Northwestern University Feinberg School of Medicine   
**Personal Statement for 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 and pertains to Clinician-Educators, Investigators, and Team Scientists; there are separate templates for faculty appointed to the non-tenure-eligible research track and the Health System Clinician track.

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

* Identify your area of specialization.
* Confirm your career track and domain(s); this helps both you and the reader apply the right evaluative frame to your promotion application.
  + For clinician-educators, confirm your **two** domains.
  + For team scientists, confirm your **one** domains.
* 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 teaching, research, administration, clinical, 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/tenure criteria for your career track and proposed rank of promotion.
* 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.
* **For Clinician-Educators**: Describe accomplishments in your chosen domains on record with the Faculty Affairs Office. If you have accomplishments in more than these two domains, address your chosen domains 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 in additional domains as well, but without first establishing achievement in your chosen domains, you can give reviewers the impression that your career is unfocused.
* **For Team Scientists in the research domain**: Use the personal statement to highlight your contributions to team and collaborative research, as the nature of collaboration may not be evident from the CV alone.

**Impact and Recognition**

* Explain the impact of your work in your field (e.g., advancing scientific knowledge, policy impact, adoption of your techniques or programs by other institutions, etc.)
  + Consider adding a statement describing the total number of citations of your published works, and your current H index.
  + Comment on the impact/standing in the field of sub-specialty journals in which you publish; reviewers may not be familiar with them and journal impact factor may not convey importance of journals in small fields.
* Describe recognition you have received and evidence that your reputation has the breadth expected for your career track and rank of proposed promotion. On Clinician-Educator and Team Scientist career tracks, promotions to the rank of associate professor require evidence of a regional reputation, and promotions to the rank of professor require evidence of a national/international reputation. On the Investigator track (tenure track), evidence of a national reputation is required by the time of promotion to associate professor.