Biography/Bibliography Form Reformatting
Implementation Guidelines for 2015 & 2016

Background

In late 2013 and early 2014, revisions to the campus Biography/Bibliography were suggested by both the Committee on Academic Personnel (CAP) and by the Office of Research Affairs (ORA). The goal was for candidates to more accurately categorize, and for reviewers to more easily evaluate, the different types of works being put forth by candidates in their academic review files. The revisions were accepted by the Executive Vice Chancellor and the newly revised form was released in late summer 2014.

After the release of the form in Fall of 2014, the chair of the Senate Committee on Academic Personnel began discussions with department chairs and the Executive Vice Chancellor, Academic Affairs regarding the need to have academic appointees take the next steps in formatting their Biography/Bibliography forms to be in line with the newly revised instructions and form.

The Chair of the Committee on Academic Personnel and the Associate Vice Chancellor for Academic Personnel formally communicated with divisions, departments, and ORU's the expectations:

> *November 7, 2014 – via Email*
>
> *Deans, Department Chairs, and ORU Directors:*
>
> *In response to concerns regarding use of the new biography/bibliography form for academic review file actions, effective July 1, 2015, the attached communication should clarify the intent and understanding that this is a transition year before our campus moves to the proposed subsection format. While the request for including publication descriptors has been in place for some time, this has not been practiced uniformly. To the extent possible, candidates being reviewed this year should include this information for the period under review for 7/1/15 actions.*
>
>
> *Steve Briggs*
> *Chair, Committee on Academic Personnel*
>
>
> *Bill Hodgkiss*
> *Associate Vice Chancellor, Academic Personnel and Resources*
>
> Attachment:
>
> A new biography/bibliography form was released in August 2014. Please read through the new instructions: http://academicaffairs.ucsd.edu/aps/advance-train/forms.html

04/30/15

If the candidate does not organize the bibliography into subsections,[1] there should be a reasonable descriptor for each entry (e.g., in Section A, indicate if a publication is a research article, review article, book, chapter in a book, refereed conference proceeding, etc.) to permit reviewers to distinguish among them. For easy reference, the descriptor should be placed at the end of the citation. When the bibliography is not organized into subsections, nor includes descriptors after each citation, the Academic Senate Committee on Academic Personnel (CAP) may be unable to determine what category an item in the bibliography falls into. In order to remove any ambiguity, it is in the candidate's best interest to designate clearly what category an entry in the bibliography falls under. This is particularly important for the period under review. When such clarification is absent, CAP may need to return the file and request that a bibliography be further clarified.

For academic review file actions effective July 1, 2016, CAP is requesting that bibliographies be organized into sub-sections, as described in the instructions. The Executive Vice Chancellor, Academic Affairs and the Academic Senate office will work together to develop a process document with examples; draft proposals for going forward will be sent out for comment in January.

In January, a draft of this document was shared with divisional deans' AP staff for comment. As the details of this document are being finalized, the proposed expectations and timelines for the bibliography revisions are described below.

Therefore, for July 1, 2016, academic review files, candidates must re-format their bibliographies into the new sub-section format. Files that are not formatted into sub-sections will be returned to their department for revision.

The updated form, implementation guidelines and a list of descriptors may be found at:

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[1] This refers to files for proposed actions to be effective July 1, 2015 and provides for a transitional stage before converting to the new format.

04/30/15

Bibliography Formatting Expectations:

For July 1, 2016 Academic Files

Appointment - candidates may continue to fill out the Biography section of the Biography/Bibliography form and attach a CV in lieu of completing the Bibliography section. However, it is in the candidate's best interest to submit their Biography/Bibliography form according to the format listed below, if time permits.

Review - for academic review files effective July 1, 2016, and thereafter, the expectation is that candidates will use the newly revised form and that items listed in the Bibliography section (Section III of the form) be re-formatted. As the campus transitions to the new format, candidates will have two choices.

First, they may choose to reformat their entire bibliography into subsections, as described in the Biography/Bibliography instructions. See the example of this in Appendix I.

