

COVID-19 Personal Statement and CV Guidance

This guide is intended to provide faculty with COVID-19 related guidance related to: CV preparation and inclusion of a personal statement within the academic packet. The information provided will be used by all reviewers in the academic advancement process to evaluate important accomplishments and the unique challenges associated with the COVID-19 pandemic.

The University recognizes that the pandemic may have significant adverse effects on faculty members' academic performance and productivity and is committed to considering the impact and consequences of these effects in the advancement process. Faculty who wish to address a negative impact of the pandemic on their academic accomplishments or to report additional accomplishments, including clinical or scholarly/creative contributions, related to COVID-19 during their academic review, are encouraged to attach a personal statement 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 activities listed on the CV should focus on positive or additional accomplishments related to the pandemic that the faculty member would like to be considered during the academic review process. The table summarizes several examples:

CATEGORY	DESCRIPTION	POTENTIAL ITEMS TO INCLUDE FOR CV
Clinical Activities	Clinical services/patient care during COVID-19 pandemic	Redeployment to serve in a COVID-focused role (e.g., testing, contact tracing)
Research Activities	Status of research and research related output during COVID-19 pandemic	Include COVID-related research or scholarly/creative activity in the section titled Research and Creative Activities

Teaching	Teaching and preparation for teaching during COVID-19 pandemic	Include COVID-19 related teaching activities. Provide information about new or innovative teaching methodologies developed as a result of COVID-related restrictions.
University and Public Service	Service related to COVID-19 pandemic efforts	Examples: <ul style="list-style-type: none"> • Community service: PPE donations, or educating public on PPE usage, etc. • Community service: Working at a food bank/shelter for unhoused people
Creative Activities or Public Service	Advocacy or media related to education about COVID-19 pandemic or fighting “infodemic” (misinformation)	Advocacy <ul style="list-style-type: none"> • OpEd writing • Letter to the editor • Creation of petitions • Letters to government agencies/officials • Advising any advocacy organizations or professional associations Media <ul style="list-style-type: none"> • Citations in news articles • Media appearances on TV, print, or radio
Creative Activities	Use during COVID-19 pandemic	<ul style="list-style-type: none"> • Podcasts or Blog posts (COVID-related) with # views/listens • Platform (Facebook, Twitter, Instagram accounts used, etc.) and metrics for specific examples (twitter threads or posts)

Note that the examples above are not intended to be prescriptive but rather examples. The information should be recorded in the appropriate section of the CV; a personal statement (below) may be used to summarize or expand on accomplishments.

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 member would like to be considered during the academic review process (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. You may choose the best format for explaining your situation. 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"> • Clinical service operations reduced or suspended due to COVID (specify time period) • Redeployment to serve in another operational area or capacity (describe role and location) • Clinical services reduced or suspended due to inability to work in the clinical environment as a result of personal or family medical status/risk status or caregiving responsibilities (specify time period)
Research Activities	Research related output during COVID-19 pandemic	<ul style="list-style-type: none"> • 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.) • Conference presentations that were cancelled or unable to attend due to COVID-19
Teaching	Teaching and preparation for teaching during COVID-19 pandemic	<ul style="list-style-type: none"> • Courses/lectures/conference teaching affected and impact of the transition to virtual learning (describe) • Impact of transition to virtual learning on

		instruction and teaching evaluations
Personal, Family, or Medical Need	Leave or reduction in effort	<ul style="list-style-type: none"> 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

Instructions for Uploading a Candidate Personal Statement in Advance

Uploading a Candidate Personal Statement in Advance

1. Click on the “My Packet” tab
2. Click on the “Attachments” sub-tab
3. Click on the “Browse” button and upload a PDF document that you’ve saved on your computer (you can title it yourself – e.g., “Personal Statement-Impact of COVID-TEdison”)
4. Select “Candidate Personal Statement” from the drop-down menu and click

The screenshot shows the 'Thomas Edison' system interface. At the top, the user's name 'Thomas Edison' and UCSF ID '022789004' are displayed. The navigation menu includes 'Overview', 'My CV', 'My Packet', 'Proxy', and 'For Review'. The 'My Packet' tab is selected. Below the navigation, there are sub-tabs for 'Summary', 'CV', 'Referee List', and 'Attachments'. The 'Attachments' sub-tab is selected. The main content area shows 'Thomas Edison Promotion' with the role change 'Associate Professor → Professor, Step 1, Effective 07/01/20, On-time Action'. There is a 'Change Packet' button with a 'Temp Appointment' checkbox. Below this, there is a form to attach a PDF document. The form includes a text input field, a 'Browse' button, a dropdown menu for 'Select Attachment Type', and an 'Upload' button. A red arrow labeled '1' points to the 'My Packet' tab. A red arrow labeled '2' points to the 'Attachments' sub-tab. A red arrow labeled '3' points to the 'Browse' button. A red arrow labeled '4' points to the 'Candidate Personal Statement' option in the dropdown menu. Below the form is a table of attachments.

Attachment Type	File Name	Attached By	Date	
Candidate Personal Statement	Personal-Statement-Impact of COVID-TEdison.pdf (310 kb)	Thomas Edison	06/17/2020	Delete
Other attachment – redacted	AN Course Syllabus.pdf (502 kb)	Betsy A Ross	06/17/2020	Delete