## Candidate’s Personal Statement

Item 5, 6 and 7 on the Checklist for Promotion Dossiers

Source: *UB Faculty/Staff Handbook* sections III.A.I.5. and III.A.I.6. and III.A.I.7.

<http://www.business.buffalo.edu/UbbContent/Hrs/facultyhandbook/III.htm>

**I. Format:** Written concisely in non-technical language for readers and reviewers from diverse academic disciplines.

**II. Purpose:** To provide an overall perspective on what is presented in the CV; to highlight the significant accomplishments and their importance to the field, and unique contributions as a UB faculty member. To provide the candidate’s future goals and plans.

**III. Suggested Content:**

**A. Research and Scholarly Statement**

Address accomplishments (no more than three pages) with reference to

1. activities performed while employed at UB vs. previous experience

2. the extent of differentiation from work completed for the terminal degree and original and unique contributions to collaborative projects.

Please address all applicable items.

1. the focus and future direction of the research/scholarly work

2. significant findings, breakthroughs, innovations, etc.

3. evidence of influence in the discipline or profession; industry

4. plans for future development, collaboration, application to significant problems

5. status of funding with reference to past record and future prospects

**B. Educational Activities and Teaching Statement**

Please address items #1 and #2 below and *if applicable*, any other items from 3 through 7 (approximately three pages).

1. Whom does the candidate teach and how? Level of student(s) and trainees; methods used to inform/instruct/train, e.g., lectures, research supervision; labs; rotations, etc.

2. Candidate's commentary on data from quantitative student/trainee evaluations

(Part I, item # 6 in the dossier)

3. Innovations in teaching methods, materials, evaluation, e.g., software, self-directed learning activities;

formative evaluation strategies

4. Curriculum development activities, e.g., new courses; remedial/enrichment activities

5. Contributions to course or program administration

6. Advisement and mentoring activities

7. Contributions to interdisciplinary or non-departmental program; continuing education

**C. Service Statement**

This should be a concise description (no more than two pages) of the candidate's professional expertise, achievement, and leadership, which contribute to the University's regional and/or national stature. The major focus should be on evidence of significant and substantial service, particularly in leadership or policy-making capacities. It should address in order of importance for the promotion review, Professional/Public Service, University Service, and Community Service (e.g. public health or research-related educational programs), and how the candidate has shared or applied his/her professional knowledge, skills, and abilities to benefit:

1. his/her profession

2. public health, welfare, education

3. the University at Buffalo

4. social or civic projects