



WRITING A NARRATIVE



Promotion Process

Consideration of Appointment In:

- Local unit
- Division
- Department
- Medical school
promotions committee
- Office of the President
of Harvard University

Steps for Creating a Promotion Profile

Select ONE area of excellence representing the major area of contribution, achievement, and impact.

Areas of Excellence

Teaching and
Educational Leadership



Clinical Expertise
and Innovation



Investigation



Evaluation for Teaching and Education

ALL candidates will be evaluated for teaching and educational contributions.

MAY identify other significant supporting activities.

Significant Supporting Activities

Clinical Expertise

Investigation

Education of Patients
and Service to
the Community

Administration
and Institutional
Service



Narrative Order

- Highlight Area of Excellence
- Follow with Teaching Role (if not your area of excellence)
- Add Significant Supporting Activities

Narrative Order

Teaching and Educational Leadership	Clinical Expertise and Innovation	Investigation
<p>Teaching Roles</p> <ul style="list-style-type: none"> • as teaching leader • as teacher • as program developer 	<p>Clinical Roles</p> <ul style="list-style-type: none"> • as clinical expert • as clinical researcher/innovator • as clinical leader 	<p>Research Roles</p> <ul style="list-style-type: none"> • as independent scientist • as collaborator • as research leader
<p>Clinical Roles</p> <ul style="list-style-type: none"> • as practitioner • as clinical researcher • as administrator 	<p>Teaching Roles</p> <ul style="list-style-type: none"> • with students • with residents/fellows • with peers • as teaching leader 	<p>Teaching Roles</p> <ul style="list-style-type: none"> • with students • with research fellows • with peers • as teaching leader
<p>Supporting Activities</p> <ul style="list-style-type: none"> • in hospital • regionally • nationally 	<p>Supporting Activities</p> <ul style="list-style-type: none"> • in hospital • regionally • nationally 	<p>Supporting Activities</p> <ul style="list-style-type: none"> • in hospital • nationally • as clinician



Structure

- An opening paragraph that provides an overall summary of your major activities and achievements. Include an estimate of the proportion of your effort dedicated to teaching, research, clinical service, administrative activities and other relevant professional roles
- Description of achievements in your Area of Excellence (Investigation, Teaching and Educational Leadership, or Clinical Expertise and Innovation); may include a description of work in progress such as pending grants or manuscripts in preparation
- Description of contributions to Teaching and Education (if not your area of excellence). This may include a description of mentorship activities not discussed elsewhere in the CV
- Description of contributions in Significant Supporting Activities, if any
- A final paragraph that integrates and summarizes the contributions described above

Name:

Date:

Department/Discipline:

Specific Area:

Area of Excellence:

Contributions:

(May be over time)

Publications:

Impact:

Teaching Role:

(If not major area of excellence)

With students:

With residents:

With clinical and/or research fellows:

With peers:

With patients or other groups:

Supporting Activities:

Clinical care/investigation:

Local service:

(Committees, etc.)

Regional/national service:

(In professional societies, for NIH, DOD, NSF, etc.)