**INSTRUCTIONS FOR COMPLETING THE**

**ACADEMIC BIOGRAPHY AND BIBLIOGRAPHY FORM**

(April 2015)

**Biography**

Academic Personal Data: Appointment files only

Please complete all shaded areas in the “Personal Data”. To maintain candidate confidentiality, this section is submitted to the hiring authority separately, and not as part of the Biography and Bibliography (BioBib) form.

Section I: Employment History and Education: All files

Information requested in the “Previous Applicable Employment and Education” and “Education” areas of Section I may be entered on the 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 form.

Section II: Professional Data: All files

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

Please insert a bibliographic list of your publications and creative works in Section III of the form, or append this list to the form. 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.

Within the three main sections, citations are to be organized in subsections by type of publication (e.g., original peer-reviewed work or listing of creative endeavors, review and invited articles, books, book chapters, refereed or other conference proceedings, abstracts, popular works, and additional products of major research). A horizontal line dividing new material from previously credited material is required within each subsection. Citations should be marked with asterisks if the published work will be submitted with the file.

1. **Primary Published or Creative Work.**

This section should include original peer-reviewed work that appears 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. In addition to published work, this section may include items that are “in press” (i.e., accepted for publication in final form) or formally “accepted” (i.e., the publisher’s binding acceptance of entire corpus has been received). Such items should clearly indicate “in press” or “accepted” somewhere in the citation. Do not include items that have been submitted for consideration but have not yet been accepted. Materials associated with items in this section should be submitted with the file.

1. **Original Peer-Reviewed Work or Listing of Creative Endeavors**

Do not include abstracts of papers or conference proceedings in this subsection.

1. **Review and Invited Articles**
2. **Books and Book Chapters**

List books and book chapters under two separate subcategories.

Do not include encyclopedia entries in this subsection. These can be listed in Section B, “Other Work.”

Please include the acceptance rate for each conference, if this information is available.

1. **Other Work.**

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Materials associated with items in this section need not be submitted with the file. If you believe that a work is particularly important, please discuss it in your personal statement. Describe the activity, product, or outcomes and include metrics to demonstrate impact, value, or innovative qualities. The department may comment on work in this section as a basis for advancement.

1. **Other Conference Proceedings**

Most conferences have program committees that provide a certain level of review for submitted papers, and such papers may be listed in this subsection. If a paper was invited, this can be indicated in the citation (“invited paper”).

1. **Abstracts**

Many international conferences publish books of abstracts that are provided to participants. Contributions to such publications may be listed in this subsection.

1. **Popular Works.**

This section should include non-refereed publications such as encyclopedia entries, op-ed pieces, book reviews, articles in popular magazines, etc.

Presentations of papers and lectures should continue to be listed under “external professional activities” on the biography form.

1. **Additional Products of Major Research**

Other achievements in your academic field may be listed in this subsection. Examples include patents, patent licenses, software, databases, websites, devices, hardware, structures, fabrications, and research leading to legislative action, policies, and business practices.

1. **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 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 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: Director, Academic Diversity and Equal Opportunity,

(858) 534-3623.