Promotion and Tenure - Candidate's Narrative Statement

Statement Preparation

The Candidate’s Narrative Statement will be prepared in Activity Insight (AI). The statement is part of the University Dossier report in AI.

Focus of Statement

In the College of Engineering, a single narrative statement written by the candidate is required. This statement should focus on clarifying and highlighting the primary area(s) of concentration and contribution by the candidate to aid the College and University Committees in their review of the dossier.

Process for Statement Review Prior to Finalization

The Department Head has responsibility to review the candidate’s narrative statement and ensure that it is not subjective or evaluative. The candidate may be asked to make revisions as part of this review.

Guidelines for Statement Preparation

The format of the Narrative Statement should:

- Be a **brief statement** explaining areas of emphasis and major contributions
- Be written in the **first person**
- Usually **one to two pages**, but no more than **three**
- Should be written for those **outside** the discipline

The content of the Narrative Statement should:

- **Explain how the candidate’s work and activities fit in the context of their overall goals and agendas** (not call attention to achievements already listed in the dossier).
- Be **factual and objective**, not subjective or evaluative.
- Avoid use of:
  - Unnecessary technical jargon, technical acronyms or other phrases that reviewers outside the discipline would not understand.
  - Qualitative phrases, adjectives, and adverbs to describe a candidate's work and contributions – see examples to avoid below:

  Examples to Avoid: "strong record," "particularly effective," "well-funded," "has strengths in...,” "was successful in...,” "tremendous effort,” "developed an excellent reputation,” “teaching evaluations have improved,” “received favorable recognition,” ”is one of the pioneers in the area,” “performed original and voluminous work,” "work was well-received,” "... greatly enjoys interacting with students,” "he has established visibility in ...,” “she has strengthened the curriculum by ...,” "has demonstrated abilities in ...,” "constantly strives to show the students ...,” “students find (the faculty member) knowledgeable and interesting,” "has passed on an enthusiasm for ...,” “has developed expertise in ...,” "his long-term goal is to ...,” "his approach supports the ideal of a research university where the faculty member...,” "... believes that ...,” “internationally recognized,” “…made important contributions…”

Please refer to the link below for guidance:

[https://www.vpfa.psu.edu/promotion-and-tenure/](https://www.vpfa.psu.edu/promotion-and-tenure/)