

Narrative Statement

Suggested Content & Format

Candidates for promotion are strongly encouraged to submit a narrative statement. The narrative statement provides the opportunity to describe your activities and achievements as a faculty member at UMass Chan Medical School and to make your case for promotion.

The narrative statement tells your academic story. Use it to highlight the significance of your contributions and accomplishments, define your role within the organization, and explain any changes in career direction. Do not reiterate everything in your CV—use the narrative statement to emphasize your major achievements and describe them more meaningfully than in your CV. Focus on the time period since your last promotion or since your appointment, whichever is more recent.

The members of the DPAC and PAC who review your CV may not be in your field—therefore it is particularly important to explain the issues, approach, and impact of your work using language that will be understandable to a general academic medicine audience. The narrative statement should be a maximum of three pages and can be written in the first person.

Starting Your Narrative Statement

Many faculty find it challenging to write a narrative statement. PAR Statements (Problem, Action, Result) are a good framework to describe your activities and achievements.

Define the Problem that needed to be solved: “The care of elderly patients with chronic conditions at UMass Chan was poorly coordinated.” Describe the Action that you took to address the problem: “I designed and implemented a patient-centered model for geriatric patients.” Highlight your achievement (the Result): “ We reduced readmission rates of geriatric patients by 25%.” Polish and add details, particularly any scholarship that resulted: “We recently published a report on this innovation and the model has been extended to three other clinics in the health system.”

Statement Format

Title the Narrative Statement with your name, current rank and department.

Divide your statement into sections with headings. Your statement should begin with an “Introduction” section and end with a “Summary” section (more information about these sections is included below).

The other sections should align with the levels of achievement appropriate to the track (tenure track or non-tenure track) and academic rank (Assistant Professor, Associate Professor, Professor) to which you seek promotion. The sections of the Narrative Statement represent **your understanding** of your levels of achievement- the role of the DPAC is to undertake their own independent assessment of those achievements. Explanatory bar graphs about expected levels of achievement can be found at the links below:

Tenure Track (including Tenured Faculty):

[Assistant Professor](#)
[Associate Professor](#)
[Professor](#)

Non-Tenure Track:

[Instructor](#)
[Assistant Professor](#)
[Associate Professor](#)
[Professor](#)

Narrative Statement Sections

Introduction Section: Begin with a one paragraph overview of who you are as a faculty member. Describe the mission or goals that have guided your work. For example, providing care for a specific patient population, integrating teaching with clinical care, or addressing a research problem. Describe the expectations for you when you were hired and the expectations now. Describe how you have fulfilled those expectations. Identify themes or passions that link your activities into a coherent whole. Help reviewers understand why you undertook particular projects to work toward your stated goals. Title this section, "Introduction."

Area of Distinction Section: Describe your activities in your Area of Distinction and the impact of these activities on your field and on the community. Describe your scholarship and its impact. Select specific scholarly works and describe their outcomes. Highlight notable accomplishments that act as evidence of Entry, Established or Senior levels of achievement (see examples of achievements for each AOD on the [OFA website: Tables 1-4](#)). Describe the activities that support an academic reputation at the local (within UMass Chan/UMMHC and affiliated organizations), regional (New England), national and/or international level. If you are a member of a team, describe the expertise that you contribute to team projects. Potential guiding questions for each Area of Distinction are below.

Health Care Delivery:

- What is the focus of your activities in health care delivery?
- What innovations, guidelines, protocols, or improvements in patient safety and quality have you implemented? What are the outcomes?

Education:

- What is the focus of your activities in education?
- Describe your teaching philosophy or primary goals for education.
- What innovations, courses, curricula, or educational resources have you developed, implemented and evaluated? What are the outcomes?
- Describe your mentoring activities and any outcomes (e.g., papers and presentations) that demonstrate the effectiveness of your mentoring.

Investigation

- What is the focus of your activities in investigation?
- What are the research problems that you are addressing? Why are these problems important?
- What are the outcomes of your research?

