

## **GUIDELINES FOR WRITING PERSONAL STATEMENTS FOR PROMOTION AND TENURE ACTIONS**

The Personal Statement (formerly called the Career Development Record) is designed to be the candidate's personal explanation of career trajectory and accomplishments to the various reviewing bodies. It is especially important that the Statement be worded to convey several things to others, in particular to those teaching faculty who may be called upon to sit on departmental committees, to Appointments and Promotions Committee members, and, finally, to the Promotion Review Committee at the topmost level of the promotion process. Namely, these things include:

- Quality of work
- Productivity over time
- Impact

While the Statement is the candidate's own document, the Library Faculty suggest a number of considerations as follows.

1. Avoid making the Statement your life's journey or a chronology of your professional career. While some timelines might be useful to establish development, you do not want to repeat what can already be gleaned from reading the packet and supporting materials. You may mention extensive work experience elsewhere, but focus on your Rutgers experience!
2. Seize this as an opportunity to project your philosophy of librarianship but do so without didacticism.
3. Keep the document to a reasonable number of pages; some parsimony may be a virtue. Remember, you are asking very busy groups of people to read the Statement, and your role is to highlight! At one promotion workshop, five pages were mentioned; ten to twelve should probably be the maximum.
4. Make the Statement as jargon-free as possible; spell out acronyms or explain necessary, uncommon terminology. The Personal Statement may be read by both non-librarians and by faculty in other departments, so be sure you provide appropriate context in explaining your accomplishments.
5. This is a good time to make the point of what distinguishes your contributions from those of colleagues in the field. Where have you succeeded that others have not (without maligning anyone else)?
6. Prepare to "sell" yourself, but also be prepared to document. For instance, what service, process, etc. did you improve; what did you develop; where did you take advantage of technology; did you apply philosophy to practice or document new practices as a model for others; were you the first at something?
7. What do you see as your impact at the University and within Rutgers University Libraries? Do your accomplishments fit within RUL goals and objectives or within the RUL Strategic Plan? Highlight your most noteworthy

- accomplishments. It is not necessary to cover details of every single accomplishment. Also describe and document your impact in and contributions to the profession of librarianship.
8. How does your scholarship and service impact the field?
  9. Evaluate how your tone will come across to other readers. Be an advocate for yourself, but be factual; sound intelligent but not stuffy, confident but not boastful. You may wish to have someone else review the statement or even read it back aloud to you.
  10. Examine your statement for focus, consistency. Emphasize the “now” rather than the past.
  11. Make this writing at your best. It is not uncommon for outside evaluators to draw upon your own comments in their evaluations.