

## Personal Statement – AC Faculty

---

The Personal Statement is your opportunity to help guide your promotion review process by clearly, but concisely, describing and emphasizing your accomplishments.

Recommended Length: 2 Pages

### Document Purpose

The purpose of the Personal Statement component of the dossier is for you to help the Committees on Appointment and Promotion, the AC Advisory Committee, the Dean’s office, and the Provost’s Office understand your career path and your most significant achievements. Information provided in the Personal Statement should complement but not repeat your CV. It is your personal academic narrative. This document is not a checklist of necessary requirements, rather it provides examples. The COAP Guidelines Appendix A provides ways in which your impact may be demonstrated.

### Document Sections

#### Section 1: Introduction

- Characterizes your career path and describe what led to your particular focus.

#### Section 2: Your Area of Concentration (AOC)

- Describe accomplishments in your designated AOC, focusing on specific successes and innovations that have had an impact within your primary practice site, Penn Medicine, the region, or nationally as the case may be.

#### Section 3: Clinical expertise/activities (If not already addressed within AOC)

#### Section 4: Teaching (If not already addressed within AOC)

- Describe the impact of your teaching using metrics described in guidance document. (see link)  
Be sure to include:
  - Who you teach (types of learners)
  - Your teaching philosophy
  - Specific successes/innovations (e.g., outstanding contributions to a course, creation of new teaching materials, etc.)

#### Section 5: Projects in progress

- Describe future directions and areas of planned expansion and growth.

#### Section 6: Optional Impact statement

- COAP recognizes that significant events (pandemic, personal or family issues, etc.) may impact one’s academic trajectory. Some candidates will choose to incorporate such mitigating factors into their personal statements.