To:          Candidates for Appointment or Promotion on the Clinician-Educator series

From:    Kathleen Nelson, MD

 Associate Chair for Pediatric Faculty Development

Chair, CFAPC

            Jennifer Maniscalco, MD, MPH

Vice Chair, Medical Education, Department of Pediatrics

Member, CFAPC

RE:          Candidate Statement of Academic Contributions, Goals, and Plans for

Clinician-Educator Designation

The narrative information contained in the Candidate’s Statement is an important element of the dossier submitted to the CFAPC for review. The CFAPC is charged with advising the USC KSOM Clinical Appointments and Promotions Committee on the suitability of candidates for appointment and promotion to advanced academic rank in the Clinician-Educator and Practitioner designations. Thus, candidates in the Clinician-Educator series should present themselves as faculty with a scholarly approach to teaching, curriculum development, clinical program development, educational leadership, and/or educational scholarship. Faculty should focus on demonstrating their present and future contributions to academic excellence in the domains of education and clinical care of the Keck School of Medicine (KSOM).

KSOM has provided some guidance to the Department of Pediatrics about the Personal Statement and, although they have not yet issued the official guideline, we believe that we are able to give you advice on organizing this important aspect of your materials. Please be aware that you may need to modify the Personal Statement once KSOM has a final guideline document approved.

**Department of Pediatrics Keck School of Medicine**

**The Candidate’s Statement of Academic Contributions, Goals, and Plans (aka the Personal Statement)**

**2-3 pages single spaced for appointment/promotion as a Clinician-Educator**

* Address all three domains: Teaching, Service and Scholarship, BUT… focus on Your Educational and Clinical Service aspects.
* The Appointments and Promotions Committee wants to know what you have accomplished at your current rank but are really interested in your future plans so more weight to **future**- with specific goals and plans
* Frame future plans based on your past accomplishments but **do not rehash your CV** in terms of publications, grants, past successes
* For teaching section, you should focus on new ways you have tried to teach or things you are doing to improve teaching in your division/program that reflects a scholarly approach to your educational focus.   Clearly delineated accomplishments, goals, and plans should be included. As of September, 2016, your dossier should include an educational portfolio
* For service, how are you using your patient care skills to provide the highest level of care or expand/improve existing clinical programs?  What outside service do you perform for professional societies, editorial responsibilities, grant review activities?
* Individual *vs*. team effort.  Multidisciplinary science is wonderful and is recognized but make sure you clearly elucidate your individual contributions/future contributions and make sure you are leading parts of the efforts and not providing a supportive role to everything.
* Use lay terminology and spell out all abbreviations – these are read by people outside your immediate field

**Recommend:**

**Introduction** with your career goal stated, how this will bring excellence to USC/KSOM

**Teaching** – can include an educational philosophy, past success, future plans and any scholarly activities that may include professional development for improving your teaching and educational scholarship; curriculum preparation etc. Summarize your accomplishments in these areas, and discuss your particular area of teaching/mentoring emphasis.  Present specific examples of how you have advanced the trainee/mentee experience in your area of emphasis, and how you have developed as a teacher and mentor.  If you are developing or improving educational programs (e.g., for medical students or residents, graduate students, special focus journal clubs, initiating new courses, implementing new teaching methods), these should be described.

**Service/Clinical Care**- includes clinical, administrative, community outreach, editorial service areas. Explain how you plan to provide the highest level of patient care and plans to develop or improve existing clinical programs at the KSOM. For other areas of service, describe how you will contribute to the service and direction of programs important to the Keck School of Medicine.  This can include outside professional activities such as service to scientific and professional organizations, federal programs (NIH, CDC, DOD, DOE, etc.), and editorial responsibilities.

**Scholarship** –include research here but this is not expected to be extensive for candidates on the Clinician-Educator designation

**Overcoming barriers/challenges/address gaps**  (optional)

**Goals and Plans for the future**:  highlight why you bring excellence to USC/KSOM