



CRAFTING AN Effective Promotion and Tenure Narrative

Your narrative is one of the most important parts of your P&T documents. It is your chance to tell your academic story, highlighting the work you do and why it matters at UNMC and beyond.

Most likely, you are allowed up to two pages per section of the narrative. The narrative consists of three to four sections, such as teaching, scholarly activity, professional service and, potentially, patient care.








Keep in mind, each college will have their own set of guidelines to follow. But, here are some overall important tips to creating an effective narrative.

View the college specific guidelines
go.unmc.edu/pt-guidelines



NARRATIVE

DO'S AND DON'TS

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|  <p>Do follow your college's guidelines.
They outline suggested achievements for the different levels of promotion and explain how many elements you may need to meet to be promoted.</p> |  <p>Don't reiterate the information on your CV.
This is your chance to take individual items in your CV and explain the coordination and organization of that work toward a goal or common focus.</p> |
|  <p>Do prepare a clear and succinct narrative.
Include both quantitative and qualitative information that highlights the importance of your academic accomplishments to peers and to the public.</p> |  <p>Don't be modest.
While it may be uncomfortable to talk about your accomplishments, the narrative is the place to confidently describe your significant contributions and impact.</p> |
|  <p>Do clearly distinguish each section.
Most successful narratives either include all the sections in one document, separated by headings, or have a separate document for each section.</p> |  <p>Don't assume reviewers have background information.
Reviewers may not understand why an accomplishment or award is noteworthy, especially if it is uncommon. This is a chance to fully describe its value.</p> |
|  <p>Do incorporate language from the criteria.
If the criteria says "demonstration of leadership" include that wording in the narrative. This helps reviewers identify if you've met the requirements.</p> |  <p>Don't limit yourself to the criteria.
If you have activities that don't fall under the specific criteria, still add them to the narrative to help tell your overall story. Just make sure to explain their relevance.</p> |

STRUCTURE

It's important to structure each section with a clear format.

Introductory paragraphs

Intros clarify the direction of the narrative. They should describe the person seeking promotion, explain their focus common to all narrative sections, and provide a plan to showcase the elements of the evidence for promotion (for example, evidence will be provided from local to global impact).

Body paragraphs

These expand upon your CV to explain the impact you've had as a faculty member. Copy should be clear and concise for someone outside your specialty.

TIP: Consult with your P&T committee for their preferences on how or if important information is emphasized. Some prefer bolding or numbered lists, while others prefer no emphasis.



Summary paragraph

This should be your final case for advancement. Give this conclusion emphasis and be bold in your statements. This may be a good place to connect your work to organizational values like ITEACH.

ADDITIONAL TIPS

Hone your teaching philosophy.

In the teaching section, many people include a personal statement of what specifically guides your teaching. This is also an opportunity to help the reader understand your role, especially if you contribute to education in a unique way.

It is never too early to begin keeping organized records of your work.

Record keeping of accomplishments, awards, presentations, publications and other scholarly products is essential to building your case for promotion. A good way to do this is with an e-portfolio, a website that acts as a visually appealing digital repository of your work that can also increase your visibility beyond UNMC.

Always start, and end, with your college guidelines.

The guidelines are your roadmap for the P&T process. They clearly outline the requirements for advancement. Not only should you look at them before you start the process of gathering your documents, but you should also double check before you submit to ensure you have addressed every criterion.

If you're an Academy member, you have access to our member-only repository examples.

Email iae@unmc.edu for information.

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