

PERSONAL STATEMENT (see attached Template)

The personal statement should be organized around each criterion in the nominee's designated professional category (see [Companion Document](#) for requirements of each professional category). Within the personal statement, the **nominee must** provide a summary of her/his academic activities and professional development, along with *objective* evidence supporting the personal statement narrative. One effective approach is to use appendices for providing objective evidence, which is cited in the personal statement. Keep in mind the SAPC is an interdisciplinary group. Write the statement for a mixed audience of clinicians and basic scientists.

PERSONAL STATEMENT TEMPLATE
for Appointment/Promotion/Tenure

(The nominee is responsible for the accuracy of the Personal Statement and all nomination material)

This template is to be used as a guide to organize your thoughts around your desired nomination. Overall, this Personal Statement should accurately and concisely describe your background and professional development in detail for people who may not know you. Organize your accomplishments in the professional category you have selected (Investigator, Clinician-Investigator, Medical Educator, Clinician-Scholar, Medical Researcher, etc.) and then address the “leg” on which you have chosen to pursue your nomination. Describe in detail your teaching accomplishments and your local, regional and when necessary, your national and international presence. This is an opportunity for you to promote your accomplishments. Below is a description of each of the professional categories and unique “legs” to assist you in writing your Personal Statement.

Your Personal Statement should follow this template with each section broken down as a new paragraph.

1. Introduction:

Briefly describe your background, your professional history and your role in your Department.

2. Professional Category:

Identify the professional category you have selected and the specific “leg” you are choosing for your nomination. Describe your professional accomplishments related to that category/leg (e.g. I am requesting promotion/appointment in the Medical Educator professional category under the curriculum development leg, etc.).

The following is a list of the different categories and “legs” to help you focus this paragraph:

INVESTIGATOR professional category:

- Independent leg
- or
- Collaborative leg

(It is often tempting to describe accomplishments in both “legs”. Try to avoid that as it can be confusing to the reader which leg is more impressive).

CLINICIAN-INVESTIGATOR professional category:

- Independent leg
- or
- Collaborative leg

Also, provide evidence of your recognition as an authority in a clinical specialty both inside and outside the immediate medical community, or a demonstrably effective leadership role in a department or hospital.

CLINICIAN-SCHOLAR professional category (Describe your professional competence in EACH of the following):

Requirements for Associate Professor:

- Evidence of the development of original teaching materials or major improvements over those used elsewhere (such as new curriculum or educational programs, textbooks or chapters, syllabi, computer programs, videotapes, evaluation mechanisms, etc.), or continuing publication of clinical observations, reviews, or analytic studies in peer-reviewed journals. Should be contributor of major ideas and innovations.
- Evidence of effective participation in clinical training and service. Teaching may include medical students, residents, specialty fellows, or postgraduate students. Recognition of high quality teaching by formal evaluations or teaching awards. Impact of teaching should extend beyond home hospital as evidenced by invitations to teach in other institutions or in the programs of professional societies and continuing medical education (CME) courses.
- Evidence of an established reputation inside and outside the immediate area as an authority in a clinical specialty as evidenced by outside referrals, visiting lectureships, or participation in the teaching programs of professional societies.

CLINICIAN-SCHOLAR professional category (Describe your professional competence in EACH of the following):

Requirements for Professor:

- Evidence of a record of continuing publication in peer-reviewed journals of (1) analytic clinical studies or observations or (2) widely recognized comprehensive clinical reviews. Alternatively, development of original materials or major improvements over those used elsewhere (such as new curricula, textbooks or materials, or computer programs, evaluation mechanisms, etc.) which have reached a national audience.
- Evidence of your performance as a key individual in clinical training and service; active and continuing participation in medical student teaching with recognition of extraordinary effectiveness. Evidence of a wide impact from teaching, e.g., in specialty societies, in CME courses, or in visiting professorships.
- Evidence of a national reputation for superior accomplishments within a clinical specialty as evidenced by invitation to membership or fellowship in prestigious professional societies or by other academic recognition or awards, or play leadership role in department or hospital.

Also, provide evidence of your recognition as an authority in a clinical specialty both inside and outside the immediate medical community, or a demonstrably effective leadership role in a department or hospital.

MEDICAL EDUCATOR professional category:

Describe your professional competence in ONE of the following:

- Clinical achievement
- Research
- Education – objective evidence for ONE of the following: a) new and/or innovative educational program; b) new and/or innovative curriculum; c) leadership of new and/or innovative educational programs; d) new and/or innovative assessment tools; e) recognized leader in the skills of mentoring/advising
- Health service management

MEDICAL RESEARCHER professional category (Describe your professional competence in EACH of the following):

Requirements for Associate Professor:

- Evidence of active and effective participation in at least one of the following levels of education: undergraduate, undergraduate medical, graduate medical, graduate school, postgraduate and/or continuing medical education
- Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the candidate has contributed his/her unique skills
- Documentation of a record of occasional publications in which the candidate is corresponding author
- Evidence of a reputation for research within his/her field outside UConn School of Medicine

Requirements for Professor:

- Evidence of a national reputation for research within his/her field
- Evidence of active and effective participation in at least one of the following levels of education: undergraduate, undergraduate medical, graduate medical, graduate school, postgraduate and/or continuing medical education
- Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the candidate has contributed his/her unique skills
- Documented evidence of a record of periodic publication in journals in which the candidate is corresponding author

3. Teaching and Education:

Each category requires evidence of active and effective participation in education. The majority of faculty has expertise or effective teaching in one area but if you have more than one area please describe (e.g. undergraduate, graduate, graduate medical education, post graduate and continuing education of faculty). This is not limited to classroom education, but can involve education in the clinic or laboratory. Teaching awards, honors, or distinctions should be described in this section. Impact of teaching should extend beyond the University hospital as evidenced by invitations to teach in other institutions or in the programs of professional societies and continuing medical education (CME) courses.

4. Local, Regional, National presence:

The rank for which you are being nominated, Associate Professor or Professor, will determine what you speak to in this paragraph.

- **Associate Professor:**

Requires both local (institutional influence) and regional influence/recognition of your activities. If you are being nominated in the Clinician- Scholar professional category you will need to speak to your established reputation inside and outside the immediate area as an authority in a clinical specialty. Evidence includes (but is not limited to):

- Outside referrals
- Visiting lectureships
- Participation in the teaching programs of professional societies

- **Professor:**

Provide evidence of institutional/local influence, regional and national recognition.

If you are being nominated in the Clinician-Scholar professional category a national reputation for superior accomplishments within a clinical specialty is important. Please provide the necessary evidence to support your national reputation. Examples of important indicators of success include (but are not limited to):

- Invitations to membership or fellowship in prestigious professional societies
- Academic recognition or awards in professional societies
- Play a leadership role in department or hospital

If you are being nominated in the Clinician-Investigator professional category you must show evidence of a national reputation in your field. Examples include (but are not limited to):

- Memberships in study sections, advisory groups, prestigious professional societies
- Awards, prizes or other notable academic achievements
- Evidence of superior accomplishments in a clinical specialty or an effective leadership role

5. Conclusion:

Final thoughts/summation. This paragraph can also describe your other professional contributions and service to UCONN Health.