A personal narrative statement is a required component for a dossier of Norton College of Medicine candidates for promotion. The statement describes your activities and achievements in the context of your overall academic goals and makes your case for promotion. The members of the Department Promotion and Tenure Committee and NCOMFAPC who review your CV may not be in your field—therefore this is your chance to explain the issues, approach, and impact of your work using language understandable to general academic faculty members.

**Suggested Format**

* Title the statement with your name, date, current rank and department.
* Limit your narrative statement to 2 pages, single-spaced—no longer than 3 pages.
* Use first person narrative.
* Divide your statement into sections with headings. Most candidates will have sections on their primary Area of Distinction, and for Proficiency in Teaching and Service.

**Recommended Key Points**

* Emphasis should be on your major achievements, explained meaningfully and using storytelling narration where possible; not a restatement of your CV.
* Explain and highlight the significance of your accomplishments and contributions.
* Define your role within the organization and the expectations and goals for you as a faculty member. Explain any changes in career direction.
* Focus on the time-period since your last promotion or since your appointment, whichever is more recent.

**Writing Your Narrative Statement**

You may find it challenging to write a narrative statement. Adopting a framework to describe accomplishments may be helpful, such as using PAR Statements --- Problem-Action-Result.

* Start with the **Result** first by describing your major achievements. For example, “I led a team to develop a quality improvement process to increase inpatient discharge efficiency by 35%.”
* For each achievement, define the **Problem.** “Delays in discharge were impacting patient care and caused Emergency Department patient overflow and congestion.”
* Describe the **Action** taken to address the problem: e.g., “I designed and implemented a new discharge tool used on admission and each day of the inpatient stay.”
* Polish and add details, particularly any scholarship. “We published a report on this innovation and the model has been replicated in other academic medical center hospitals.”

**Introduction**

Begin with a one paragraph overview of who you are as a faculty member.

* Describe how your mission or goals guided your work. Examples might include providing care for a specific patient population, teaching a first-year medical student course, or addressing a research problem.
* Describe your academic expectations when hired, any changes in expectations since that time and how you fulfilled them.
* Identify themes or passions that link your activities into a coherent whole, describing steps to the pathway you have taken. Help reviewers understand **why** you undertook projects to work toward your stated goals.
* Explain any events or changes in career pathway that you feel impacted your work.

**Area of Distinction**

Describe achievements in your Area of Distinction using the guidelines below (page 3). You will be evaluated for your leadership, scholarship, and academic reputation (established or national) in the Area of Distinction. To aid the reviewer in understanding your achievements:

* Describe your activities in your Area of Distinction, the impact on your field, on practice or on the community. Highlight notable achievements. If you are a team member, describe the expertise you contribute to team projects.
* Describe your scholarship and its impact. Consider specific scholarship and describe outcomes.
* Describe activities that support your academic reputation at local (within Upstate and affiliated organizations), regional (New York), and/or national/international levels.

**Additional Areas of Distinction**

This section is optional for people who may demonstrate excellence in more than one Area. Describe your activities and achievements in any other Area of Distinction, as described above.

**Proficiency in Teaching**

Describe your teaching activities and impact on learners, including important achievements as an educator. Consider briefly describing your educational philosophy or approach.

**Proficiency in Service**

Describe your service activities and any outcomes at the local, regional, national or international level that resulted from these activities. If your service relates to your Area of Distinction, describe how.

**Summary**

Conclude with one paragraph summarizing your major accomplishments. Refer to the personal mission and goals you defined in the introduction. Comment on the direction of your career and what you hope to accomplish in the future.

# Suggested Guidelines for Summaries Regarding Areas of Distinction

Review Appendix A for the definition and examples of scholarship for all areas of work, including education, basic science, clinical care, public health, preventive medicine, humanities, bioethics, physics, technology, and others.

# Education

* Describe your teaching philosophy or primary goals for education.
* Describe the main area of focus based on the five domains in education. Teaching, Learner Assessment, Curriculum Development, Mentoring/Advising and Educational Leadership/Administration.
* Include a sentence regarding your leadership role(s) in education.
* Describe innovations, courses, curricula, or educational resources you have developed, implemented and evaluated (how you have advanced knowledge), their outcomes, dissemination, and evidence of impact.
* Describe your mentoring activities and any outcomes (for example mentee honors, career advancement, publications and presentations) that show the effectiveness of your mentoring.

# Research

* Describe the focus of your research activities and provide context for your interest in this area. Be sure to include background information, so that academic reviewers not in your field may better understand your work.
* Include a sentence regarding your leadership role(s).
* Describe research problems you are addressing and explain why these problems are important.
* List the outcomes, evidence of dissemination, and evidence of impact of your work, including results, scholarship, grants, mentored projects, or recognitions.

**Healthcare Delivery**

* Describe your area of specialty, including any certifications, and focus of your work in healthcare delivery.
* Include a sentence regarding your leadership role(s) in healthcare delivery.
* Describe innovations, projects, guidelines, protocols, or improvements in patient care, safety and quality, you have led and implemented.
* Describe the dissemination and impact or recognition of outcomes of your healthcare delivery activities and accomplishments.

*Text Adapted from UMass Chan Office of Faculty Affairs*

https://www.umassmed.edu/globalassets/office-of-faculty affairs/documents/narrative-statement-guidelines.pdf