

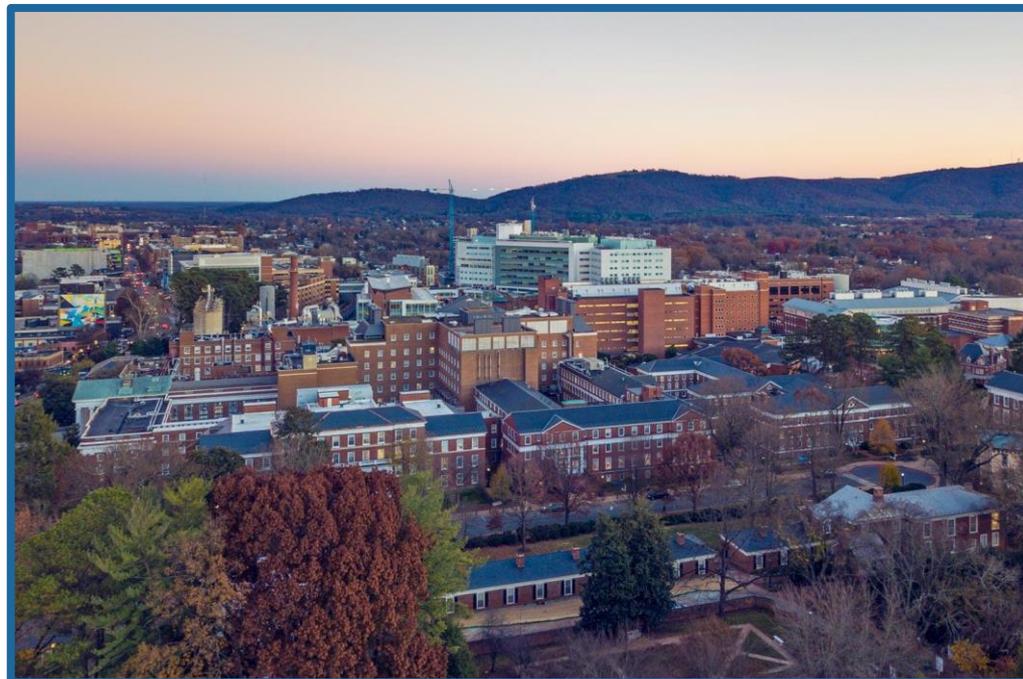


Preparing Your Personal Statement

For Promotion and Tenure

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Faculty Affairs and Development

P&T Resources

This page provides information and resources for all participants in SOM's promotion and tenure process.

The P&T timeline, checklists for departments and candidates, P&T video modules (coming soon), "Polishing your Portfolio" Zoom registration links and other helpful information are all located here.

We are always striving to improve our services and support your success. If you have any suggestions for additional resources, please contact [Caroline Webster](#), Faculty Affairs Project Associate.



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PERSONAL STATEMENT

THE BEST PERSONAL STATEMENTS GET TO THE POINT QUICKLY

PURPOSE OF THE PERSONAL STATEMENT

- Opportunity to provide your narrative of accomplishments, current activities and future directions
- **DO NOT EXCEED TWO PAGES AND, PREFERABLY, LIMIT TO ONE PAGE.**
- Used by P&T committees and most importantly by referee letter writers, who will only have your CV and personal statement
- Emphasis on activities since starting as a faculty member (at UVA) or last P&T action
 - Committees want to know what you have accomplished at UVA
- Your personal statement should change over time!

WHY IS A PERSONAL STATEMENT IMPORTANT?

Shapes the language for:

- Letters of recommendation
- Grant proposal bio sketch
- Cover letter
- Award nomination
- Promotion packet

Helps you learn how to write and communicate powerfully!

Good reflective practice — being able to state why you do what you do.

Providing pre-written text allows you to avoid gender biases that might come up in recommendation letters written for you.

Free software to check for gender biased language:

<http://gender-decoder.katmatfield.com/>

- CV provides content, personal statement provides context
- **DO NOT RESTATE THE CV**
- You can help the reader by pointing out the highlights in your career
 - Significant developments, research findings
 - Publications, grants
 - Awards, appointments, invitations
- Emphasis on activities since starting as a faculty member (at UVA) or last P&T action

- **Use highlights to define your areas of excellence and criteria for promotion or tenure**
 - Identify your areas of excellence
 - Clinical, Education, or Research
 - Describe how your work impacts these areas
 - Specific scholarship produced as a result of your areas of excellence.
 - Peer reviewed and non-peer reviewed publications
 - Other forms of dissemination (IP, media, lectures, workshops, etc.)
 - Reputation that has arisen because of your areas of excellence
 - Local, regional, national and international
 - Service
 - Committees of expertise, grant/journal review, editorial boards
- **Describe changes of professional direction**

- Narrative and not bullet points
 - Proofread, avoid acronyms or names not found in the literature
- Consider your audience, which will include referees and P&T committee members who are scientists and physicians.
- Use active voice, which makes your writing stronger and more direct.
- If there are unusual circumstances in your faculty career, you can briefly explain.
 - This is optional; you do not need to explain time off the clock.

SEE EXAMPLES ON P&T WEBSITE:

<https://faculty.med.virginia.edu/facultyaffairs/advancement/pandt/pt-resources/personal-statements/>

SEEK OUT ASSISTANCE!

CURRENT P&T COMMITTEE MEMBERS:

<https://faculty.med.virginia.edu/facultyaffairs/advancement/committees/>

OTHER P&T COMMITTEE VETERANS WHO ARE HAPPY TO HELP:

<https://faculty.med.virginia.edu/facultyaffairs/files/2021/04/P-and-T-experts-04.01.2021.pdf>

