

Audience

The “Personal Statement,” also known as the “Research Statement” or the “Statement of the Nominee” is the candidate’s opportunity to explain their work and candidacy for tenure to multiple constituencies, both inside and outside the Business School and the University.

Readers will include:

- Your divisional colleagues
- The Dean’s Office
- Faculty of the Business School not in your division
- The external letter writers
- The Tenure Review Advisory Committee (TRAC) made up of tenured faculty members from across the University. (Business School faculty recuse themselves from Business School cases.)
- The Provost’s Office and the President’s Office

Given the many readers and their necessarily differing levels of familiarity with your area of expertise, the statement needs to be understandable to experts and non-experts alike.

Content

- University guidance is that the statement should be no more than 5-10 pages. Some Business School statements are a bit longer.
- The Statement should include an overview of your past work, your current and future plans with regard to research and teaching and should include your teaching philosophy.
- Normally more than 3/4 of the statement should focus on research
- A page or two on teaching and teaching philosophy should be sufficient
- Many people also include a short section on service to the School, university, and or field (between one and several paragraphs)
- The guidance on page 18 of the university process (the **Statement of the Nominee** section) is copied below.

University Guidance <https://provost.columbia.edu/content/appointments-tenure>

STATEMENT OF THE NOMINEE

The nominee must prepare a brief statement of no more than 5-10 pages on their current and future plans with regard to research (or artistic or professional activities when relevant) and teaching. The purpose of the statement is to provide TRAC with information about projects that are underway but have not been completed and those that are still in the planning stage rather than about research that has already been completed. The candidate can also use the statement to discuss their teaching philosophy.

This statement is required of all faculty being considered for promotion to tenure. The dean or executive vice president submitting the nomination may waive the requirement for external senior candidates.

Best Practices

- It is a best practice for the first page or two of the personal statement to provide an overview of your work that will be understandable to an educated reader who is not an expert in your field, and for it to explain the impact of your work. (This section could be shorter in the semi-final draft used by the division and a bit longer for the final version that will go to other audiences.)
- This section can be thought of as a “cheat sheet of sorts” – like a high-level summary of your research streams, contributions, and impact. Doing this will make it easier for your colleagues and letter writers to say thoughtful things about your contributions.
- The statement does not have to explain or mention every single paper you have written, rather the purpose is to explain the major themes and contributions of your work.
- Ask senior colleagues to share their statements with you
- Ask senior colleagues to provide feedback on your statement before it’s due
- Ask the dean’s office to provide feedback on your statement before it’s due

How the Audiences Use your Personal Statement

- Your divisional colleagues use the statement:
 - To understand and assess your candidacy and whether to put your case forward for tenure.
 - To write the case statement explaining your contributions in the context of the division. The cases statement is read by tenured faculty in the School and TRAC
- The Dean’s Office uses the statement:
 - To understand and assess your candidacy and whether to put your case forward for tenure.
 - To write the School statement explaining your contributions which is read by TRAC, the President and Provost
- Faculty of the Business School not in your division uses the statement:
 - To understand and assess your candidacy and whether to put your case forward for tenure.
- The external letter writers use the statement:
 - To understand and assess your candidacy and evaluate you against a peers.
- The Tenure Review Advisory Committee (TRAC) uses the statement:
 - To understand and assess your candidacy and make a recommendation on granting tenure.
- The Provost’s Office and the President’s Office
 - To understand and assess your candidacy and decide on granting tenure.