Building your Narratives:

*Detailed information on all narratives can be found in the “****Insider Guide****” on the* [*APT toolbox*](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox) *under Dossier Creation Section 3(a): Introduction & Core Dossier*

**The biographical narrative** is your professional narrative that should focus on your impact and accomplishments since joining the COM or since your last promotion. It is your opportunity to have a “conversation” with those reviewing your document. You should highlight the accomplishments you are most proud of and provide a clear path for reviewers to see how your accomplishments have been impactful. Make sure it is clear how these relate to the requirements for your track. This narrative has a 750-word max (about a page and a half long).

There are four other narratives in the dossier so do not try and put everything into this narrative; just provide the highlights so that reviewers will get an idea of what they will be seeing when they read the rest of the dossier.

In general, all narrative sections in the dossier should contain “I” statements and not “we” statements. Your narratives create and give perspective to your data points and help demonstrate your level of recognition and impact.  Create your story of why you should be promoted through the narratives.

Narratives should focus on the most recent data (last 5 years or since last promotion).  Use the narratives to create unity and themes in your dossier through your teaching, research, service and clinical roles.  Connect the dots to show your IMPACT!

Make sure your narratives are clear and informative.  Your narratives should help to interpret the data that is presented in your dossier and close any gaps so only one interpretation can be reached – yours (that you should be promoted).

Questions that should be clear in your narratives:

* Why is what you have accomplished important?
* How are you known in your field?
* How have you created impact on a national, international level?
* How do you measure and demonstrate your impact?
* How have you met your department’s P&T criteria?

Be your own advocate.  Do not be modest but do not be arrogant.

Address any challenges or setbacks you may have had.  How you overcame these can be turned into a strength.

**Curriculum development narrative:** If you are not formally lecturing to students you may not think you teach or have developed curriculum, but if you are working with medical students or residents in the clinic, you are teaching and have a set process by which you are providing the necessary content to your learners. This is where you would explain that process, i.e. did you come up with a standard presentation you give to all learners during their rotation, how are you helping them understand you area?