**Personal Statement**

PURPOSE

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.

CONTENT

You should identify for the evaluators what have been the challenges and successes in your scholarship, teaching and service activities. How have you contributed to your field? What is your philosophy regarding your approach to teaching and what successes have you experienced that fulfill your goals for trainees’ achievements? Have you been able to make meaningful contributions through service? And, be sure to include your plans for future scholarship, teaching and service. Promotion at any rank is a promise for continued success, so goals and plans for the future must be included in your Personal Statement.

In the areas of service, teaching, research/scholarship, the university highly values contributions to diversity, inclusion, culture, equity and community advocacy activities.

**Scholarship and Research Statement**

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

1. Activities performed while employed at UB vs. previous experience
2. Assistant professors describe how your work at UB established your independence from previous advisors and work completed for the terminal degree. Associate professors describe how your work since your last promotion has contributed to/impacted the field.
3. What are you most proud of or excited about regarding your accomplishments? Highlight any groundbreaking or seminal contributions to your field, significant findings, breakthroughs or innovations, etc., and explain their importance.
4. Evidence of influence in the discipline or profession; or industry
5. Describe your role and unique contributions to collaborative projects. What do you identify as your expertise that is valuable to collaborations or team science?
6. 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.

Please also address *future plans* for:

1. The focus and direction of the research/scholarship/clinical activities
2. Plans for future development, collaboration, application to significant problems
3. Status of funding with reference to past record and future plans

**Educational Activities and Teaching Statement**

Describe your teaching accomplishments (approximately three pages):

1. Describe your philosophy or approach to education and/or mentoring.
2. Highlight innovations in teaching methods, materials, evaluation, e.g., software, self-directed learning activities; formative evaluation strategies
3. Curriculum development activities, e.g., new courses; remedial/enrichment activities
4. Contributions to course or program administration; i.e. course director and goals in this role.
5. Advisement and mentoring activities – what is your goal in participating in these?
6. Contributions to interdisciplinary or non-departmental program; continuing education
7. Comment on any modifications to teaching based on student feedback.

Please also address *future plans* for:

Teaching and mentoring – what are your plans or hopes for continuing or expanding teaching roles?

**Service Statement**

This should be a concise description (no more than two pages) of your professional expertise, achievements, 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/Jacobs School/Department
4. Social or civic projects

Please also address *future plans* for service at the national and local levels.