

## **Completing a Personalized Promotions Matrix**

- 1) Add line numbers to your C.V. and Cover Letter and add page numbers to your Supplemental Materials, which will ideally be submitted as single merged pdf.
- 2) Determine where in your C.V. (or cover letter or supplemental materials) there is evidence of having met a particular criterion.
  - 2a) If you completed a “legacy” matrix as part of your mid-point review, refer to the [2021 mapping](#) document to determine under which “new” criterion individual items should be listed.
- 3) For each applicable criterion, include the line number (C.V., Cover Letter) or page number (Supplemental Materials) where evidence of meeting the criterion can be found.
  - 3a) If you meet both the Excellent and Meritorious standards with duplicative language, only include information in the Excellent section.
  - 3b) If you are ranking yourself as Meritorious, but have met some of the Excellent criteria, do enter line/page numbers by the Excellent criteria.
  - 3c) If you are ranking yourself as Excellent, consider completing relevant (non-duplicative) Meritorious criteria; some departments advise that applicants only complete the Excellent criteria they have met which is also OK.
- 4) Delete rows from the PPM that do not contain information (line/page numbers).
  - 4a) You will have a Matrix that includes all four domains and lists all of the criteria that you have met in each domain. Depending on departmental guidance, there may be both Excellent and Meritorious criteria that you have met; whether you rank yourself as Excellent or Meritorious in a particular domain will be based on the number and impact of criteria in each ranking that apply to you.
- 5) At the top of each section, indicate whether you are seeking an Excellent or Meritorious ranking in that domain.