**Personal Statements**

*Guidelines for Tenure Track, Clinical Scholar, and Clinical Series*

**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 single-spaced 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.

**Content:** 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.

**Scholarship:** To insure that the FAPTC (and/or UCAPT and Provost, for Tenure Track and Clinical Scholar) are able to interpret outside letters of recommendation and scientific achievements appropriately, the candidate should succinctly summarize a) an overview of their field for a general biology audience, b) the ongoing questions, challenges and/or controversies in the field, c) the overarching goal or theme of his or her scholarly work, including how different directions of the work may be related, d) the novel approaches that the candidate has developed or applied to the field, and c) how their research findings have impacted the field.

**Teaching and mentoring:** It is expected that the goal for all faculty members is to provide excellence in teaching and mentoring for students, residents, and/or fellows, and, for more senior faculty, junior faculty colleagues. The candidate should summarize their accomplishments in these areas, and discuss their particular area of teaching/mentoring emphasis. They should present specific examples of how they have advanced the trainee/mentee experience in their area of emphasis, and how they have developed as a teacher and mentor. If the candidate is 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.

**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, NSF, CDC, DOD, DOE, etc.), and editorial responsibilities.

**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.

*Guidelines for Clinician Educator, Practitioner, and Research Track*

**Clinician-Educator Series:** Candidates for appointment or promotion to advanced rank on the Clinician-Educator Series should provide a personal statement that focuses on teaching/education/mentoring (Section VII. B. 4, above) and clinical care (Section VII.B. 6, above). Minor sections of the personal statement can provide brief information about university service activities, and any research the candidate wishes to provide, but it is not required that these be elaborate or lengthy. Any activities supporting research, however, such as mentoring a medical student in an RSP project, or enrolling patients in research studies such as clinical trials should be succinctly presented. Leadership activities should be discussed more thoroughly for promotion to the rank of Professor. The length of the document should be no longer than 2-3 single-spaced pages, and the document should not simply reiterate information that can be ascertained from the CV.

**Practitioner Series:** Candidates for appointment or promotion to advanced rank on the Practitioner Series should provide a personal statement that focuses on their role in clinical care (Section VII.B. 6, above). Any activities supporting research, however, such as mentoring a medical student in an RSP project, or enrolling patients in clinical trials should be presented. Information about mentoring activities for trainees, colleagues, students, or the community should be presented in this statement as well. Sections of the personal statement can provide succinct information about university service activities, any research the candidate wishes to provide, but it is not required that these be elaborate or lengthy. Any activities supporting research, however, such as mentoring a medical student in an RSP project, or enrolling patients in research studies such as clinical trials should be succinctly presented. Leadership activities should be discussed more thoroughly for promotion to the rank of Professor. The length of the document should be no longer than 2-3 single-spaced pages, and the document should not simply reiterate information that can be ascertained from the CV.

**Research Series:** Candidates for appointment or promotion at advanced rank on the research series should provide a personal statement that focuses on their research and scholarship as described in Section VII. B. 3 above. In addition, a candidate on this series should clearly state whether they would wish to be considered as an “Independent researcher” or a “Critical member of a research team” as described in detail in Section IV. A. Additional information about mentoring activities for research team members, and service should also be succinctly discussed. Leadership activities should be discussed more thoroughly for promotion to the rank of Professor. The length of the document should be no longer than 2-3 single-spaced pages, and the document should not simply reiterate information that can be ascertained from the CV.