

T&P Toolkit – Guidelines

Some Guidelines for Candidates' Statements

The candidate has the option of providing a personal statement to be included in his/her tenure and/or promotion application. See Section III.A.5(ix) in the *Tenure and Promotions Policy, Criteria and Procedures* which refers to the candidate's personal statement.

General

Your statement should

- Be succinct – normally not more than 2000 words
- Assess your career progress to date
- Highlight any aspects of your career and your approach to it which are particularly relevant and important to your application, including your goals and achievements in each of the three areas of assessment (see below)
- Explain any anomalies in your career profile
- Note any special/personal circumstances which might have affected your career, e.g. illnesses, family circumstances, etc. that may explain gaps in your academic production

Your statement should NOT

- Simply reiterate the information on your c.v.; rather, it should amplify those aspects of your career which you have chosen to highlight

Professional Contribution and Standing

When discussing your professional contribution and standing, it may be useful to

- Situate your research within your scholarly field
- Describe the general direction of your work and any changes in direction or field
- If you have different areas of research, explain how they connect to constitute your area of scholarship
- Speak to any work you have done as part of a research team or group and briefly describe your contributions to any publications which have resulted
- Describe the status of any work in progress

Teaching

When discussing your teaching, it may be useful to

- Describe your philosophy of teaching
- Outline any significant teaching accomplishments
- Summarize contributions you have made, e.g. innovative teaching methods, development of new courses or new programs

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- Provide contextual information, e.g. unique challenges such as motivation levels, complexity of material, course level, class size, language of instruction other than English, etc.
- Describe your participation in teaching development activities, if applicable

Service

When discussing your service, it may be useful to

- Describe any service activities which go beyond the routine, such as significant administrative positions or those which required you to demonstrate leadership
- If service activities outside the University are included in your c.v., explain how those activities relate to your work at the University