



OFFICE OF RESEARCH AFFAIRS
TEL: (858) 534-9758
FAX: (858) 534-3868

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0043
<http://research.ucsd.edu>

Academic Reviews Process

IMPORTANT REMINDER

The materials described below must be submitted to the Organized Research Unit, Academic Personnel (ORU/AP) by July 15th. Academics eligible for promotions, career reviews, and above scale actions will be able to add reprints/preprints until October 15th, but no other materials.

Please read carefully as these instructions have been revised since your last review!

Review Process – A Brief Overview

Each academic member undergoes a periodic formal review by the ORU and campus reviewers at various intervals depending upon series, rank and step: a file is reviewed every two years until the academic is promoted to Full Project Scientist/Research Scientist, and then every three years until he/she is advanced to Full Project Scientist/Research Scientist, Step IX. The file is then reviewed every four years. The standard merit reviews focus only on progress made during the last review period. Requests for accelerated merits/promotions can be processed at any time, though the SVCAA will only review such files under exceptional circumstances, if requested earlier than your normal review date. Advancements are accompanied by a designated salary increase in accordance with the UC salary scale.

Assistant academics are normally reviewed for reappointment in years 2, 4 and 6. The 4th year review and the promotion assessment includes a formal evaluation of the appointee's achievements and progress toward promotion. The appraisal should provide an appointee with a careful, considered, analytical evaluation of his or her performance to date in the areas of research and creative work, professional competence and activity and University and public service (Research Scientist series only), as well as a candid assessment of his or her potential for promotion, based upon the evidence presented in the file materials.

Certain actions require external evaluators assess the quality of the academic. The letters provided by external referees help the division and the campus assess each individual's qualifications for the proposed rank/step when being considered for promotion to Associate Project Scientist/Research Scientist, or to Full Project Scientist/Research Scientist, and advancement to and through Full Project Scientist/Research Scientist Step VI, and advancement to Project Scientist/Research Scientist Above Scale (which follows Project Scientist/Research Scientist Step IX). These actions are considered career reviews, and therefore file materials considered includes everything since the last career review.

Reviews of academics in the ladder ranks are strongly weighted toward academic research achievements. Lack of activity/participation in service in the Research Scientist series has resulted in advancements, especially accelerations, being denied. In fact, for accelerations, exceptional achievement in all components of academic performance is required.

Academic Review Materials:

Biography Form: This form is required to be completed at the time of academic review. The biography being electronically sent to you is a copy of that submitted at your last review. Review the form for accuracy and provide information for this service period in the relevant sections. This document is in MS Word format. Be sure not to change the order or formatting on this form for each of the sections.

Section I. Completed as per your last review. Update only as necessary.

Section II. This section is required to be completed at each review. All honors and awards you have achieved since

taking an academic position (at any institution) should be listed, not just the awards over the past review period. Be sure to include the year of each reward.

Section III. This is your bibliography, which we will edit for you, after you provide a separate update described below, which comprises three sections.

Section A includes only peer-reviewed publications. This includes research articles, peer-reviewed invited reviews, or books that are peer-reviewed as part of the prepublication process. 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 referred to a standard equivalent to that for professional journals. Articles in this section should be published. In press or accepted (with documentation) may also be put in this section.

Section B. Book chapters, meeting/conference proceedings, and abstracts (see below), etc. Section B also includes non-peer-reviewed and other publications, patents, and other scholarly material, which is described as “scholarly activities such as patents, presentations, performed material, non-reviewed works, conference proceedings, abstracts, etc. as well as unpublished work.” In press or accepted (with documentation) may also be put in this section. The ORU Director must justify the inclusion of abstracts in Section A, as they detract from the rest of the file.

Section C. This includes work in progress. It is an optional section of the bibliography, unless you are being reviewed for a cross-over merit advancement. Use of Section C will also continue to be important in certain disciplines and in certain cases (e.g., crossover merits, 4th year appraisal, promotion assessments, and, in some cases, promotion to Associate Professor or Professor). Items listed in Section C. (Work in progress) MUST be accompanied by a hard-copy draft.

