Checklist for preparing your CV, Personal Statement, and Record of Teaching for Promotion

**The Department of Pediatrics APT Committee
provides the following advice to ensure that your promotion application has the best chance of success when it is advanced
to the FSM APT Committee. A poorly prepared package can be cause for not progressing.**

- Refer to the FSM website for instructions on "How to Prepare your Packet"
- Consult the "Table 3: Domains of Activity and Examples of Accomplishments" in the Appendix of the Information Guide for Appointments, Promotion and Tenure. 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 as a guide (preferred); or
- Create your CV using the Feinberg Faculty Portal. See "Generate your CV." At point #7, export your CV as a Word Document. If you use this option, you <u>will</u> need to perform some manual editing based on the suggested checklist below so it looks like the Feinberg CV template.

**Submit your packet only after completing every item on this checklist.
Non-compliant packets will be returned to the sender for edits and resubmission.**

**Prepared and updated November 2024 by
Department of Pediatrics Office of Faculty Development.
(Use this document as most accurate advice per Feinberg.)**

Checklist for Preparing Your CV

☐ Ensure formatting is consistent throughout (font style and size, indentation, numbering, subheadings, etc.)

☐ Categorize <u>all</u> activities using the subheadings that are listed in the template (e.g., honors, internal institution service, grants & sponsored awards, invited talks, and publications)

When listing publications:

☐ **Chronological Order:**

Ensure published papers are numbered and placed in chronological order or reverse chronological order (if exporting from the Feinberg Faculty Portal). Presenting publications in time order is important for reviewers to assess your productivity and trajectory over time.

☐ **Author Lists:**
Do not use "et al." in the author lists—all authors should be listed in the order they appear on the publication.

> However, if you are one of *many* in a collaborative effort and not included in the main author byline in PubMed, you may want to list the citation as:
>
> First M, Jones K, Shah L… Myself (Xth out of 115)… Last D: Title here, etc.

☐ **Highlighting Your Name**:
Put your name in bold font so that your contribution stands out.

☐ **Full Citation Information:**
Verify that full citation information is included for each paper. Update citations when early online publications are published in print.

☐ **In Press Articles:**
Ensure "in press" articles include the journal name and year of acceptance.

☐ **Accepted Articles:**
Only include works that are accepted. Update with the publication date as applicable. Manuscripts under submission should not be listed.

☐ **Separate Sections for Publications:**
Group original reports, reviews, book chapters, etc., in separate sections. Begin numbering at "1" for each section.

☐ **Listing Abstracts:**
Listing abstracts is optional. Avoid listing too many abstracts relative to the number of published papers.

☐ **Excluding Abstracts for Professors:**
Avoid including abstracts if applying for Professor.

☐ **Avoid Padding:**
Refrain from including large volumes of materials like teaching evaluation pages in the CV (which can go on the Record of Teaching form). Use CV supplemental forms for specific accomplishments.

☐ **Grouping Invited Talks:**
Group invited talks by national/international, regional, and local. Include the location, purpose, and date for each presentation. General advice is given below.

- Local: e.g., Lurie Pediatric Pearls, Northwestern talk, home institution/Northwestern/Lurie sponsored conferences/CME no matter audience
- Regional: e.g., Milwaukee grand rounds, possibly Chicago area medical institution invited talks, regional society conferences
- National/International: e.g., AAP invited speaker, etc.

☐ **Listing Grant Awards:**
When listing grant awards, follow the format established on the CV template, making sure to document your role (specifically and accurately). Ensure grants listed are still active and update dates if necessary. Please ensure that ID#, grant title, role, effort, direct costs, and project period, are included. This information is automatically generated in Interfolio, so the candidate just needs to format it in the CV.

☐ **Closure Dates for Appointments and Leadership Roles:**
Update CV with closure dates for open-ended appointments (e.g., Editorial Board Member from 2019–present or 2019-2023 as applicable).

☐ **Add CV Supplements as needed:**
CV Supplements are available for Quality Improvement, DEI, Development and Leadership, Public and Population Health Initiatives, and Global Health Initiatives. You can produce manually or generate from the Feinberg Faculty Portal. This is the place to provide more details of accomplishments as they apply to your Domain.

☐ **Skip Non-Applicable Sections:**
Sections of the CV template that do not apply to you may be skipped and the heading deleted on the CV. Sections that do apply should be listed in the order established in the template.

☐ **Mentorship, Teaching, and Curriculum Development:**
These activities are not included in the Feinberg CV template. They should be added to the [Record of Teaching](#) form.

☐ **Proofread your CV and be attentive to detail:**
A poorly prepared CV reflects poorly on the applicant. Have peers or mentors proofread your CV.

Checklist for Preparing Your Personal Statement

See FSM instructions for preparing your Personal Statement.

☐ **Length:**
Ensure the statement is 1-3 single-spaced pages.

☐ **Template:**
Download the appropriate template for Clinician-Educators, Team Scientists, and Investigators, Health System Clinicians, and Research Faculty.

☐ **Focus:**
Focus on accomplishments since your last promotion. For example, those applying for Professor should focus on accomplishments since promoted to Associate Professor.

☐ **Introduction:**
Include a short introduction of yourself, stating what you do in your two domains and the percentage time allocated to each.

☐ **Concentration on Accomplishments:**
Focus on accomplishments since your last promotion, demonstrating positive outcomes, upward trajectory, and impact in your chosen domains. Review your Domains in Table 3 of APT guidebook to review examples of accomplishments that you should discuss.

☐ **Criteria for Promotion:**
Address scholarship, grant funding, evidence of external recognition, awards, and committee participation/leadership in each paragraph.

☐ **Avoid Redundancy:**
Do not simply repeat the accomplishments listed on your CV. Instead, help reviewers understand the significance of your accomplishments in your specific field. Provide supplementary information that may not be apparent from review of the CV to help contextualize why you qualify for promotion.

☐ **Health/Family Circumstances:**
Include any relevant information regarding health issues, family circumstances, or leave of absence that impacted productivity.

☐ **Citation Metrics:**
Consider including your total number of citations and H-index, with a comment if applicable.

☐ **Proofread your PS and be attentive to narrative and storytelling:**
Have peers or mentors proofread your PS.

Checklist for Record of Teaching

All faculty on the Clinician-Educator, Team Scientist and Investigator career tracks are expected to demonstrate contributions in Teaching as documented through the Record of Teaching form. This is optional for Health System Clinicians; those with education as an area of concentration may demonstrate achievement in that area through this form.

All faculty who have education as a domain should maintain an active Record of Teaching and **must** submit this form to the Dept of Pediatrics APT Committee.

☐ **Record of Teaching and Teaching Evaluations:**
   - Include only activity since your last promotion became effective (or since you were appointed, if you now hold your first faculty rank)
   - This is the place to list your Mentees and detailed Teaching Activities
   - Teaching evaluations may be added to the end of the Record of Teaching form to demonstrate evidence of teaching effectiveness.

There are two options for creating this document:

1. Record of Teaching: You may create this document manually by using this template.
2. Feinberg Faculty Portal: You have the option of generating this form from the Feinberg Faculty Portal if you have maintained your teaching accomplishments there. (The system is relatively new and many faculty have not yet added their full career history, so you are not required to use this option). After you have entered your teaching activities in the system, run the CV template titled Record of Teaching.