The alternative is that a candidate may elect to go forward with a "summary of work above the line" format. Here, work listed "above the line" and already credited in the most recently completed academic review, a candidate may choose to summarize the number and type of publication just above where the line begins. In this case the candidate would maintain the previous format for all items "above the line," and each of these would have descriptors (research article, conference proceeding, etc.; see form instructions). At the very end of the "above the line" section, the candidate would then summarize the numbers of each type of work. See an example of this format in Appendix II.

REFORMAT EXAMPLE   Appendix I

A. Primary Published or Creative Work

This section should include original peer-reviewed work that appears in the open literature and can be reasonably expected to be found in libraries outside UCSD, or an appropriately documented listing of creative endeavors such as performances or shows of artistic works.

In addition to published work, this section may include items that are "in press" (i.e., accepted for publication in final form) or formally "accepted" (i.e., the publisher's binding acceptance of entire corpus has been received). Such items should clearly indicate "in press" or "accepted" somewhere in the citation. Do not include items that have been submitted for consideration but have not yet been accepted.   Materials associated with items in this section should be submitted with the file.

I.   Original Peer-Reviewed Work or Listing of Creative Endeavors (subsection)

        a.   Research Articles (subcategory)
1.
2.

        b.   Studio Recordings
1.

II.   Review and Invited Articles

1.
2.

III.   Books and Book Chapters

        Do not include encyclopedia entries in this subsection. List these in Section B.

        a. Books
1.
2.

         b. Book Chapters
1.
2.

IV.   Refereed Conference Proceedings

        Widely distributed proceedings of fully refereed conferences may be listed in this subsection. Please include the acceptance rate for each conference, if this information is available.

1.
2.

B. Other Work.

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Materials associated with items in this section need not be submitted with the file.   If you believe that a work is particularly important, please discuss it in your personal statement. Describe the activity, product, or outcomes and include metrics to demonstrate impact, value, or innovative qualities. The department may comment on work in this section as a basis for advancement.

I.   Other Conference Proceedings

Most conferences have program committees that provide a certain level of review for submitted papers, and such papers may be listed in this subsection. If a paper was invited, this can be indicated in the citation ("invited paper").

1.
2.

II.   Abstracts

Many international conferences publish books of abstracts that are provided to participants. Contributions to such publications may be listed in this subsection

1.
2.

III.   Popular Works

This section should include non-refereed publications such as encyclopedia entries, op-ed pieces, book reviews, articles in popular magazines, etc. Presentations of papers and lectures should continue to be listed under "external professional activities" on the biography form.

a. Book Reviews
1.
2.

b. Articles in Popular Magazines
1.
2.

IV.   Additional Products of Major Research

Other achievements in your academic field may be listed in this subsection. Examples include patents, patent licenses, software, databases, websites, devices, hardware, structures, fabrications, and research leading to legislative action, policies, and business practices.

1.
2.

C. Work In Progress.

This section is optional and should include only items for which there is actual material that will be submitted with the file for review. This section is intended primarily for disciplines in which completion of scholarly work normally occurs over a lengthy period of time, and in which evidence of progress on a project is considered crucial for assessing a candidate's accomplishments. Such evidence might include chapters of a major book or documentation of progress on a major work of art.

This section is particularly important for appraisals of assistant professors. For other actions, use of the Work in Progress section is discouraged.

When an item is moved from Section C to either Section A or B, it should be annotated accordingly (e.g., "from Work in Progress"). Work may also be removed from Section C if it has been abandoned and is no longer in progress, provided that it has been listed in this section for two consecutive review cycles. (It is listed as in progress at one review, as abandoned at the next, and is removed at the third). Although a horizontal line should be used to indicate new items added, the items listed and the numbering scheme may be altered at each review, if necessary, and should be annotated accordingly.

1.
2.
3.

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<u>SUMMARY EXAMPLE</u>   Appendix II

A. Primary Published or Creative Work

This section should include original peer-reviewed work that appears in the open literature and can be reasonably expected to be found in libraries outside UCSD, or an appropriately documented listing of creative endeavors such as performances or shows of artistic works.