Updating Your Bibliography: List in a separate attachment the items in your bibliography by section with Section A first, etc., and order them chronologically. You must include after each item the type of publication and its status. Below is a list of those publication types and status to be used so that we may maintain consistency.

SECTION	ARTICLE TYPE	STATUS
Section A	Research Article	Published
	Peer Reviewed Book	In Press
	Peer Reviewed Book Chapter	Accepted (must have documentation from publisher)
	Peer Reviewed Review Article	
	Peer Reviewed Abstract	
	Conference Proceeding (Engineering only)	
Section B	Abstract	Published
	Conference Proceeding	In Press
	Invited Article	Accepted (must have documentation from publisher)
	Review	
	Book Chapter	
	Book	
	Patent	
	Monograph	
	Encyclopedia Entry	
	Thesis	
	Report	
	Popular Article	
	Software	
	Editor	
	Editorial	
Commentary		
Section C	Any of the above	In Preparation
		Submitted
		In Revision
		Abandoned

If work has been since published, provide the relevant data. For those works in Section C that will remain in that section, provide a status update even if the status is the same.

Materials needed for merit advancement and promotion:

Included in your letter from ORU/AP is a checklist of ALL the review materials required by the Division and the campus for your review. One of the most important is the written statement regarding your research and service (Research Scientist series only for service), and should be written in the third person. The description of your research should address the significance of your research and its impact on the field. Much of the information pertinent to service is included in the "biobib" form, so this statement should be used to explain extraordinary responsibilities and accomplishments or demand on time, etc., that the Director should understand while reviewing your file. You do not need to re-list the items from Part II of the biobib form.

This statement should be submitted to April Walsh in ORU/AP at adwalsh@ucsd.edu in word format. It should contain information for all the years since the previous review (or last career review if you are going through on this year), and should contain the following information organized under the headings listed below.

You are also requested to provide a copy of your CV in the standard format, electronically, as this may provide an additional synopsis of your career and/or list some additional items not found in the UCSD file material. Your CV will also be used when requesting referee letters.

Research

The research statement should concisely (a couple of pages) review your scientific accomplishments during the review period. If you are undergoing a career evaluation, you should also include scientific accomplishments since your last career review (usually promotion) and any key discoveries made earlier in your academic career.

The statement should begin with a broad overview of the research problems, so that non-specialists can appreciate the significance of the work. In this context, provide a description of your research goals, and the applicability of this work to broader problems in biology.

You should describe your specific research accomplishments over the review period. Annotate each area/description of research results with the appropriate references from your publication list (please reference using authors and date of publication). Indicate where the field was before your work was published and how your work changed the previous understanding of the problem being investigated. Place your work in the context of work in the field in general, and explain the specific significance of your studies and how they have advanced the field. Detail research from individual papers that are particularly noteworthy. If you have initiated a new research direction and have made significant progress, please highlight these studies. Be enthusiastic about especially exciting findings. If the advancements in your lab have established new paradigms or have changed the direction of ideas in a field, don't be bashful. On the other hand, be evaluative. Put your work and findings into perspective. It is extremely helpful to explain your specific role in all collaborative and coauthored works when you are not first or senior author.

Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.

Your success in obtaining support for research and other creative activity, including support for graduate students, should be addressed. In addition, your role on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other co-investigators specified).

Service

Please provide a summary of your service, your particular role and the broader significance of this service in the context of the university, the division or the community.

Describe any extraordinary service and include the significance and impact of this work. If you chair a committee, please briefly describe the responsibilities and workload.

Service to the community, state, and nation, when the work done is at a sufficiently high level and of sufficiently high quality, as provided as part of your special capacities as a scholar and in areas beyond those special capacities, should likewise be recognized as evidence for advancement. Academic service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisors to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students. Please indicate whether you hold an

appointed or elective office in professional organizations, on professional publications, or within community, state, national, or international organizations in which professional standing is a prime consideration for appointment.

Your summary should specify and evaluate your administrative service within the ORU, on the campus, and within the University of California.

Other Information

In addition, please provide reprints and preprint publications from the review period.

Again, please note that ALL materials that need to be submitted are specified in the call letter regarding your review (see checklist).