

ACADEMIC BIOGRAPHY AND BIBLIOGRAPHY INSTRUCTIONS

(March 2008)

Biography

Please complete all shaded areas in Section I, Personal Data. Information requested in Section I, Previous Applicable Employment and Education, and in Section II may be entered on the biography 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 biography form. After your initial appointment file is submitted, you need only update information in Section I to reflect changes. However, 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, 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

Append a bibliographic list of your publications and creative works as Section III. 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, with a horizontal line between material that was credited in previous bibliographies and new material not previously credited. Within the three main sections, citations may be organized in subsections by type of publication. If subsections are used, a horizontal line is required within each section. If there are no subsections, there should be a reasonable descriptor for each entry (journal article, conference paper, invited paper, etc.) to permit reviewers to distinguish among them. The descriptor may be placed at the end of the citation. Citations should be marked with asterisks if the work will be sent forward with the file.

A. Primary Published or Creative Work. This section should include peer-reviewed publications that appear 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. This section may include items that are "in press" (i.e., accepted for publication in final form) or formally "accepted" (i.e., publisher's binding acceptance of entire corpus has been received). Such items should clearly indicate "in press" or "accepted" somewhere in the citation. This section should not include abstracts of papers or conference proceedings unless the department can provide documentation that the work has equivalent stature or is refereed to a standard equivalent to that for professional journals.

B. Other Work. This section should include other published or creative works that you may wish to list to demonstrate scholarly activity. Such material might include patents, non-peer-reviewed works, abstracts, conference proceedings, book reviews, encyclopedia entries, etc. Materials associated with items in this section need not be forwarded with the file. Work in this category is listed to indicate professional activity only and will not normally be evaluated for quality or impact. If you feel that a work in this category is particularly important, you may discuss it in a letter to be included in the file, and the department may comment on it 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 crossover merits and 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 list of works items listed and the numbering scheme may be altered at each review if necessary, and should be annotated accordingly.

PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal reason for requesting this information is for the purposes of academic personnel administration and University public relations. The Academic Vice Chancellors are responsible for maintaining this information, which is authorized by University policy. For academic personnel administrative purposes, furnishing all information requested is mandatory and failure to provide it may result in denial of the action for which this information is being provided. Individuals have the right to review their own academic records in accordance with UCSD Policy and Procedure Manual 230-11. Inquiries related to this policy may be directed to the Academic Personnel Office at (858) 534-0068. Information on education, honors, awards, and/or publications have been declared releasable by the courts and, therefore, will be released to the public, upon request.

NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veterans, Vietnam era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to: Jon Welch, Director, Academic Diversity and Equal Opportunity, (858) 534-3623.

UCSD ACADEMIC BIOGRAPHY

Section I

Personal Data

Name: Last, First, Middle

Department Title(s)

Home Address

Street Phone:

City, State, Zip

E-mail address:

Business Address

Street Phone:

City, State, Zip Mail Code

Country of Citizenship:

Are you a citizen or permanent resident of the U.S.? Yes ☐ No ☐

If no, what is your current Visa status?

Date this status began: Date this status expires:

Person to be contacted in case of emergency:

Name

Street Phone:

City, State, Zip

Family members or domestic partners employed by the University:

Name Relationship Department

Previous Applicable Employment

Please show a full account of your time from the date of your first academic (or otherwise relevant) employment up to the present, including any periods when you may not have been employed. Indicate part-time appointments. Show salary or approximate annual earnings in all cases. Please include all previous University of California employment. You may provide supplementary information if necessary.

Period of employment From: To:	Institution, firm or organization of employment	Location	Rank, title, or position	Approximate annual salary
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Education

School, college, university, or hospital (internship, residency, or fellowship)	Dates of attendance	Location	Major subject or field	Degrees or certificates	Date received
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Please indicate areas of sub-specialization or board certification, if any. Also include a list of special licenses or permits and the dates received.

Section II

Professional Data

Provide a list of your activities, with dates of award or service, in each of the following eight categories.

(a) **University Service** (Include service at the departmental, college, Academic Senate, campus-wide, and system-wide levels.)

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(b) **Memberships** (Include scholarly societies, professional boards, civic organizations, etc.)

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(c) **Honors and Awards** (Include the dates they were received.)

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(d) **Contracts and Grants** Please provide the following information for current contracts and grants:

Title	Granting agency	Amount of total award (include indirect costs)	Time period of contract/grant	Role (e.g. PI, co-investigator, project leader, etc.) List co-PIs/corresponding share of total award (total must = 100%)
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(e) **External Professional Activities** (Examples include, but are not limited to, presentation of papers and lectures, technical service to organizations and agencies, acting as a reviewer of journal or book manuscripts or contract and grant proposals, or professional committee service.)

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(f) **Most Significant Contributions to Promoting Diversity** (Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups, contributions that promote equitable access and diversity in education, and in activities such as recruitment, retention, and mentoring.)

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(g) **Other Activities** (List those that do not fit into categories a – f above, including community service).

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(h) **Student Instructional Activities**

Course load information is reported separately in faculty review files. Please list here all students mentored outside of the structured classroom setting. Please list by category (e.g., undergraduate research students, masters or doctoral candidates, postdoctoral or medical fellows, interns, residents) and indicate your role (e.g., thesis adviser, research adviser) for each student. For graduate students, indicate the years of their degrees when appropriate.

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Section III - Bibliography

I have provided the information contained in the Biography/Bibliography packet or have reviewed it for accuracy.

Signature

Date