**The Department of Pediatrics APT Committee tips**

**for preparing your CV and Personal Statement for Promotion**

* Refer to the FSM website for instructions on “How to Prepare your Packet” at[**https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/prepare-your-packet.html**](https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/prepare-your-packet.html)
* Consult the “Domains of Activity and Examples of Accomplishments” chart (attached). The activities under “professional service” in the far-right column are expected of all faculty and are not criteria for promotion.
* Create your CV manually, using the attached Feinberg CV template as a guide; or
* Create your CV using the Feinberg Faculty Portal. See the attached “Generate your CV, Promotion/Tenure Packet, or Other Reports of Career Activity via the Feinberg Faculty Portal.” At point #7, export your CV as a **Word Document** if you want to edit/format as suggested below:

**Checklist for preparing your CV for promotion**

1. Published papers should be numbered and placed in chronological order from oldest to newest.
2. Do not use “et al.” in the author lists – all authors should be listed.
3. It helps if you use a **bold font** for your name, to help it stand out in the reference list. This is especially important if your name was changed at some point.
4. Check to be sure that full citation information is included for each paper. We recommend updating your CV frequently. For example, when early online publications are published in a print journal, update the citation.
5. Make sure that “in press” articles include the journal name and year of acceptance.
6. Please group original reports, reviews, book chapters, etc. in separate sections. Begin numbering at “1” for each section.
7. It’s helpful for reviewers if, at the start of each section, you include a sentence stating the number of first-author, last-author, and middle-author publications.
8. Listing abstracts in your c.v. is optional. Too many abstracts relative to the number of published papers is often seen as a weakness by reviewers. Listing abstracts on projects that are subsequently published as a manuscript is redundant.
9. Avoid padding your CV by inclusion of large volumes of, for example, teaching evaluation pages or other raw material. Teaching evaluations may be added to the separate teaching dossier.
10. Please group “Invited talks” by national/international, regional, and local. Note that teaching activities for students, residents and fellows are not considered invited talks.
11. Include the location, purpose of the talk (e.g., visiting professor, grand rounds speaker, invited presenter at a symposium, etc.) and the date for each invited presentation.

**Recommendations for preparing your Personal Statement**

At present, the FSM instructions for preparing your personal statement are quite general. Consequently, we have seen wide variation in the way these are prepared by faculty promotion candidates. The following guidance will help you prepare an effective statement.

1. Please note that the statement should be focused on what you have accomplished since your initial appointment or last promotion, as applicable. You are qualified to be a faculty member and your journey in becoming a physician or researcher is not relevant to the APT committee.
2. A short introduction of yourself is important: what you do in your two domains, and the percentage time you allocate to research, teaching, administration, clinical, or other activities is helpful to the reviewers. This should define how you’ve been allocating your time since your initial appointment or last promotion.
3. After introducing yourself, concentrate on your accomplishments since your last promotion. When the statement summarizes your entire career, it is often difficult for the reader to learn what has been accomplished to justify your promotion. It is particularly effective to demonstrate how your efforts resulted in a positive outcome in your domains.
4. Important criteria for promotion include scholarship (i.e., publications), grant funding (if applicable), evidence of external recognition (invited talks, visiting professorships, appointment to editorial boards or officer positions in professional societies, etc.), awards (e.g., teaching). Participation in institutional or professional society committees is important, but not helpful in assessing whether promotion is warranted.
5. Each paragraph should address a separate item in the list of criteria for promotion.
6. Any information related to health issues, family circumstances or leave of absence that may have delayed or diminished productivity during the time at your current rank should be included in your personal statement, as this can factor into the promotion decision.
7. Although the recommended length is 3-5 pages, candidates often exceed this in length. Two or three pages should be more than adequate.
8. Consider adding a statement describing the total number of citations of your published works, and your current H index (if applicable). You can find your H index on google scholar. H index can vary depending on how large your field is and years since publication, and you may wish to comment on this if you have papers that are highly cited in your field but have a low number of overall citations.