

EXECUTIVE SUMMARY



Introduction to the Executive Summary

The executive summary is intended to become part of every WUSM faculty packet (for all academic tracks) for annual reviews, interim appraisals, and promotions. This narrative summary is intended to describe the *impact* of the candidate's professional activities and highlights the central themes, reach, and significance of the body of work.

Impact refers to the influence that a body of work has across a range of domains, e.g., scientific, clinical, community, economic, and policy. The Executive Summary provides opportunities to explain how your work has influenced your clinical or research field, your learners, patients, our School and/or the broader community. For example, you may explain (with supporting evidence) the (1) number of beneficiaries or potential beneficiaries of your work and whether the impact is local, regional, national or international; (2) the magnitude of the impact on people, the field, etc.; (3) the time horizon of the impact or potential impact (e.g., short, medium, or long-term).

Structure of the Executive Summary

Please use the following template as a guideline. Keep in mind that the Executive Summary should be ≤ 2 pages in total and should describe the *impact* of work in this area rather than simply a list of accomplishments (lists of activities are reported in your C.V.). Please delete sections that do not pertain to your work; no section is mandatory. We expect that faculty will not have key impact in all areas! Examples of relevant activities are provided; these are *not* requirements and are not exhaustive lists.

We recommend that you compose your Executive Summary in Word. You will then copy-and-paste the text into the Faculty Activity Reporting Module of Interfolio.

CLINICAL & DIRECT PATIENT CARE ACTIVITIES

Examples:

- *Patient care philosophy*
- *Summary of ongoing clinical activities*
- *Development of methods for improved quality or efficiency of clinical care*
- *Development of clinical guidelines or care paths*
- *Involvement in innovative clinical programs*
- *Clinical administrative responsibilities*
- *Feedback in the form of patient care evaluations*

PATIENT SAFETY / QUALITY IMPROVEMENT

Examples:

- *Development of quality guidelines and initiatives with local, regional or national impact*
- *Development and implementation of best practices & innovative methods of care with documented impact on patient outcomes*
 - *Leadership of patient safety initiatives*
 - *QI-focused scholarly products, editorial service, or teaching*

EDUCATION

Examples:

- *Highlight your contributions to the educational mission, including the level of time commitment, expertise, and outcomes associated with this work.*
- *Teaching Philosophy*
 - *Direct Teaching*
 - *Curricular and Course Design*
 - *Learner Assessment*
 - *Trainee Recruitment*
 - *Leadership roles*
 - *Educational Scholarship*
 - *Mentorship (research, career development, etc.)*
 - *Summarized feedback (course or teaching evaluations)*
 - *Evidence of impact (awards, recognitions, learner outcomes, etc.)*

RESEARCH

Research impact refers to the influence that the work has on academic advances in basic understanding, methods, theory, and/or application in the scientific field, and/or the benefits of the research to human health and/or society.

Examples:

- *Discuss the impact of your discoveries and research activities (for example, the influence that this work has on academic advances in basic understanding, methods, theory, and/or application in the scientific field, and/or the benefits of the research to human health and/or community, economic, or policy benefits of your science).*
- *Team science contributions (describe your role and substantial contributions to the team's success; highlight your unique contributions to the team; provide evidence of the scientific impact of the collaboration on your field, etc.)*
- *Summary of research productivity (grants, manuscripts, abstracts) and how this work has advanced the field*
- *Describe Clinical trial activities and how these support key advances in clinical care.*
- *You may include links to your most impactful publications.*

ENTREPRENEURSHIP

Examples:

- *Leadership or collaborative work on development of intellectual property, use and licensing, entity creation*
- *Grant funding for entrepreneurial work (e.g., STTR, SBIR, etc.)*
- *Progress toward commercialization*
- *Innovation & Entrepreneurship (I&E) career preparation, and I&E engagement*

ADMINISTRATION

Examples:

- *Describe the impact of your administrative activities; include the level of time commitment, expertise, and responsibility associated with this work*
 - *Administrative roles within WUSM*

- *Leadership of regional, national or international organizations (or high-profile committee or board membership)*
- *Consultation with government or non-governmental organizations (e.g. CDC, WHO, UN, NIH)*
- *Work with Foundations (consultant, board member, or other key roles)*

SERVICE/CITIZENSHIP

Examples:

- *Highlight your contributions to service activities, including the level of time commitment, expertise, and responsibility associated with this work.*
 - *Internal: service to the Clinic site, Division, Department, School of Medicine, and/or University*
 - *External: service to local, regional, national, international organizations*

FOSTERING A CULTURE OF INCLUSIVE EXCELLENCE

- *Describe activities related to promoting a culture of inclusion and belonging.*
- *See separate document for examples of activities related to Diversity, Equity and Inclusion (<https://faculty.med.wustl.edu/diversity-and-inclusion-initiatives/examples-of-faculty-activities-related-to-dei/>).*

OTHER

- *Describe any additional significant activities that are not included in the sections above.*