# CANDIDATE’S NAME, Degree

**Department Name**

# Proposed Personnel Action *(e.g., Promotion to Clinical Professor)*

**Date Prepared**

Percentage effort for Research (XX%), Teaching (XX%), Service (XX%), Other (XX%)

*(****% required for APT cases****; optional for T/TT cases)*

Prepare a “Summary” impact paragraph as first paragraph. Impact statement should also be written in *first* person.

**Research/Scholarship Impact** (XX%)

Example - A faculty member who is assigned 30% responsibility in research should dedicate approximately 30% of the statement to describing the impact of their contributions to that area. **Each statement should include 1-2 sentences that convey impact of the work in layperson terms (e.g., “My research led to early detection of ovarian cancer.”)**

# Teaching Impact (XX%)

Example - A faculty member who is assigned 50% responsibility in teaching should dedicate approximately 50% of the statement to describing the impact of their contributions to that area. Each statement should include 1-2 sentences that convey impact of the work in layperson terms (e.g., “My innovative pedagogy resulted in a 30% drop in DFW grades in XYZ course.”).

# Service Impact (XX%)

Example - A faculty member who is assigned 15% responsibility in service should dedicate approximately 15% of the statement to describing the impact of their contributions to that area. Each statement should include 1-2 sentences that convey impact of the work in layperson terms.

# Other Impact (XX%)

Example - A faculty member who is assigned 5% responsibility in the area of other should dedicate approximately 5% of the statement to describing the impact of their contributions to that area. Each statement should include 1-2 sentences that convey impact of the work in layperson terms.

# Conclusion *(optional)*

Prepare a short paragraph on overall accomplishments and goals.

***\*\*delete all lines highlighted in yellow***