

Preparing Your Personal Statement

I. Purpose

Personal statements provide an opportunity for faculty members to reflect on the contributions they make to their students, the literature of their field, and their profession. Personal statements enable faculty to transform a two dimensional CV into a document that communicates significant trends and accomplishments to those reviewing the application or promotion package.

II. Content

The personal statement should include three or four of the following categories: a) Research and Scholarship, b) Teaching, c) Clinical Care, and d) Service. No single set of guidelines for personal statements will apply to all faculty given the diversity of the faculty based on career goals, background, and academic track. Consider the mission of the College when writing your personal statement. Following is a list of **potential components** for the personal statement:

Research/Scholarship

- *Quality of your Research/Original Creative Work:* How your strategy for conducting research/original creative work contributes to the quality of your work.
- *Sustainability of your Research/Original Creative Work:* How your research presents potential for ongoing publication and external research funding.
- *Using Teaching to Enhance Research/Original Creative Work:* How your class discussions have provided opportunities for research/original creative work. How you have involved students in your research.
- *Using Service to Enhance Research/Original Creative Work:* How your service in professional associations has provided opportunities for research/ original creative work.

Teaching

- *Student Achievement:* How your teaching philosophy and teaching methods are consistent with the needs of your students.
- *Course Content:* How your course content has contributed to the knowledge and skills needed by your students.
- *Course Development/Curriculum Development (Innovation):* How you ensure that the courses and curriculum that you develop are consistent with current knowledge and professional practice.
- *Mentoring and Academic Advisement of Students:* How your mentoring and academic advising contributes to your students' professional growth.
- *Using Research and Professional Development to Enhance Teaching:* How you have used your research and professional development to improve your instruction.

Clinical Care

- Quality of Patient Care: How your expertise in the field and your strategy for conducting clinical duties have contributed to patient care quality.
- Using Clinical Care to Enhance Teaching: How your clinical expertise has contributed to the success of your students, residents, fellows, and other health care practitioners.
- Using Research to Enhance Clinical Care: How your research has contributed to the introduction and/or evaluation of innovations in clinical practice.
- Using Service to Enhance Clinical Care: How your service to the institution has made unique contribution to patient care.

Service

- Service to the Program and the College: How your service contributions relate to ongoing or emerging needs of the institution. For senior faculty, what efforts you have made to mentor junior faculty.
- Service to the Profession: How your service contributions relate to ongoing or emerging needs of the profession.
- Service to Society: How your work contributed to meeting needs identified locally, nationally, regionally, and/or internationally.
- Using Teaching to Enhance Service: How your teaching has contributed to the delivery of continuing professional development offerings.
- Using Research to Enhance Service: How your research expertise has contributed to being an editorial board member for a refereed journal or a grant review committee.

III. Format

- Your personal statement should be 2-3 pages long.
- Start with the most important part of your job and end with a short summary.
- Cover the high points - do not go into too much detail on any one point.
- Write good prose in full sentences and break it up into small paragraphs.
- Use headings to help guide the reader's eye to the most important information.
- Try to write in a style that makes your statement fresh but reflects your voice.
- Think about who will be reading your personal statement.
- Proofread your personal statement.