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