Beginning Checklist for A&P Narrative

There is one three-page narrative required for your application. It will contain three parts. Each part of the narrative has a distinct function. To write effective narratives, you should familiarize yourself with the recommended length and areas to be addressed. The narrative description and checklists below can be used as a tool to draft your narrative section. Please work with your supervisor and mentors to receive additional support in preparing a strong application.

Biographical/Intro Narrative – The biographical/intro narrative is the foundation of your packet. It explains who you are as a professional, the context of your position, your job description, your education and certifications, your current and past relevant positions, and introduces your specialization and themes.

- Context: Set the context for the committee (e.g., description of the county in which you work, any special circumstances they should know about, such as change in county or program area, stewardship responsibility, etc.).
- Degrees: List any degrees.
- Specialization: Identify your area(s) of specialization.
- Themes and percentages: Introduce your focus areas (generally three) and attach a percentage to each.
- Job description(s): Provide a description of your position. Much of this can come straight from your job description. Make sure your job description is up-to-date!
- Current appointments: Indicate your current appointment.
- Other positions: Describe other RELEVANT positions.
- Certifications: Identify any certifications or licensures you may have.

Major Accomplishments – This section should provide an overview of your major accomplishments, in terms of impacts from programs, teaching, creative and scholarly works, and service.

This is your chance to “brag” about the quality of your work. Add quality indicators. Include things like number of times you have been cited by others, the number of others who have adopted your program, the quality of your publication outlets, acceptance rates for publication, ranking or impact factors for articles. However, many other indicators of quality are appropriate for this narrative (e.g., number of counties or states using your curriculum, your research results being utilized in community action teams, etc.). The options are limitless, but the indicator must be evidence of the quality of your work, not just to take up space in your dossier. Share those examples that will be impressive and help identify your work as exemplary.

Program, teaching major accomplishments

What are your major program or teaching accomplishments? Has your programing or teaching had any impact? Pull from evaluations that measured knowledge gained, change in attitude, and/or change in behavior. Have you won awards for teaching? Did you get asked to teach a formal course? Did you develop a new course or curriculum? If so, has this teaching resource been utilized by others or demonstrated impact?

- Major accomplishments/impacts for teaching
**Creative and scholarly work major accomplishments**

What are your major creative or scholarly work accomplishments? Has your creative or scholarly work had any impact? Have you won awards for research? Have you won significant grants or other funding? Has your research led to publications or national presentations? What is the impact of your research, scholarly or creative work?

- Major accomplishments/impacts for creative and scholarly

**Service major accomplishments**

Highlight key services to local community, college, university, or profession here. DO NOT simply reiterate your service. This narrative should provide the committee with an understanding of your key service accomplishments or activities.

- Major accomplishments/impacts for service

**Plans for future** – What are your plans for programming and teaching in the future? Try to address this in the context of your specialization or themes.

What are your plans for creative and scholarly work in the future? Include works in progress. Try to address this in the context of your specialization or themes. You can include any research, scholarly or creative works in progress here.

What are your plans for service and leadership in the future?

- Plans for teaching
- Plans for future creative and scholarly/research (including works in progress)
- Plans for service and leadership