Northwestern University Feinberg School of Medicine   
**Personal Statement for Research 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 area of specialization.
* 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 research, research support activities, administration, 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.
* 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, such as describing your role in the lab(s) of the PI(s) you support, development of research projects, engagement in research support activities, etc.
* 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:
  + Describe how your work contributes to major accomplishments and the reputation of the research lab(s) in which you work.
  + For those involved in research support activities, describe how your work enhances research capabilities and contributes to research excellence at Northwestern.
  + 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 any personal recognition you have received or evidence of your reputation in your field.