

# **Preparing an Application for Initial Ranking**

15 February 2006

Office of Academic Affairs  
The American University of Paris

Application is due 1 month after acceptance to teach

## II: Checklist for the Application Dossier

Candidate's Name: \_\_\_\_\_ Rank Requested: \_\_\_\_\_

The candidate is invited to provide the following documents. When deciding which documents to include in the application dossier, the candidate should ensure that materials are selected to support the case for promotion as outlined in the letter of application and self-appraisal.

### Organizing materials

- \_\_\_\_\_ Checklist (this document)
- \_\_\_\_\_ Candidate's letter of application and self-appraisal, addressing teaching, and scholarship
- \_\_\_\_\_ Curriculum Vitae
- \_\_\_\_\_ Letter from Department Chair (to be added by Department Chair)

### Scholarship/ Professional Activity

Candidates should show evidence of all scholarly activity or excellence in professional activity. The definition of scholarship varies between disciplines. Scholarship usually signifies publication, but it may also include basic, applied, or pedagogical work in the discipline, and creative or professional activity. It is suggested that any of the following can be presented as evidence of scholarship:

- \_\_\_\_\_ Books
- \_\_\_\_\_ Articles, monographs, book reviews
- \_\_\_\_\_ Editorships and translations
- \_\_\_\_\_ Work-in-progress or manuscripts currently under consideration
- \_\_\_\_\_ Creative projects
- \_\_\_\_\_ Contracts for publication
- \_\_\_\_\_ Evidence of peer review of candidate's work
- \_\_\_\_\_ Evidence of citation of candidate's work
- \_\_\_\_\_ Scholarly reviews of the candidate's work
- \_\_\_\_\_ Professional activity other than publication
- \_\_\_\_\_ Other supporting documents

Excellent scholarship or professional activity is characterized by its quality, originality, significance, and impact on the discipline, as recognized by peers. Peer recognition may be demonstrated by presenting a record of:

- publication in refereed (peer reviewed) journals and presses or juried exhibitions
- presentations at selective professional meetings
- external grant support for research activities
- awards and other external recognition
- citations
- published reviews of the candidate's work
- professional service, such as
  - serving as an appointed or elected officer of an academic or professional association.
  - organizing or leading workshops, panels, or meetings in areas of professional competence
  - editing professional journals or doing peer review for academically recognized presses
  - refereeing manuscripts or grant proposals submitted to journals, professional meeting programs, committees, funding organizations