**Self-Assessment Template and Guidance**

**Instructions/Guidance**

In addition to the CV, the candidate should prepare a written self-assessment of academic accomplishments as well as future plans and career trajectory. Candidates are referred to [Faculty Code Section 24-32](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432) and [Executive Order 45](http://www.washington.edu/admin/rules/policies/PO/EO45.html), which outline pertinent scholarship and professional qualifications of particular importance at the University of Washington.

In the self-assessment, the candidate should reflect on the significance, independence, influence, and promise of completed and in-progress scholarship and/or creative work. The focus should be on achievements in rank or title at the University of Washington, but it is important to place those achievements in context with how they fit into a larger body of work or program. Candidates holding ranks or titles with a primary emphasis in research or teaching should particularly reflect upon accomplishments and experiences that are consistent with their rank or title. All candidates should outline contributions to the profession, the University, and public service.

Your self-assessment should focus on areas explained in your current CV but provide more context by sharing the trajectory of your career and its highlights It is also a place to explain less traditional contributions, any situations you encountered that have made progress difficult and your improvement and growth over time. The [Academic Personnel for Faculty at UW](https://ap.washington.edu/ahr/working/faculty-promotion-tenure/crafting-your-cv-self-assessment/) advises that the document should be a minimum of 3 pages and “no longer than necessary.” The SPH recommends using a narrative format and aiming for a document that is 3-6 pages (focus on succinctness and precision while telling your story), please provide your personal insights to the below areas of your academic accomplishments (as applicable to your title). The personal statement should touch on all of the categories below that are required for promotion in every track (research/scholarship, teaching, and service); funding information can be provided within those categories or as a separate section. Of note, other forms of work (e.g., EDI work, other service, administration leadership, etc.) may also be described in your personal statement, either in their own sections or within the sections below.

**Research/Scholarship (required for all titles)**

*[Describe your research and scholarship, and major successes in these areas. Include funding brought in current and past, % of effort spent on these activities. Reflect on the significance, independence, impact, and promise of completed and in-progress scholarship and/or creative work]*

**Teaching and Mentoring (not required for research titles, unless if required by a funding source)**

*[Describe your teaching and major successes in these areas. Include % of effort spent on these activities, courses taught (formal and informal), numbers and types of students mentored. Reflect on the effectiveness of your teaching, in addition to the quantity, including peer and student teaching evaluations and other relevant datapoints;*

**Service/Administration (required for all titles)**

*[Describe your service and major successes in these areas. Include % of effort spent on these activities, outline contributions to the profession, the University, and public service]*

**Funding [required for WOT, tenure-track, and research only]**

*Within the above categories (particularly scholarship and teaching) or in a separate section outline , the type/amount of internal and extramural funding required to conduct the type of scholarship that you are engaged in, your track record of obtaining funding (specifically competitive extramural funding used to support your portion of salary and scholarly activities (if your area of research requires extramural support)) and what funding you have secured to fund your salary and scholarly activities for the next 2-4 years. Some prompts to consider:*

* *Please be sure to state what percent of your salary is soft-money (i.e., 50% for TT, 70% for WOT, 90% for Research track faculty) and to explain what type/amount of extramural funding is required to support the type of scholarly activities that are important for your field (e.g., do you conduct clinical trials or laboratory research? Do you supervise students, postdocs or program management staff that require your financial support?)*
* *What percent of your own salary and benefits have you funded from grants or contracts during your time in rank?  (For faculty who joined UW SPH at this rank, please be sure to focus on funding after the period where your salary was covered in part or in full by start-up from the department or school)*
* *Have you had gaps in funding for your salary or been on reduced responsibility during your time in rank?*
* *Please describe the secured or pending funding sources you have to support your position in the next (insert duration) years*
* *Please describe the secured or pending funding sources you have to support your research activities and team in the (insert duration) years*

**Future career goals (required for all titles)**

[*opportunity to share your vision of the next chapter of your career and how your work will build upon your contributions to date*]