**Frank H. Netter MD School of Medicine at Quinnipiac University**

**Executive Summary**

An important component of the promotion packet is the candidate’s executive summary of their accomplishments and contributions to the School of Medicine. This summary should describe the candidate’s major accomplishments, focusing on their impact, in each performance category: teaching, curriculum development (if applicable), scholarly activity, service & leadership, and clinical contributions (if applicable).

Format:

The summary should be no more than 2 pages in length, single-spaced. Use the headings in the template below. Replace the blue text (instructions) with your text.

**Executive Summary Template**

Name: First, Last, Degree(s)

Rank of promotion sought:

Background information: duration/date of employment, rank, summary of assigned areas of activity, major responsibilities, etc.

Summary of accomplishments in each category:

Describe the impacts that you have made in each category and try to quantify impacts (e.g. number of learners taught in a particular course) when possible.

Teaching

Curriculum development (if applicable)

Scholarly Activity

Service & Leadership

Clinical Contributions (if applicable)

Participation in Faculty Development: Briefly describe how you engaged in ongoing professional development in teaching/education, scholarship, and clinical care.

Conclusion:

Summarize each the following in your conclusion (in paragraph form, not as bullets):

* Why you meet the promotion criteria for your desired rank
* Your level of peer recognition (local, regional, or national/internation) based upon your invited presentations, service (including leadership) in professional organizations, awards, or other forms of recognition that you included in your CV. Regional recognition is required for associate professor and national and/or international recognition is required for professor rank.
* Future plans for professional development/growth and contributions to the School of Medicine