

DOCUMENTING RESEARCH AND CREATIVE ACTIVITIES IN THE DOSSIER

Evidence Required	Potential Locations				
	Section I: Chair's Letter, Dean's Letter, Primary and Unit Committee Reports	Section I: CV	Section II: Candidate's Statement	Section III: Statement contained in Evaluation of Research	Peer Review (may be part of Sections I, Dean, Chair or III, internal and external peers)
Three to five most significant publications or creative activities which reflect major research accomplishments		List all publications or creative activities and indicate whether in rank and whether refereed	Description in personal statement may also note the most significant publications or creative activities	May contain a more thorough discussion of the most significant published research or creative activities and the status of the journals, other publications, or venues for creative activities	
Evaluation of stature of journals in which articles appear	Provided by department or school. Committee reports and letters from Dean and Chair may also provide evidence of stature	May be an indication in CV (refereed v. non-refereed, name of publisher, age of journal title)	Candidate may also comment on a journal's quality in the Candidate's Statement, especially when the significance is not self-evident	As above	External assessment letters may also provide guidance on the stature of journals and other publications
Evaluation of stature of galleries where works appear or stature of performance venues	Provided by department or school. Committee reports and letters from Dean and Chair may also provide evidence of stature	May be an indication in CV (stature of gallery or performing venue, city, potential size of audience)	Candidate may also comment on galleries in the Candidate's Statement, especially when the significance is not self-evident	As above	External assessment letters may also provide guidance on the stature of galleries and performance venues
Research Expectations	As above: a letter often points out unusual circumstances related to work load		This may also be commented on in the personal statement (but seek confirmation from other documents in the dossier)	May be more detailed comments on this, particularly where load is considered heavy in school or department	Comment on fit with IUPUI and department/school goals and quantity of effort
Research goals/program of research or creative activities	Letters from Chair and Dean may comment, as may committee reports (important for tenure, as the University is projecting candidate's future contributions and productivity)		List of goals and candidate's description of continuing program of research, scholarship or creative activities	May include a more thorough discussion of the research projects in progress and/or future research plans; may include listing of manuscripts or creative activities submitted for publication or performance and their status	Interpretation of candidate's research or creative activities progress and future potential in external assessment letters
Quality of research or creative activities	Primary and unit committee reports, letters from Chair and Dean	CV	Reflective comments by candidate not already in the Candidate's Statement	Reflective comments by candidate not already in the Candidate's Statement	Experts in candidate's field through letters solicited by chairs or deans

Assessment of contributions when more than one author or collaborator or performer	Departmental evaluation, committee reports	Listed in CV using citing conventions appropriate to the school/unit or discipline	An annotated bibliography in the CV can be helpful, with interpretive comments in the personal statement	Candidates may provide additional detail as to their own individual contributions to the effort (important to cross check against other documentation)	External and internal letters can indicate the stature of collaborators
Contributions to interdisciplinary research or creative activities	Departmental evaluation, committee reports, letters from Chair and Dean	CV may indicate which items are interdisciplinary	Candidate's Statement may comment on how interdisciplinary work may have contributed to the candidate's career and research goals	Candidate should highlight this as appropriate, since interdisciplinary research and creative activities are major goals of the campus	Evaluations by peers in research centers or other departments/schools may identify achievements in interdisciplinary research and creative activities.
Grants and awards (Review the candidate's funding in light of the present context for funding in the field)	Committee reports, letters from Chair and Dean	List of grants and awards (Accuracy in amounts and dates is very important.)	Explanation of most significant grants and awards is crucial.	May include a more thorough description of grants and awards, as well as information on grant applications in process where appropriate	External assessment letters may reference grants and awards received
Stature of grants and other awards	Departmental evaluation, committee reports, letters from Dean and Chair	May appear on CV (reputation of granting agency, national v. state or local reach of grant, constituents to be served)	Candidate's own assessment of the stature of grants and awards	Candidate's assessment of the significance of grants and awards and how they fit in an overall research plan may be more fully documented here	Experts in candidate's field through letters solicited through school procedures
Continuing efforts to enhance research, scholarship and creative activities	Primary and unit committee reports, letters from Chair and Dean	CV	Reflective comments by candidate	Reflective comments by candidate	Experts in candidate's field through letters solicited through school procedures