Public Policy and Population Health

- What is the focus of your activities in public policy and/or population health?
- What innovations, policies, or programs have you implemented or influenced? What are the outcomes?

Title this section with your Area of Distinction and appropriate level of achievement for the academic rank to which you seek promotion. For example, "Area of Distinction- Health Care Delivery, Established level" or "Area of Distinction- Investigation, Senior level".

Other Sections: Describe your activities in other categories as required by your track and the academic rank to which you seek promotion (see the explanatory bar graphs on the OFA website). For Academic Service, describe the key focus or foci of your service activities and any outcomes at the local, regional, national or international level that result from your service activities. Describe how your service

activities relate to your Area of Distinction and other activities.

Title these sections with the category and appropriate level of achievement for the academic rank to which you seek promotion. For example, "Education- Entry level" or "Health Care Delivery- Senior level".

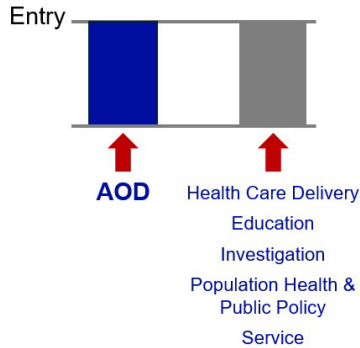
Note: Academic Service is an expectation for every candidate, even if not at an explicit level on a bar graph. Your DPAC will be confirming the existence of Service activities on your CV.

Summary Section: Conclude with a single paragraph summarizing your major accomplishments. Refer to the personal mission and goals you defined in the Introduction. Comment on the direction of your career and what you hope to accomplish in the future. Title this section, "Summary."

Example Narrative Statement Formats

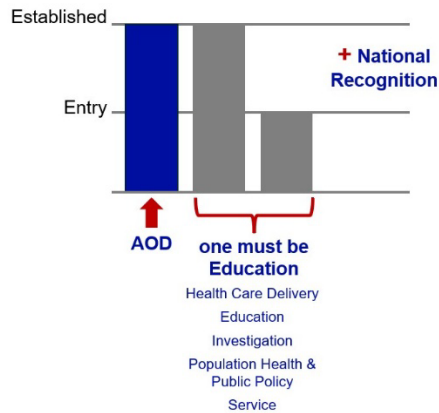
Using the explanatory bar graphs on the OFA website, select the bar graph most appropriate for the track (tenure track, non-tenure track), academic rank to which you seek promotion (Assistant Professor, Associate Professor, Professor), and Area of Distinction.

Example 1: Candidate for **Assistant Professor** with an **AOD of Education**:



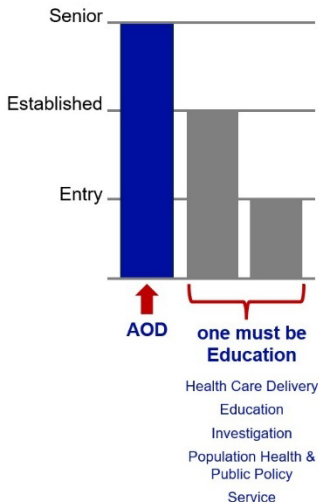
Name Instructor Department of X
<u>Introduction</u>
<u>Area of Distinction- Education, Entry level</u>
<u>Service- Entry level</u>
<u>Summary</u>

Example 2: Candidate for **Associate Professor** in the **tenure track** with an **AOD of Investigation** (note that while the candidate did not include a section on Service, his/her DPAC will be confirming the existence of Service activities on the CV):



Name Assistant Professor Department of X
<u>Introduction</u>
<u>Area of Distinction- Investigation, Established level</u>
<u>Population Health- Established level</u>
<u>Education- Entry level</u>
<u>Summary</u>

Example 3: Candidate for **Professor** in the **non-tenure track** with an **AOD of Health Care Delivery**:



Name Associate Professor Department of X
<u>Introduction</u>
<u>Area of Distinction- Health Care Delivery, Senior level</u>
<u>Education- Established level</u>
<u>Service- Entry level</u>
<u>Summary</u>