

Note: This material has been fabricated as an example and has, in no way, been developed or discussed by the Department of Biological Sciences at SJSU.

Guidelines for Scholarly, Artistic and Professional Achievement for the Department of Biological Sciences – last revised March 2007

Approved: _____ *Signature of Department Chair or Equivalent and date*

Approved: _____ *Signature of Chair of College RTP (or General Unit committee date*

Approved: _____ *Signature of College Dean or Equivalent and date*

Types of activities considered to be appropriate. Note that these achievements do not have equal weight and this list does not imply that they do. For example, published articles are considered to be a much higher quality of achievement than having a manuscript under review or one that has been rejected for publication.

A) Publications in scientific journals

- 1) Documentation required in dossier to verify achievement.
 - a) If publication has been completed, include a reprint.
 - b) If the publication is ready for printing, include a copy of the galley proofs
 - c) If the manuscript has just been accepted for publication, include a copy of the manuscript and a copy of the letter of acceptance.
- 2) Documentation required in dossier to evaluate the achievement.
 - a) Evidence that it is a peer-reviewed journal.
 - b) Evidence of range of readership (e.g. international journal, journal for a local society etc.)
 - c) Information on the length of the period of research required for the publication.
- 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts

B) Manuscripts under review

- 1) Documentation required in dossier to verify achievement.
 - a) Copy of manuscript
 - b) Letter from journal indicating that it has been received and is undergoing review.
- 2) Documentation required in dossier to evaluate the achievement.
 - a) As this would constitute work in progress, no evaluation of achievement is possible.
 - b) Information on the length of the period of research required for the publication.
- 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts

C) Manuscripts that were not accepted for publication

- 1) Documentation required in dossier to verify achievement.
 - a) Copy of manuscript
- 2) Documentation required in dossier to evaluate the achievement.
 - a) Reviewer's comments.
 - b) Evidence of range of readership (e.g. international journal, journal for a local society etc.)
 - c) Information on the length of the period of research required for the publication.

Example of Guidelines

- 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts
- D) Grant applications that were not funded.**
 - 1) Documentation required in dossier to verify achievement.
 - a) Grant proposal minus biographical materials (e.g. vitae)
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) Comments from reviewers.
 - 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts
- E) Funded research**
 - 1) Documentation required in dossier to verify achievement.
 - a) Grant proposal minus biogeographical materials (e.g, vitae).
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) Copy of letter indicating that the grant has been awarded.
 - 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts
- F) Reports for agencies**
 - 1) Documentation required in dossier to verify achievement.
 - a) Copy of report
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) Three outside reviews of the quality of the report
 - b) A letter from the agency to whom the report is directed indicating the importance and application of the report.
- G) Books, chapters in books or lab manuals**
 - 1) Documentation required in dossier to verify achievement.
 - a) Title Page and pages including information on the publisher.
 - b) Evidence for the number of pages in the printed document.
 - c) If a chapter, include a copy of the chapter
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) Three outside reviews.
 - b) Evidence of range of readership (e.g. labs at SJSU, book from a local society, chapter in a book published by a major publishing company, book from a major publisher)
- H) Presenting a paper at a scientific meeting**
 - 1) Documentation required in dossier to verify achievement.
 - a) Abstract for paper.
 - b) Page of program indicating scheduled time for talk.
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) If a Powerpoint presentation, provide a CD
 - b) If done with transparencies, include a sample of transparencies in sleeves.
 - c) If slides used, provide a sample in sleeves.
 - d) If no audiovisuals available, provide an audio tape.
 - e) Evidence of range of attendance (e.g. international conference for a small society, international conference for a major society, local conference etc.)
 - 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts

Example of Guidelines

- D) Presenting a poster at a scientific meeting**
 - 1) Documentation required in dossier to verify achievement.
 - a) Abstract for poster
 - b) Copy of letter indicating that the poster was accepted.
 - 2) Documentation required in dossier to evaluate the achievement.
 - a) Printed elements from the poster or photos of the poster.
 - b) Evidence of range of attendance (e.g. international conference for a small society, international conference for a major society, local conference etc.)
 - 3) This Department does not require sole authorship and, in fact, encourages collaborative research efforts