**For Appointment at Advanced Academic Rank, Promotion and Tenure Decisions:**

1. Length of the Document: Overall, length will depend on the candidate’s experience and the position for which he or she is being considered. Generally these statements should be two-to-five pages in length. Those that are less than two pages are often deemed as lacking substance or not demonstrating that the candidate comprehends the value or importance of an academic appointment at the KSOM. A succinct document rather than a more conversational one, however, will be appreciated by the readers however.
2. The writer should describe goals and plans for demonstrating excellence in scholarship, teaching (didactic, laboratory, and bedside), school and university service, and, if relevant, patient care or service. The document should also highlight features of a candidate’s professional training and experience that will facilitate his or her achieving the stated goals and plans. **This should not simply repeat information available in the candidate’s curriculum vitae.**
3. Scholarship: To insure that the FAPTC, UCAPT and Provost are able to interpret outside letters of recommendation and scientific achievements appropriately, the candidate should succinctly summarize a) the overarching goal or theme of his or her scholarly work, including how different directions of the work may be related, b) what are the major areas of inquiry in the candidate’s field that their work addresses, and c) how their specific work has specifically been responsible for impact in those areas.
4. Teaching and mentoring: It is expected that the goal for all faculty members is to provide excellencein teaching and mentoring for students, residents, and/or fellows, and, for more senior faculty, junior faculty colleagues. Thus, the candidate should discuss what they consider as excellence in teaching—didactic and laboratory or clinical training, nad how they achieve that. It is helpful if the candidate the basis of their pedagogical perspective, how they have functioned and learned as an instructor or mentor. If the candidate will be developing or improving educational programs (e.g., for medical students or residents, graduate students, special focus journal clubs, initiating new courses, implementing new teaching methods), these should be described.
5. Service. The candidate should provide an explanation of how he or she will contribute to the service and direction of programs important to the Keck School of Medicine. This can include outside professional activities such as service to scientific and professional organizations, federal programs (NIH, CDC, DOD, DOE, etc.), and editorial responsibilities.
6. Patient Care. A candidate with clinical responsibilities should provide an explanation of how he or she plans to provide the highest level of patient care and plans to develop or improve existing clinical programs at the KSOM.