**CCLCM of CWRU SOM PERSONAL STATEMENT**

**Associate Professor or Professor**

*Last Updated 02.2025*

**Objective**

* Your Personal Statement (PS) **MUST** show:
	+ You disseminated your expert knowledge (procedures, lectures, papers, research, teaching, etc.) outside of Cleveland Clinic.
	+ You have **brought recognition to CCLCM AND CWRU SOM at the regional and/or national levels in the United States.**
	+ CWRU has a primary requirement for faculty appointments – a **U.S. reputation.**
		- To establish this reputation, define your niche.
			* What are you known for?
			* Clearly explain this in your PS.

**General Instructions**

* You must **CLEARLY DELINEATE** your Areas of Excellence: Professional Service, Education/Teaching, and Research, and give specific facts on how you have achieved the required U.S. reputation.
	+ ***International candidates*** must have a minimum of one letter received from an external U.S.-based referee (who you have not worked with or published in the last 5 few years) who supports your application. Their support will prove you have at least a modest U.S. reputation.
* Use the template starting on page 2.
* Should be understandable by any professional. Avoid using abbreviations, acronyms or field jargon.
* Maximum Length: 3 pages
* Footer: Enter your [First, Middle, Last Name, Credentials, and page number]
* Section Description Requirements:
	+ Type in Paragraph Format
	+ Use Black font color.
	+ **NO** bullets/tabs.
* Does **NOT** need to be on letterhead or signed.
* **Before Uploading/Submitting:**
	+ Review Your Personal Statement
		- Do **NOT** delete **Black Section Headers**.
		- Delete **ALL** instructions in blue including this page.
		- Only upload your finished template.

**Template starts on next page.**

**CCLCM of CWRU PERSONAL STATEMENT**

**February 6, 2025**

**Background and Current Information**

* Describe the following:
	+ Education and training institutions and locations.
	+ Current and past staff titles, institutions, and locations.
* Do include – Start/End Dates: MM/YYYY – MM/YYYY.
* Do **NOT** include – Faculty information (this will be in the next section).

Start typing here…

**Academic Appointments Information**

* Describe the following:
	+ Current and past academic appointments, institutions, and locations.
	+ Academic appointments can be Faculty and Staff positions combined with ONLY one title (example: Associate Professor at a university medical center) or a Faculty position.
* Include:
	+ Start/End Dates: MM/YYYY – MM/YYYY
	+ Primary Area of Excellence you are pursuing and the required reputation.
	+ Explain if there are unique circumstances regarding your application for appointment or promotion.
* Do **NOT** include – Professional Appointments that you were financially compensated for.
* Space is limited. There’s no need to include your reason for pursuing medicine or science.

Start typing here…

**Personal Motivations**

* Describe in one *short paragraph* your unique skills and qualities that you have cultivated thus far.

Start typing here…

**My Primary Area of Excellence – Professional Service, Education/Teaching, or Research**

**[****Choose ONE; Delete the other two in this header.]**

* A Primary Area of Excellence (PAE) is required, and it is what supports your reputation.
* Your focus should be on your impact with your specialty outside Cleveland Clinic.
* When discussing your Cleveland Clinic achievements, you **MUST** include how you have taken these accomplishments outside – this is what proves you have a U.S.-based reputation!
* Describe the following about your **Primary Area of Excellence**:
	+ Evidence that proves you have reached the required U.S. reputation.
	+ Specific achievements from your CV that prove your U.S. reputation.
		- No need to list the Start/End Dates as they are in your CV.
* NOTE: ALL items discussed on your PS should also be listed on your CV.
* **Promotion**:
	+ **ONLY** include achievements **AFTER** your last CCLCM faculty appointment or promotion as only these will be considered.
	+ Your **PAST** achievements will use up a lot of space and will **NOT** count towards your promotion!
* **New Appointment**:
	+ ONLY include achievements **AFTER** your post-grad training.

My Primary Area of Excellence is…

**My Secondary Area of Excellence –** **Professional Service, Education/Teaching, or Research**

**[Choose ONE**; ***CANNOT be the one you selected for your Primary Area of Excellence. Delete the other two in this header.]***

* A Secondary Area of Excellence (SAE) is required in which you have acceptable contributions!
* When describing your other contributions, it must focus on how you have taken these accomplishments outside of Cleveland Clinic which aids in achieving your U.S.-based reputation.
* Describe the following about your **Secondary Area of Excellence**:
	+ Evidence of acceptable contributions you have achieved.
* **Promotion**:
	+ **ONLY** include achievements **AFTER** your last CCLCM faculty appointment or promotion as only these will be considered.
	+ Your prior achievements will not be considered in the promotion. Use your space wisely.
* **New Appointment**:
	+ **ONLY** include achievements **AFTER** your post-grad training.

My Secondary Area of Excellence is…

**My Final Area of Excellence – Professional Service, Education/Teaching, or Research**

**[Choose ONE; *CANNOT be the ones you selected for your PAE OR SAE. Delete the other two in this header.]***

* When describing your final area of contributions, it must focus on how you have taken your accomplishments outside of Cleveland Clinic which aids in achieving an outside reputation.
* Describe your impact and achievements in your **Final Area of Excellence**.

My Final Area of Excellence is…

**Future Goals**

* Describe in a short paragraph the following:
	+ Your future goals to gain more outside recognition and impact on your subspeciality outside of Cleveland Clinic.
	+ Future goals with CCLCM and CWRU SOM.

My future goals are…

**Summary of Rank and Required Reputation**

* Summarize the following:
	+ The CCLCM of CWRU SOM faculty rank you are applying for.
	+ How you have achieved the required reputation in your Primary Area of Excellence.
	+ How you have acceptable contributions in your Secondary Area of Excellence.
* Thank the committee for reviewing your application.

To summarize my achievements…

**REMINDER:**

* Verify that the guidance in the “Objective” and “General Instructions” have been followed.
* Remove this “**REMINDER**” section prior to uploading/submitting.