**The Department of Pediatrics APT Checklist**

**for preparing your CV and Personal Statement for Promotion**

* Refer to the FSM website for instructions on [“How to Prepare your Packet”](https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/packet/index.html)
* Consult the “[Domains of Activity and Examples of Accomplishments](../Promotion%20Forms%202024-25/Monday%20Minute%20messaging/Domains-of-Activity-8.15.23.pdf).” The activities under “professional service” in the far-right column are expected of all faculty and are not criteria for promotion.
* Create your CV manually, using the attached [Feinberg CV template](https://www.feinberg.northwestern.edu/fao/docs/admin-promo-tenure/dossier-cv-template.docx) as a guide; or
* Create your CV using the Feinberg Faculty Portal. See the attached “[Generate your CV](https://www.feinberg.northwestern.edu/fao/docs/systems/faculty-portal/career-activity-module/generate-cv.pdf).” At point #7, export your CV as a **Word Document**. **It is strongly suggested that you then manually edit/format your CV following the suggested checklist below.**

**Checklist for preparing your CV for promotion**

1. Published papers should be numbered and placed in chronological order or reverse chronological order if exporting from the Feinberg Faculty Portal. (That system only offers reverse chronological ordering of publications). Presenting in time order is important so that reviewers can assess your productivity and trajectory over time.
2. Do not use “et al.” in the author lists – all authors should be listed.
3. It helps if you use a **bold font** for your name, to help it stand out in the reference list. This is especially important if your name was changed at some point.
4. Check to be sure that full citation information is included for each paper. We recommend updating your CV frequently. For example, when early online publications are published in a print journal, update the citation.
5. Make sure that “in press” articles include the journal name and year of acceptance.
6. Publications that are a Work in Progress or in submission should only be on CV if already accepted.  Please update with publication date, as applicable.
7. Please group original reports, reviews, book chapters, etc. in separate sections. Begin numbering at “1” for each section.
8. It’s helpful for reviewers if, at the start of each section, you include a sentence stating the number of first-author, last-author, and middle-author publications.
9. Listing abstracts in your c.v. is optional. Too many abstracts relative to the number of published papers is often seen as a weakness by reviewers. Listing abstracts on projects that are subsequently published as a manuscript is redundant.
10. Those going up for Professor should avoid putting abstracts on their CV.
11. Avoid padding your CV by inclusion of large volumes of, for example, teaching evaluation pages or other raw material. Teaching evaluations may be added to the separate teaching dossier.
12. Please group “Invited talks” by national/international, regional, and local. Note that teaching activities for students, residents and fellows are not considered invited talks.
13. Include the location, purpose of the talk (e.g., visiting professor, grand rounds speaker, invited presenter at a symposium, etc.) and the date for each invited presentation.
14. When listing grant awards, follow the format established on the CV template, making sure to document your role and the direct costs you received.
15. Are your grants still active? Update the dates.
16. Do some of your open-ended appointments need closure dates?  For example, CV may state that you were an Editorial Board Member or National/International Society committee member from 2019 – present.  If this term has ended, please update your CV accordingly.
17. Sections of the CV template that do not apply to you may be skipped, but the sections that do apply should be listed in the order established in the template.

**Recommendations for preparing your Personal Statement**

See [FSM instructions for preparing your Personal Statement](https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/packet/personal-statement.html). They also provide templates for [Clinician-Educators, Team Scientists, and Investigators,](https://www.feinberg.northwestern.edu/fao/docs/admin-promo-tenure/dossier-personal-statement-reg-tracks.docx) and for [Research Faculty.](https://www.feinberg.northwestern.edu/fao/docs/admin-promo-tenure/dossier-personal-statement-research-track.docx)

The following pointers will also help you prepare an effective statement.

1. Preferred length is 2-3 single-spaced pages.
2. Please note that the statement should be focused on what you have accomplished since your initial appointment or last promotion, as applicable. You are qualified to be a faculty member and your journey in becoming a physician or researcher is not relevant to the APT committee.
3. A short introduction of yourself is important: what you do in your two domains, and the percentage time you allocate to research, teaching, administration, clinical, or other activities is helpful to the reviewers. This should define how you’ve been allocating your time since your initial appointment or last promotion.
4. After introducing yourself, concentrate on your accomplishments since your last promotion. When the statement summarizes your entire career, it is often difficult for the reader to learn what has been accomplished to justify your promotion. It is particularly effective to demonstrate how your efforts resulted in a positive outcome in your domains.
5. Important criteria for promotion include scholarship (i.e., publications), grant funding (if applicable), evidence of external recognition (invited talks, visiting professorships, appointment to editorial boards or officer positions in professional societies, etc.), awards (e.g., teaching). Participation in institutional or professional society committees is important, but not helpful in assessing whether promotion is warranted.
6. Each paragraph should address a separate item in the list of criteria for promotion.
7. Any information related to health issues, family circumstances or leave of absence that may have delayed or diminished productivity during the time at your current rank should be included in your personal statement, as this can factor into the promotion decision.
8. Consider adding a statement describing the total number of citations of your published works, and your current H index (if applicable). You can find your H index on google scholar. H index can vary depending on how large your field is and years since publication, and you may wish to comment on this if you have papers that are highly cited in your field but have a low number of overall citations.