

## COVID-19 Personal Statement and CV Guidance

This guide is intended to provide faculty with COVID-19 related guidance related to (1) CV preparation and (2) the inclusion of a personal statement. The information you provide will be used to assist reviewers in the academic advancement process to better understand your important accomplishments and the challenges you have experienced during the COVID-19 pandemic.

The University recognizes that the pandemic is having significant adverse effects on faculty academic performance and productivity, and is committed to considering the impact and consequences of these effects in the advancement process. Faculty wishing to address any negative impact or to report additional accomplishments (including clinical or scholarly contributions) related to COVID-19 during their academic review are encouraged to attach a personal statement with their packet materials in Advance. Once attached all reviewers will have access to the statement during the review process.

### **Guidance and examples for CV Preparation:**

In general, COVID-19 related CV entries should focus on positive or additional accomplishments related to the pandemic that the faculty would like considered during the academic review period. Below are several possible examples:

CATEGORY	DESCRIPTION	POTENTIAL ITEMS TO INCLUDE FOR CV
Clinical Activities	Clinical services/patient care during COVID-19 pandemic	New COVID-19 related <ul style="list-style-type: none"><li>• Frontline care for COVID + or PUI+ or other (list setting i.e. ICU, ER, Clinic, Hospital etc.) for (add time frame i.e. x weeks)</li><li>• Redeployed to serve in (use format above but also add what capacity and any training hours needed for redeployment)</li><li>• Telehealth for x patients per week (include any preparation for telehealth)</li><li>• Contact tracing, testing</li></ul>
Research Activities	Status of research and research related output during COVID-19 pandemic	Include any COVID-related research/creative activity as you would other scholarly work

Teaching	Teaching and preparation for teaching during COVID-19 pandemic	Include any COVID-19 related teaching activities using traditional teaching methods as you would other teaching activity. Additionally, you may include any new or innovative teaching methodologies developed and/or employed as a result of COVID-related restrictions.
University and Public Service	Service related to COVID-19 pandemic efforts	<p>Examples (to name a few)</p> <ul style="list-style-type: none"> <li>• PPE donations, or educating public on PPE usage, etc.</li> <li>• Mobilizing community donations (cloth masks)</li> <li>• Food /shelter for people experiencing homelessness or others</li> </ul>
Creative Activities or Public Service	Advocacy or Media related to education about COVID-19 pandemic or fighting “infodemic” (misinformation)	<p>Advocacy</p> <ul style="list-style-type: none"> <li>• OpEd writing</li> <li>• Letter to the editor</li> <li>• Creation of petitions</li> <li>• Letters to government agencies/officials</li> <li>• Advising any advocacy organizations or professional associations</li> </ul> <p>Media</p> <ul style="list-style-type: none"> <li>• Citations in news articles</li> <li>• Media appearances on TV, print or radio</li> </ul>
Creative Activities	Use during COVID-19 pandemic	<ul style="list-style-type: none"> <li>• Podcasts or Blog posts (COVID-related) with # views/listens</li> <li>• Platform (Facebook, Twitter, Instagram accounts Used, etc.) and metrics for specific examples (twitter threads or posts)</li> </ul>

**Guidance and examples for COVID-19 Personal Statement:**

The COVID-19 related Personal Statement may be used to highlight both: (1) positive or additional accomplishments related to the pandemic that faculty would like considered during the academic review period (which may also be included in the CV per the guidance above); and (2) personal and/or professional challenges experienced during the pandemic that have impacted academic performance or productivity. Below are several possible examples of personal/professional challenges:

CATEGORY	DESCRIPTION	POTENTIAL ITEMS TO INCLUDE FOR PERSONAL STATEMENT
Clinical Activities	Provision of clinical services/patient care during COVID-19 pandemic	<ul style="list-style-type: none"> <li>• Clinical service operations reduced or suspended due to COVID for (add time frame x weeks)</li> <li>• Redeployed to serve in another operational area or capacity (state location, what capacity/operational area, and any training hours needed for redeployment)</li> <li>• Clinical services reduced or suspended for (add time frame x weeks) due to inability to work in the clinical environment as a result of personal or family medical status/risk status or caregiving responsibilities</li> </ul>
Research Activities	Research related output during COVID-19 pandemic	<ul style="list-style-type: none"> <li>• Studies halted or negatively impacted due to shelter-in-place orders or other COVID-related restrictions (add any special communications required to funders i.e. NIH etc.)</li> <li>• Conference presentations that were cancelled or unable to attend due to COVID-19</li> </ul>
Teaching	Teaching and preparation for teaching during COVID-19 pandemic	<ul style="list-style-type: none"> <li>• Courses/lectures/conference teaching affected and how (transition to virtual learning: include # hours and any learning/testing required)</li> <li>• Impact of transition to virtual learning on</li> </ul>

		instruction and teaching evaluations
Personal, Family, or Medical Need	Leave or reduction in effort	<ul style="list-style-type: none"> <li>Partial or full-time caregiving for dependents and any other personal disruptions such as own illness, family illness, personal or partner quarantine, childcare or homeschooling, limited financial or housing resources during COVID-19 pandemic (add timeframe x weeks)</li> </ul>