short explanation of award will be helpful to reviewers. *(e.g., from university, national, regional, or local professional society or charitable organizations. Please limit awards to those conferred while a faculty member unless the award is especially important to you. Include any service awards listed in section 22 of the CV template. Do not include grant awards or awards for which you were nominated but not selected.)*
13. **Optional Supporting Documentation**