

## **GENERAL GUIDELINES FOR THE PERSONAL STATEMENT**

Page limit and format: 8 pages, 11 points font (Helvetica, Arial, or Times New Roman), single-spaced.

Organization: One paragraph introduction to the personal statement, separate sections for scholarship/research, teaching, and service.

Optional session on contribution to inclusion (up to two pages, does not count towards 8 page limit)

Your Personal Statement should reflect your personal career highlights and what you are passionate about in your professional career. It should not be a review of your CV.

- Identify successes and challenges in your scholarship, teaching, and service activities.
- Describe how have you contributed to your field and the impact of your work.
- Those reviewing your dossier will not be in your field, avoid using highly technical or field-specific language. Put your work into context so that everybody can understand what the achievements listed in the CV mean.
- Describe your philosophy regarding your approach to teaching and mentoring
- Describe the impact of your service to your department, school, and professional an personal communities
- Include your plans for future scholarship, teaching and service.

Use the introductory paragraph as the abstract for your statement. Indicate your current position, department, and when you started in your current rank. Describe your key roles in your department and school and summarize your key accomplishments in research, teaching, and service.

### **Scholarship and Research Statement**

- Approximately 3 pages
- Describe your overarching scholarship and or clinical expertise, focus, and goals
- Can subdivide based on different research projects or scholarly works
- Activities performed while employed at UB vs. previous experience
- Assistant professors describe how your work at UB established your independence from previous advisors. Associate professors describe how your work since your last promotion has contributed to/impacted the field
- Highlight any groundbreaking or seminal contributions to your field, significant findings, breakthroughs or innovations, etc., and explain their importance.
- Describe your role and unique contributions to collaborative projects and clinical trials
- For promotion to Associate Professor, the candidate can highlight those accomplishments (i.e. publications, reviews, chapters, invited talks) that have raised your national reputation. For promotion to Professor, the candidate can highlight those accomplishments that have raised your international and national reputation
- For clinical trials, indicate specifics about your particular leadership role, scholarly contribution to the trials, related scholarly products, and how the trials impacted care.
- Address future plans for:
  - The focus and direction of the research/scholarship/clinical activities
  - Plans for future development, collaboration, application to significant problems
  - Status of funding with reference to past record and future plans

### **Educational Activities and Teaching Statement**

- Approximately three pages
- Describe your philosophy or approach to education, training and/or mentoring
- Describe your teaching/training accomplishments
- Describe how you have used learner and peer review of teaching and/or professional development activities to improve your teaching

- Highlight innovations in teaching/training methods, materials, evaluation
- Describe curriculum development activities and contributions to course or program administration
- Address future plans for teaching and mentoring

### **Service Statement**

- Approximately two pages
- This should be a concise description of your professional expertise, achievements, and leadership, which contribute to the university's stature.
- It should address professional/public service, university service, school service, departmental service, and community service
- Address *future plans* for service at the national and local levels.