

## SAMPLE: BIOGRAPHICAL SUMMARY FOR EXTERNAL REVIEWERS

Each external reviewer is provides a *curriculum vitae* or biographical summary in addition to the external review letter. This information is used to write a **brief** biographical summary approximately **one paragraph** in length for each external reviewer. The list of biographical statements for each reviewer will be included in the dossier of each candidate.

1. List the external reviewers alphabetically by the last name; use bold font for the full name.
2. Use Times New Roman font, size 12.
3. The critical facts recommended for inclusion in the paragraph are:
  - a. Name
  - b. Academic rank and discipline
  - c. Department, college, institute, other; college or university or other place of employment
  - d. Degree, discipline and year in which Ph.D. or highest terminal degree was earned and university awarding degree; other significant credentials (if appropriate)
  - e. Administrative assignments, if any (current and recent past only)
  - f. Subjects taught; significant teaching awards received
  - g. Research foci; summary of number of publications; editorial assignments
  - h. Other information: significant awards and activities, impact on the field.

### Sample statement:

**Joe Smith** is Professor of Pharmaceutical Sciences in the School of Pharmacy of the University of \_\_\_\_\_. He holds a Pharm.D. from the University of \_\_\_\_\_ (19\_\_ ) and a M.S. in Biology from the University of \_\_\_\_\_ (19\_\_ ). He is a Board Certified Specialist who practices as a clinical specialist in ambulatory care at the University of \_\_\_\_\_ Medical Center. The teaching of Dr. Smith focuses on the development of clinical skills, case-based learning, and communication skills. He has received the Teacher of the Year award three times and was named Faculty Member of the Year in 199\_ and 199\_ by students. In addition to publishing 60 research papers and other journal articles, he is the co-editor of a casebook and a handbook. He also serves as the editor for the *Journal of* \_\_\_\_\_. In 199\_ he received the Distinguished Achievement Award from the Association of \_\_\_\_\_.