

Division of Biology tenure/promotion cumulative annual review, mid-tenure evaluation, tenure and promotion evaluation, promotion evaluation, and professorial performance award evaluation

***Information for (a) faculty members assembling evaluation packages, and (b) individual and group (e.g., tenure/promotion committee) faculty members reviewing evaluation packages. The purpose is to allow reviewers to accurately assess the contributions of your lab (and other labs) to your publication and funding achievements.***

#### **A. Clarifications on explanatory information required with publication lists**

1. The publication list (with all authors, publication year, complete title of paper, journal, volume number, and inclusive page numbers) should include all publications during the evaluation period, i.e., since beginning the faculty position at KSU Biology, or since the previous promotional evaluation, or, in the case of a professorial performance award, during the previous six years (or since the last PPA).
2. Each publication should further specify if the paper was peer-reviewed, and if it is a primary publication (contains previously unpublished data), and the corresponding author should be identified. For multi-authored publications, indicate the institutional/departmental affiliations of each author, and identify any authors that are members of your research team (i.e., students, postdoctorals, technicians in your lab).
3. Each listing should include a statement indicating the percentages of the work that came from **your program at KSU** and that came from other programs (here or elsewhere), and, in the case of multiple authors (from KSU or other institutions), if they were/are your students or postdocs or technicians, and the nature of the collaboration (e.g., relative contributions, intellectual and/or technical contributions, research drivers). For examples, see [http://blogs.nature.com/nautilus/2007/11/post\\_12.html](http://blogs.nature.com/nautilus/2007/11/post_12.html).

#### **B. Clarifications on explanatory information required with grant lists**

1. Each grant list should include all grants active during any part of the evaluation period, and should identify (a) PI and coPIs, (b) title of grant, (c) funding agency, (d) total award amount (i.e., direct costs plus indirect costs), and (e) inclusive award dates.
2. Each awarded grant should also include information on whether the award is extramural or intramural, and if the award results from a peer-review process (and if the reviewers are local or national).\*
3. Each collaborative awarded grant should further briefly indicate the respective roles of PI and coPI(s), and those of individuals listed as, or reporting the award as, contributors or collaborators (i.e., non-PI/coPI involvement).
4. A list of each currently pending grant proposal should provide the information in items 1, 2, and 3 above, indicating proposed amounts, terms of award, etc.
5. Each grant proposal submitted, but not funded, during the evaluation period, should be listed, with the name of the PI (and coPIs), title of grant proposal, agency, total funding proposed, term proposed, and submission date.
6. Travel grants awarded during the evaluation period should be enumerated as a separate list, including PI name, meeting name, location and date(s), presentation author(s) and title, award amount, and funding source (e.g., FDA, BRIEF, Cancer Center, etc.).

*\* Note: NIH, NSF, and USDA are examples of extramural (national) awards, that provide "full" (NIH, NSF) or "partial" (USDA) IDC, and use national level peer review; EPSCoR, COBRE, KINBRE are examples of extramural (regional) awards, that provide "full" (COBRE, KINBRE) or "partial" (EPSCoR) IDC, and use national level peer review; KDWP is an example of an extramural award, that provides no IDC, and is agency reviewed; KSU Plant Biotechnology Center is an example of an intramural award, with no IDC, and uses national level peer review; BRIEF and the Johnson Cancer Center are examples of intramural awards, with no IDC, and local "peer" review.*