In addition to published work, this section may include items that are "in press" (i.e., accepted for publication in final form) or formally "accepted" (i.e., the publisher's binding acceptance of entire corpus has been received). Such items should clearly indicate "in press" or "accepted" somewhere in the citation. Do not include items that have been submitted for consideration but have not yet been accepted.   Materials associated with items in this section should be submitted with the file.

Items listed above the line:
…..
A. 23 XXXXXXXXX   RESEARCH ARTICLE
A. 24 XXXXXXXXX   BOOK
A. 25 XXXXXXXXX   BOOK CHAPTER

20 Refereed Research Articles (A.I.), 2 Review Articles (A.II.), 3 Book Chapters (A.III.), etc.

Then, for new work listed "below the line" and to be considered in the current review period, the candidate would list the work out in subsections. Work in each subsection would be listed in chronological order.

You may choose to reset numbering of new work below the line within each subsection and/or subcategory (see below) or you may resume numbering for each subcategory as summarized above the line. For example, the first number for the new subcategory book chapters would be 4.

I.   Original Peer-Reviewed Work or Listing of Creative Endeavors (subsection)

1.
2.

II.   Review and Invited Articles

1.
2.

III.   Books and Book Chapters

         Do not include encyclopedia entries in this subsection. List these in Section B.

         a. Books (subcategory)
1.

        b. Book Chapters

1.
2.

IV.   Refereed Conference Proceedings

Widely distributed proceedings of fully refereed conferences may be listed in this subsection. Please include the acceptance rate for each conference, if this information is available.

1.
2.

The same formatting would follow for Sections B and C:

B. Other Work

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Materials associated with items in this section need not be submitted with the file.   If you believe that a work is particularly important, please discuss it in your personal statement. Describe the activity, product, or outcomes and include metrics to demonstrate impact, value, or innovative qualities. The department may comment on work in this section as a basis for advancement.

...
1.

10 Conference Proceedings (B.I.), 2 Abstracts (B.II.), 1 Popular Article (B.III.b.), 2 Patents (B.IV.)

I.   Other Conference Proceedings

Most conferences have program committees that provide a certain level of review for submitted papers, and such papers may be listed in this subsection. If a paper was invited, this can be indicated in the citation ("invited paper").

1.
2.

II.   Abstracts

Many international conferences publish books of abstracts that are provided to participants. Contributions to such publications may be listed in this subsection

1.

III.   Popular Works

This section should include non-refereed publications such as encyclopedia entries, op-ed pieces, book reviews, articles in popular magazines, etc.

Presentations of papers and lectures should continue to be listed under "external professional activities" on the biography form.

      a. Book Reviews

1.

      b. Articles in Popular Magazines

1.
2.

IV.   Additional Products of Major Research

Other achievements in your academic field may be listed in this subsection. Examples include patents, patent licenses, software, databases, websites, devices, hardware, structures, fabrications, and research leading to legislative action, policies, and business practices.

1.
2.

C.   Work In Progress.

This section is optional and should include only items for which there is actual material that will be submitted with the file for review. This section is intended primarily for disciplines in which completion of scholarly work normally occurs over a lengthy period of time, and in which evidence of progress on a project is considered crucial for assessing a candidate's accomplishments. Such evidence might include chapters of a major book or documentation of progress on a major work of art.

<u>This section is particularly important for appraisals of assistant professors. For other actions, use of the Work in Progress section is discouraged.</u>

When an item is moved from Section C to either Section A or B, it should be annotated accordingly (e.g., "from Work in Progress"). Work may also be removed from Section C if it has been abandoned and is no longer in progress, provided that it has been listed in this section for two consecutive review cycles. (It is listed as in progress at one review, as abandoned at the next, and is removed at the third). Although a horizontal line should be used to indicate new items added, the items listed and the numbering scheme may be altered at each review, if necessary, and should be annotated accordingly.