**UCSD ACADEMIC BIOGRAPHY/BIBLIOGRAPHY FORM**

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| Name:  Last, First, Middle | |  | | |
| Department |  | | Title(s) |  |

# Section I: Employment History and Education

#### Previous Applicable Employment

Please provide a full account of your time from the date of your first academic (or otherwise relevant) employment to the present, including any periods when you were not employed. Indicate part-time appointments. Please include all previous University of California employment. You may provide supplementary information if necessary.

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| Period of employment  From: To: | Institution, firm or organization | Location | | Rank, title, or position | |
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#### Education

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| 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.

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Section II: Professional Data

Please list your activities in each of the following nine categories. Please provide dates of awards or service.

##### University Service (Include service at the departmental, college, Academic Senate, campuswide, and systemwide 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** (Provide the following information for current contracts and grants.)

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| 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, 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** This section enables you to highlight particular elements of your scholarship, teaching and service contributions that especially promote diversity. If diversity is a principal subject of your entire portfolio of scholarship, teaching, or service, then you may wish to mention that here and refer the reviewer to the appropriate sections of the Bio-Bib or your Self-Evaluation statement for further detail.([Examples](http://www-senate.ucsd.edu/FrontPageDocs/DiversityService/ExamplesOfDiversityService.doc) include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; contributions that promote equitable access to and diversity in education; and activities that promote recruitment, retention, and mentoring.)

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**(g) Other Activities** (List those that do not fit into categories a – f above, such as 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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##### External Reviews of Primary Creative Work

List only significant, independent reviews of the work—e.g., independent reviews or feature articles appearing in journals or online venues, major newspapers, books, or catalogs. Forms of review and venues may vary by department. (Please do not include advertisements, brief mention of candidate’s name or work, event listings, minor blog chatter, or self-promotional or commercial items.)

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##### Section III - Bibliography

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| 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** 2. **Review and Invited Articles** 3. **Books and Book Chapters** 4. **Refereed Conference Proceedings** |
|  |
| 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** 2. **Abstracts** 3. **Popular Works** 4. **Additional Products of Major Research** |
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| 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 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.   |  | | --- | |  | |
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Selected publications can be found at the following link:

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| I have provided the information contained in this Biography and Bibliography Form or have reviewed it for accuracy. | | | |
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| Signature |  | Date |