

## Associate/ Distinguished Clinician application checklist

- Curriculum vitae in NUFSM format. There are two options for preparing your CV:
  1. [Feinberg CV template](#): You may create your CV manually, using the Feinberg template as a guide.
  2. [Feinberg Faculty Portal](#): You have the option of generating your CV from the Feinberg Faculty Portal if you have invested the time to enter your accomplishments throughout your career history. (The system is relatively new and many faculty have not yet added their full career history, so you are not required to use this option). After you have entered your activities and accomplishments in the system, run the CV template titled **Feinberg Standard CV** (set the date range to **all**). See these instructions on [how to generate your CV using the Feinberg Faculty Portal](#).
  
- Provide a 1 - 3 personal statement that explains how your clinical and career accomplishments to date qualify you for promotion.
  - Committee Service of note (include description of your role)
    - Hospital
    - Local
    - National or Other
  - Honors and Awards
  - Short and long-term career goals
  - Successful applicants will demonstrate substantial achievements in the following areas: Clinical Impact, Teaching/Education, Leadership/Administration, Community/Advocacy, or Quality/Research/Dissemination. Provide a listing or a brief paragraph at the end of the personal statement to highlight your most significant contributions in at least one or two of these areas. If you wish you may include the teaching report from the Feinberg Faculty Portal in this section.
  
- Please provide **3** letters of reference. At least one of these letters should be from your site leader or division head and should speak to your contributions. Letters should address the applicant's clinical skills and contributions, communication and consultative abilities, and other mission-based contributions that exceed basic clinical duties. The referees can be site, clinical or administrative leaders who can attest to the applicant's qualifications. They should have CPP or FSM ranks at or above that sought by the candidate, or have responsibilities that provide important perspectives on the candidate's work. Letters of support are solicited by the faculty member; however, **the author should send the letter directly to committee staff** at [pediatrics@luriechildrens.org](mailto:pediatrics@luriechildrens.org).
  
- Send CV and personal statement electronically to [pediatrics@luriechildrens.org](mailto:pediatrics@luriechildrens.org) by **July 8, 2024**.