

INSTRUCTIONS FOR COMPLETING THE ACADEMIC BIOGRAPHY AND BIBLIOGRAPHY FORM

(April 2015)

Biography

Section I: Employment History and Education

Information requested in the “Previous Applicable Employment and Education” and “Education” areas of Section I may be entered on the form or may be submitted as an attachment. If attaching information, please clearly indicate the corresponding section number and list information in the order in which it is requested on the form.

Section II: Professional Data

Section II must be updated prior to every academic review. You may maintain the subsections of Section II in whatever format you prefer and may add or remove information in this section at your discretion. However, all information should be presented in chronological order, and if you maintain ongoing, cumulative listings in some sections (generally only recommended for Honors and Awards), you may wish to insert a horizontal line in each subsection to indicate what is new since your last review. Indicate “none” or “not applicable” when appropriate.

Bibliography

Please insert a bibliographic list of your publications and creative works in Section III of the form, or append this list to the form. Bibliographic information should be listed in three sections: A. Primary Published or Creative Work; B. Other Work; and C. Work in Progress.

The citations should be in a format appropriate for your discipline and acceptable to your division or school. Citations should be numbered and listed in chronological order.

Within the three main sections, citations are to be organized in subsections by type of publication (e.g., original peer-reviewed work or listing of creative endeavors, review and invited articles, books, book chapters, refereed or other conference proceedings, abstracts, popular works, and additional products of major research). A horizontal line dividing new material from previously credited material is required within each subsection. Citations should be marked with asterisks if the published work will be submitted with the file.

A. Primary Published 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

II. Review and Invited Articles

B. Other Work

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Examples include book reviews, encyclopedia entries, popular work, and other projects of major research such as software, databases, etc. 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.

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.