

FACULTY MERIT CHECKLIST

The following is intended as a guide to assist individual faculty members in compiling information and documents for his/her review dossier.

Cumulative publications

- Organize into logical groupings (e.g. technical peer-reviewed journals, book chapters, etc.)
- Include all published work, including in press and accepted papers
- In press and accepted papers: indicate number of pages
- Can list submitted papers if desired: include date of submission

Difference List (publications since time of submission of last merit file)

- List must correspond exactly to cumulative publication list
- Include a description on all multi-authored papers of the following: identity of each author (e.g. my postdoc, off-campus collaborator, etc.), and your contribution to the publication
- Abstracts may be presented here if desired
- Keep copies of all publications in central location. These must be turned in with the file.

Professional Presentations (since time of submission of last merit file)

- Talks given by you, where, when, and what occasion, and nature of invitation (invited, plenary, keynote, etc.)

Contracts and Grants (since time of submission of last merit file)

- Indicate your status (PI, etc.), amount, title, granting agency, and period of award
- Can include pending and rejected if desired

Awards and Honors (since time of submission of last merit file)

Service and Professional Activity (since time of submission of last merit file)

- Organize into Department, Campus, State, National, etc.
- Include all committee assignments, panels, editorial activity, etc.
- Indicate reviewing responsibilities (journals and proposals)

Teaching

- Course evaluations
- Graduate students supervised
- Graduate committees served on
- Undergraduate researchers or interns
- Exceptional activity (new course development, etc.)

Self-Statement

- Although not required, the self-statement is strongly recommended
- For merits, it should cover the period since last advance
- Detailed discussion of the significance of the research in understandable language is important
- Self-statement can be a place to discuss aspects of the file that need explaining (e.g. gaps in publication, poor teaching performance, etc.)
- Update this statement continuously

Optional Additional Material

- Description of journals published in and their relative importance or impact
- Supporting material that relates to reputation or performance (thank you letters, etc.)

Suggestions for Good File Keeping

- Update your file continuously
- Do your own proofreading and consistency checks
- Turn in well-organized file well ahead of deadline
- Keep a complete backup copy of the file so you will know what to include in the next cycle