

INFORMATION REGARDING PROFESSIONAL ACTIVITY SINCE COMPARABLE ADVANCEMENT:

ACTIVITIES IN SCHOLARLY AND PROFESSIONAL SOCIETIES (e.g., serving as a committee member or as an officer of a scholarly or professional organization, or providing professional services to such organizations)

EDITORIAL SERVICES TO SCHOLARLY PUBLICATIONS (e.g., serving as a reviewer or editor)

HONORS AND SPECIAL RECOGNITION RECEIVED

Description

Date(s)

PROFESSIONAL RESEARCH DATA SUMMARY

GUIDE TO BIBLIOGRAPHY PREPARATION FOR PROFESSIONAL RESEARCHERS

Complete Bibliographies Indicating Prior Submissions: If a current published item was listed in an earlier submission as "in preparation" or "in press," it should be so indicated.

For Associate & Full Professional Research Series	Bibliography	Publications
Merit Increases to: Associate Research II, III Research II, III, IV, V, VII and VIII	Since last review	As requested by Chair or Dean. If action requires CAP review, submit publications since last review.
Merit Increases to Research VI and Above-Scale	Entire career	Submit publications that provide evidence of great/highest distinction.
Further Advancement in Above- Scale Status	Since initial advancement to Above- Scale salary	Submit publications that provide new evidence of merit and distinction.
Promotion to Research I	Since last advancement in rank	Submit publications since last advancement in rank

Categorized Bibliographies: Entries should be identified by categories, such as: Books, Monographs, Published Research Papers, Published Articles, Abstracts, and Book Reviews. Since categories will vary among the disciplines, departments may wish to adopt their own categories. (The Council on Academic Personnel recommends departments consider providing bibliographic items by category. See second example below.)

Example #1

Smith, R., Jones, H., and Jackson, K., "A Study of the Perodian Process," J. Chem. Phys., 14:325-30 (1984)
(RESEARCH PAPER)

Example #2

RESEARCH PAPERS

Smith, R., Jones, H., and Jackson, K., "A Study of the Perodian Process", J. Chem. Phys., 14:325-30 (1984)

BOOKS

Page Numbers: Both first and last page should be cited.

Edited Works: In instances where editors contribute various writings such as introductions, summaries, chapters, etc. to the works they edit, a description of such writings, including page numbers should be included as part of the citation of each edited work.

Joint Authorship: The authors' names should be listed as they appear on the publications.

Note: All publications added since the last review should be bracketed in the left margin.

DO NOT INCLUDE THIS PAGE IN THE DATA SUMMARY

CANDIDATE'S CERTIFICATION & INVENTORY OF ADDED MATERIALS PRIOR TO DETERMINATION OF DEPARTMENTAL RECOMMENDATION

I CERTIFY THAT FOR REVIEW # _____:

Under Section 220-80-c of the Academic Personnel Manual:

- I) I was informed of the impending review for this personnel action and of the review process (through access to APM Sections 210-1 and 220).
- II) I was provided the opportunity to ask questions, supply information and evidence, make any desired additions, and, if relevant in this personnel action, suggest names for solicitation of letters of evaluation, and to provide, in writing, names of persons (within and outside UCLA), who in my view, may not provide objective evaluations. (If such information provided, list names below.)

Under Section 220-80-d of the Academic Personnel Manual:

- I) I inspected the data set forth on page 2 and the bibliography. My initials following the entries on that page indicate my concurrence in the completeness and accuracy of the data. (Any items corrected by me or added at my request are inventoried below)
- II) I had the opportunity to receive redacted copies of the confidential documents in this file.
- III) I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon material in the file. (If such a statement was provided, it is listed below)

Name

Date

Items I have corrected and items and statements I have added.

CANDIDATE'S CERTIFICATION AFTER DETERMINATION OF DEPARTMENTAL RECOMMENDATION

I CERTIFY THAT FOR REVIEW # _____:

Under Section 220-80-e of the Academic Personnel Manual:

I was informed of:

- I) the departmental recommendation and of the substance of the departmental evaluations under each of the applicable criteria. Upon request, a copy of the departmental recommendation was supplied to me.
- II) the departmental vote.
- III) the right to make written comments on the departmental recommendation and to direct transmittal of these comments to the Chair or Dean for inclusion in this file.
- IV) the time limit for submission of comments under III above.

Name

Date