

Promotion Narrative Template

Research, non-tenure track and Scientist/Educator pathway, tenure-track

The goal of this narrative is to provide context and details that elaborate on the line-items presented in the CV. It is the faculty's opportunity to highlight particularly meritorious aspects of their promotion application that may not be readily apparent, and to state their case for promotion. Do not simply restate details from the CV. Maximum of 6 single-spaced pages, adhering to this format.

A. Scholarly Activities

[Include in this section a description of your major research interests and key publications/findings arising from your research activities. Whenever possible highlight impacts of your work on the field. Extramural funding history may be mentioned but should be enumerated in your CV.]

B. Teaching Activities

[This section should include didactic (lecture), small group, and one-on-one teaching of postdoctoral fellows, graduate students, medical students or undergraduates from other institutions. Qualitative and quantitative assessments of teaching effectiveness (such as summaries/scores of student evaluations, or evidence of trainee success) may be included with elaboration.]

C. Service and/or Administrative activities

[University and professional service at school, local, regional, national and international levels should be described, highlighting special activities such as membership in working groups, sub-committees, etc. Leadership roles and accomplishments in those roles should be highlighted.]

D. Evidence of Peer Esteem

[This section should support the regional, national, or international reputation of the faculty in their field. Examples include invited seminars/meeting talks, grant review panels/study section memberships, journal editorial positions, invited book chapters/literature reviews, awards recognizing excellence in any of the preceding areas.]

E. Summary Statement of Progress at Current Rank

[The narrative should close with a statement supporting meritorious faculty activities deserving of recognition by promotion and tenure, if appropriate. If seeking promotion from Associate to Full Professor, a case should be made that faculty activities have expanded in scope, impact and scale commensurate with the higher rank.]