Northwestern University Feinberg School of Medicine   
**Personal Statement for Health System Clinician Faculty Promotion: Insert Candidate Name**

Your personal statement should be 1-3 pages and summarize your accomplishments since your last promotion or initial appointment, if you now hold your first academic rank. The personal statement offers an opportunity to provide important information that may not be reflected on your CV. It is shared with external referees, school and departmental APT committees, the dean, and the provost. Since many of those reviewers will be outside your field, use your personal statement to help reviewers understand the significance of your work in your specialty. A recommended outline for the personal statement appears below.

**Introduction**Briefly introduce yourself to the reader:

* Identify your clinical specialty and your HSC area of concentration (education, research, health services management, or community engagement).
* Describe how you have been allocating your time since your last promotion (or initial appointment, if you now hold your first academic rank), identifying the percentage of time you devote to clinical, administration, teaching, research, or other activities.
* Information related to extenuating circumstances (e.g., health issues, family circumstances, leave of absence, etc.) that may have delayed or diminished productivity during the time at your current rank can also be included here or elsewhere in the personal statement.

**Summary of Accomplishments**

* Summarize your accomplishments since your last promotion (or initial appointment, if you now hold your first academic rank), focusing especially on the promotion criteria for your career track and proposed rank of promotion.
* Describe your clinical accomplishments and your accomplishments within your one area of concentration (health services management, community engagement, teaching, or research) that is recorded with the Faculty Affairs Office. If you have accomplishments in additional concentration areas, address your chosen area first so that reviewers clearly see the connection between your career activity and the criteria they use for evaluation. You are welcome to highlight accomplishments as well, but without first establishing achievement in your chosen area of concentration, you can give reviewers the impression that your career is unfocused.
* Do not simply repeat the accomplishments listed on your CV. Instead, help reviewers understand their significance or provide supplementary information that may not be apparent from review of the CV.
* If relevant, describe important activities/accomplishments not reflected on your CV or elsewhere in your packet.

**Impact and Recognition**

* Explain the impact of your work in your field (e.g., developing clinical programs, adoption of your techniques or programs by other institutions, policy impact, advancing scientific knowledge, etc.)
* Describe recognition you have received and evidence that your reputation has the breadth expected for the rank of the proposed promotion. Promotion to the rank of Clinical Associate Professor requires evidence of a local/regional reputation, and promotion to the rank of Clinical Professor requires evidence of a regional/national reputation.