

UW Department of Pediatrics

Self-Assessment Instructions for Mandatory | Non-Mandatory Promotions

OBJECTIVE

To tell your story. Offer a meaningful insight into your activities, experiences, and efforts that may not be captured on your CV. Highlight significant academic accomplishments, achievements, and contributions, and reflect on how they have influenced your personal independence/growth and deepened your impact within your field or program. This reflection should move beyond listing achievements as is on your CV.

GENERAL

Self-assessments are required for all Faculty Candidates.

Limit each self-assessment category to **one page**

TEACHING

Summarize your overall teaching responsibilities, including the location of bedside teaching, formal classroom teaching and mentoring of graduate students, residents, and fellows. National forums in which you have taught (such as workshops at national meetings) can be mentioned.

Explain your teaching approach and philosophy:

- How do you prefer to teach trainees (i.e., classroom vs bedside, lecture vs questioning)?
- What educational approaches do you find most successful?

CLINICAL CARE

Summarize your overall clinical responsibilities, including inpatient and outpatient attending, procedure-based care and consultations.

Explain your patient care approach and philosophy:

- How do you see yourself as a clinician and how do you want your patients to see you?
- How does your approach to clinical care intersect with how you work with and train students and residents?
- What significant quality improvement or patient safety contribution have you made (if applicable)?

RESEARCH/SCHOLARSHIP

Summarize your scholarly contributions and/or research program and provide only general comments about research funding (additional funding details should appear in your CV).

Explain your focus, accomplishments, trajectory, and future plans.

ADMINISTRATION/SERVICE

Summarize your most important and impactful administrative and service contributions, including the nature of these responsibilities. Provide the name of person in the organization to whom you are accountable.

Explain your major accomplishments and future plans as well as your contributions to Diversity, Equity, and Inclusion and anti-racism efforts:

- Why did you choose these administrative/service responsibilities and what difference are you making through your participation?

FUTURE CAREER GOALS

Share and summarize your vision of what the next steps of your career will look like and how your work will build upon your contributions.

Explain your vision of the next chapter of your journey.

FACULTY CANDIDATE – ORGANIZATION and INTERFOLIO SUBMISSION

Each self-assessment category (*Teaching, Clinical Care, Research/Scholarship, Administration/Service and Future Career Goals*):

- Should be on separate pages and titled accordingly
- Font should be Aptos or Calibri
- Size of the font should be 12 pt (do not decrease size)

Include the following in the header of each page:

- Name and degree(s)
- Most recent revision date, formatted as MM/DD/YYYY
- When an assessment does not apply (e.g., *Clinical Care* for Research Faculty; *Research* for Academic Clinicians), indicate “Not Applicable” on the page for that self-assessment – do not remove the assessment category

Combine all pages as a single Word document in the order specified above.

You are responsible for uploading the completed document into Interfolio RPT. **It is important not to overlook this step.** Failure to complete this step in a timely manner will prevent your promotion packet from advancing, and the Promotions Committee will be unable to review your documents. *In essence, your promotion stops if you stop.*