



# *Dossier- Maximizing Your Self Statement*

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Associate Dean

<http://dgsomdiversity.ucla.edu/>



# Goals for the Session

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- Where to find information
- Review dossier requirements
- Top lists for the self statement
- Ask the Expert!



# Thank you to our experts

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- Dr. Michael Levine
  - Associate Chair for Academic Affairs, Dept of Psychiatry and Biobehavioral Sciences
  - Special Assistant to the Vice Chancellor for Academic Affairs
- Dr. John Colicelli
  - Vice Chair, Dept. of Biological Chemistry



# Where to find information

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- Departmental Academic Personnel Office
- DGSOM Academic Personnel Website
- UCLA Academic Personnel Website
- UCLA "The Call"

# Academic Personnel: DGSOM



*Office of the Dean*

David Geffen School of Medicine at UCLA

## *Academic Personnel*

Welcome from Dr. Fawzy I. Fawzy, Senior Associate Dean for Academic Affairs  
Dr. Richard H. Gold, Assistant Dean for Academic Affairs  
Dr. Irving Zabin, Assistant Dean for Academic Affairs

Greetings- Albert, Diana, Arlene, Melissa, and Ricky are here to help you with all your academic personnel needs.

[Directory and our location](#)

<http://www.deans.medsch.ucla.edu/academic/acadper.html>

# Academic Personnel: UCLA

- ▶ **Policies & Procedures**
- ▶ **Publications & Manuals**
- ▶ **Faculty Resources**
- ▶ **Forms & Checklists**
- Academic Employment Opportunities**
- Executive Searches**
- ▶ **Faculty Diversity**
- ▶ **Academic Listings**
- ▶ **Salary Scales**
- ▶ **Training Services**
- ▶ **Related Sites**
- Academic Personnel Mission Statement**
- Academic Personnel Staff**

**Academic Personnel Office**  
University of California,  
Los Angeles

3109 Murphy Hall  
Box 951407  
Los Angeles, CA 90095-1407  
(310) 825-3841



## News @ APO

- ▶ **2011-12 Summer Policy**
- ▶ **Five-Year Reviews Subject to Vice Chancellor approval due Mon, Jul 25th**
- ▶ **Winter 2011 APO/CAP Newsletter**
- ▶ **Faculty Retirement Planning**

## Academic Searches

**EXECUTIVE  
DEPARTMENTAL  
FACULTY DIVERSITY**

Southern California  
**HERC**



# The Call

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## The UCLA CALL — INTRODUCTION TO THE CALL —

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### I. Organization of The CALL

A. The first section of The CALL presents a "Summary of Policy" for each of the following series:

- [Regular Professor](#)
- [Professor-in-Residence](#)
- [Adjunct Professor](#)
- [Acting Professor](#)
- [Visiting Professor](#)
- [Professor of Clinical X](#)
- [Clinical Professor \(Compensated\)](#)
- [Lecturer \(PSOE and SOE\)](#)
- [Professional Research Series](#)
- [Visiting Professional Research Series](#)

These policy statements -- describing the characteristics of each series, the criteria for appointment and advancement, steps in rank and merit increase stages, etc. -- are followed by 37 appendices which detail various policy matters regarding Academic Personnel -- e.g., guidelines for Department Chairs regarding the review process in Appendix 1, "Guidelines for Department Chairs and Other Recommending Officers"; Appendix 2, "Synopsis of APM-220," regarding procedures in the review process; etc.

<http://www.apo.ucla.edu/call/intro.htm#b>



# Appointment and Advancement of Assistant Professors at UCLA

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- For all professorial series criteria for advancement are:
  - Teaching
  - Research and creative work
  - Professional competence and activity
  - University and public service
- The specific professorial title determines how the criteria are weighted





# Dossier Requirements

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- UCLA Collaborators
- Data Summary
- Self Statement
- Mentoring Forms
- Departmental recommendation
- Ad hoc report
- Intramural evaluation letters
- Extramural evaluation letters\*\*
- Teaching evaluation letters
- Teaching evaluation forms
- Updated CV
- Submitted publications

\*\*not required for health sciences clinical



# General Tips: Teaching

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- Keep everything!!!
- If you are asked to teach at UCLA or elsewhere:
  - Invitation letters: is there a course number?
  - Announcements
  - Thank you notes
  - Evaluations
  - Just throw everything into a folder!



# General Tips: Service

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- Keep everything!!
- Did you work on a committee?
- Did you chair a committee?
- Did you design a new initiative or program?
- What evidence do you have?
  - Invitation letters
  - Thank you letters

# General Tips:

## Five Significant Publications

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- Ladder, in-residence, adjunct (research), and research appointees
- Examples used to demonstrate creativity
- Separate Document
  - Citation
  - Brief statement of the candidate's role
  - Copies of the publication



# Self Statement

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- Self-assessment of achievements
  - Teaching
  - Research
  - Service
- 3-4 pages is the goal
- Must be informative
- It is your opportunity to tell your story



# Self Statement

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- Graceful self-promotion
  - Not a laundry list
  - “what I have tried to accomplish in my professional, professorial career and about what I hope to achieve in the foreseeable future.” <http://www.faculty.umd.edu/policies/DossierElements.html>



# Self Statement

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- Highlight accomplishments that may not be obvious on your CV
- Provide a context to your professional goals
- Promote activities that you may be proud of in service groups or mentoring
  - Were you asked to chair events, committees



# Top Don'ts

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- Use overly technical jargon
- Repeat what is already in dossier
- Provide lists of achievements
- Be verbose
- Be overly terse
  - This is not just a one-sentence statement
- Pad your accomplishments
- Discuss the 10 papers in preparation





# Top Do's: Teaching

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- Talk about your overall plan for teaching as a part of your career goals
- What was your contribution to a large university or medical school course?
- Do you teach sessions at national meetings?
  - What was your role in the development of these courses
- Describe the context for teaching residents or fellows
  - Have you received teaching/mentorship awards?



# Top Do's: Research

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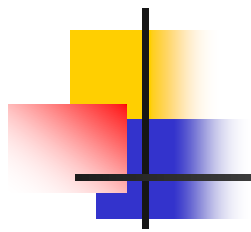
- Use the statement as an opportunity to discuss your research in the context of a programmatic effort
- Discuss specific roles in consortia, multiple PI's, large research groups
- Direct your statements to individuals outside of the field and even outside of science/medicine



# Top Do's: Service

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- Are there activities for which you have a particular passion?
- How do these activities fit into your overall academic/leadership plan?
- What is your role now, and perhaps vision for the future?
- How does this activity benefit the department and the university?



**GOOD LUCK!!!**