

TIP SHEET REGARDING THE PERSONAL STATEMENT

The personal statement portion of the Faculty Review Checklist, I.I, is required in three situations:

- Third year review
- Dossier prepared for tenure and/or promotion
- Dossier copies for the three external reviewers of the promotion/tenure dossier

Because the language of the Faculty Checklist is geared towards the teaching faculty, the following revision of the instructions concerning the personal statement is for the library faculty and stated in terms of librarianship and not teaching.

Personal Statement:

This statement should provide (1) a summary of the candidate's philosophy of librarianship that includes a listing of accomplishments related to professional excellence and his/her particular library specialty as well as what the candidate views as needs for further development; and (2) a summary of the candidate's research plan. The reader should gather from this statement the candidate's research interests and why the candidate believes his/her line of research is important and his/her contributions to date. Finally, (3) the statement should address the candidate's views on service and institutional building.

[based on instructions from the Faculty Review Checklist]

A personal statement is an executive summary which includes the individual's philosophy of librarianship, research, and service. Because our assignments vary widely, the personal statement should be used to frame each dossier in its own terms. A personal statement should:

- Summarize accomplishments which are detailed in the dossier.
- Demonstrate how personal accomplishments relate to the mission of the libraries and the university.
- Demonstrate how the candidate integrates scholarship into his/her career.

A typical *research plan has four main sections:

- A. Specific Aims
- B. Background and Significance
- C. Preliminary Studies and Progress Report
- D. Research Design and Methods

The following questions may assist in addressing the four main sections of a research plan:

- A. What do you intend to do?
- B. Why is the work important?
- C. What has already been done?
- D. How are you going to do the work?

*as defined by the Agency for Healthcare Research and Quality in "Essentials of the Research Plan" (<http://www.ahrq.gov/fund/esstplan.htm>)

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Approved by Faculty 6/20/08