

**Personal statements reflect activities in the past contract duration (last year for those who have one-year contract, for the past three/four years for those who have three/four year contract, and for the last seven years for those who have seven year contract).**

*Guidelines on Writing the Personal Statements:*

The personal statement is the candidate's own assessment of the position (s)he occupies in the field and in the department, in each of the following categories: research, teaching, and service (including clinical services where applicable). The statement should address questions such as:

1. What research or other forms of professional accomplishment have you realized since your initial appointment/ last reappointment?
2. What is the nature of your present research or practice?
3. How do you contribute to the field at large?
4. What do you see as your most significant contributions?
5. What research plans or professional ambitions do you have for the future, and how do these complement or expand on the work you have already accomplished?
6. What is your general philosophy of teaching and connection to students in the classroom and in one-on-one advising sessions?
7. What is the intellectual rationale of the courses you teach, and what is their contribution and relevance to departmental priorities?
8. How does your research complement your teaching or mentoring of students at AUB?
9. What types of service have you undertaken (department, faculty, and university committees, community service and regional projects, professional groups, international organizations or boards), and how is your service related to your professional development and interests?

\*Some of these questions may not be applicable.

*Guidelines on Writing the Future Plans:*

The future plans should address questions such as:

1. What were your top three professional goals since your initial appointment/ last reappointment? To what degree did you achieve your goals?
2. What are your top three professional goals for the next years?
3. What aspects of your position have provided you with the most satisfaction since your initial appointment/ last reappointment?

4. What aspects of your position or the working environment in the next years would you most like to improve/change?
5. Please outline your longer-term career goals, i.e. five years and beyond.
6. Do you feel that your current work responsibilities allow for work-life balance? Describe
7. What type of support would be helpful to you in reaching your goals?
8. Do you feel that you have a career path? Describe
9. Do you have (a) mentor(s)? If yes, name of mentor (s):
10. Please indicate if your mentor(s) is/are advising you in all areas for which you feel you need advice or development or whether you would like additional sources:
11. If you are mentoring any individuals, please list their names and positions. Please do not list trainees unless you are specifically mentoring them.
12. Please describe what type of leadership or participative roles in the division or department are of interest to you.

\*Some of these questions may not be applicable.