

SAMPLE FORMATS FOR TENURE DOCUMENTS

Teaching

Candidate's name				
List of courses taught				
[* indicates course evaluations available]				
<i>Course</i>	<i>Hours</i>	<i>Title</i>	<i>Enrollment</i>	<i>Evaluations</i>
96-97/II (fall 96)				
E117	4 cr.	World Literature I	50	*
GE101	4 cr.	Freshman Composition I	18	*
E495	1 cr.	Honors thesis	1	
95-96/II (spring 96)				
E118	4 cr.	World Literature II	35	*
GE102	4 cr.	Freshman Composition II	14	*
E695	1-3 cr.	Research and reading	6	

Candidate's name		
MS/PhD committees		
<i>Research director</i>		
1991-97	Finished student	<i>Dissertation title in italics</i> (PhD 1997)
1996-	Student in progress	Working title of project
1994-	Student in progress	Working title of project
<i>Committee member</i>		
1991-97	Finished student	<i>Dissertation title in italics</i> (PhD 1997)
1996-	Student in progress	Working title of project
1993-	Student in progress	Working title of project

Candidate's name	
Student publications and presentations	
<i>Refereed publications</i>	
Student name. Full bibliographic citation of paper. Brief remarks on your contribution if you are not listed as co-author.	
<i>Conference papers or invited presentations</i>	
Student name. Full bibliographic citation of paper.	
<i>Invited workshops and panels</i>	
Student name. Workshop date, name, location, brief description of event.	

SERVICE

Candidate's name List of service activities

Professional service

Editorial boards

Journal of Memory, 1992-1995 (chair 1995)

Journal of Forgetting, 1993-

Panels organized

International Organization of Memory Researchers (IOMR), Anaheim CA, August 1995, panel on early childhood memories, 24 participants

Reviewing and refereeing

Journal of Memory, 1989-1997 (10 manuscripts)

Journal of Forgetting, 1993-1995 (6 manuscripts)

Proceedings of the 4th annual meeting of IOMR, 1995 (4 articles)

Memberships

International Organization of Memory Researchers, 1988-

American Association of University Professors, 1989-

University service

Review committee for dean of hypothetical departments, 1996-97

Co-organizer of undergraduate workshop on women in science, 1995-96

Departmental

Graduate admissions committee, 1989- (chair 1997)

Financial aids committee, 1992-

Undergraduate advisor, 1989-91

Liaison to Department of Psychology, 1992-

Community

Assisted at BHSN career fair, 1997

RESEARCH

List of publications, model 1

Candidate's name
List of publications
Books 19. <i>Full title of book</i> and correct bibliographic information, date
Refereed publications 18. (submitted) "Title as submitted." Name of journal, etc., date of submission. 17. "Title as published" with co-author. Name of journal or proceedings. Other bibliographic information. 1997 16. "Title as published." Bibliographic information. 1996. Other relevant information, such as "First published as technical report no. 14."
Nonrefereed publications 15. "Title as published." Bibliographic information. Any relevant information, such as "Early version of refereed publication no. 17." 1997 14. "Title." Bibliographic information. 1996 13. "Title." Bibliographic information. 1995
Technical reports 12. "Title." Departmental publication information. Date
Work in progress 3. Working title. Brief description. Approximate state of completion.

List of publications, model 2

Candidate's name
List of publications
[† indicates refereed publication]
Publications 19. (work in progress) Working title. Brief description. Approximate date of completion. 18. (submitted) "Title as submitted." Name of journal, etc., date of submission. † 17. (In press) "Title as published" with co-author. Name of journal or proceedings. Other bibliographic information. 1997 16. <i>Book title</i> . Bibliographic information. 1996 † 15. "Title as published." Bibliographic information. Any relevant information, such as "Early version of refereed publication no. 17." 1997 14. "Title." Bibliographic information. 1996. Other relevant information, such as "First published as technical report no. 14." † 13. "Title." Bibliographic information. 1995

Candidate's name
Contributions to co-authored work

[Sample of prefatory remarks] Each publication has been divided into two components: (1) research and (2) writing. In the table below I estimate the contribution of each author for both components for each co-authored publication. Where necessary, I also include explanatory remarks. The numbers preceding each publication corresponds to its number on my list of publications.

18. "A theoretical model of explanation." *Journal of Explanation Theory*. (etc.)

Research: Smith 40%, Jones 30%, Meyers 30%

Writing: Smith 80%, Jones 10%, Meyers 10%

Comments: This paper is the result of several years collaboration. I did most of the writing, with Jones and Meyers acting as first readers and editors.

14. "Remembering: categories and questions." Abridged bibliographic information.

Research: Smith 85%, StudentA 5%, StudentB 5%, StudentC 5%

Writing: Smith 100%

Comments: In this paper I was invited to write about the work my students and I are doing on the categorization of memory modules. The paper relies on results from our collaborations and conversations on this subject.

Candidate's name
Summary of grant support

Funding Agency	Title	Duration	Award
<u>Principal investigator</u>			
NIH (submitted)	"The role of memory in the socialization of young children."	1998-2002	\$15,000
RUGS summer faculty fellowship	"The purpose of forgetting"	Summer 96	\$ 1,500
NSF	"Training agents not to use notepads"	1992-1993	\$11,000
<u>Participant</u>			
NSF	"Memory as a function of group interaction" (with Jones and Meyers)	1997-1999	\$85,000