

FORM B FOR RESEARCH TRACK FACULTY PROMOTIONS

While the format is similar to that used for instructional track faculty appointments and promotions, the content and emphasis are very different:

- **FORM B HEADINGS:** The 3-page summary (“Form B”) should focus attention on the candidate’s contributions as a researcher. While Instructional Track summaries describe contributions in the order of Teaching-Research-Service, Research Track summaries will more accurately describe contributions in the order of Research-Service-Teaching.
- **RESEARCH:** Describe and evaluate the quality, originality and significance of the candidate’s research. Include a description of work in progress. Note publications as a practical way of documenting the nominee’s contributions. Note service on study sections or membership on editorial boards. Remark on ability to compete successfully for external research funding.
- **SERVICE:** Candidates’ service contributions should be described in terms of quality as well as quantity. Service activities include administrative or committee work for departmental, school, university, or national organizations.
- **TEACHING:** Teaching is not a required component of Research Track appointments and promotions. However, clear documentation of quality, as well as quantity, of teaching activities is helpful.
- **RECENT AND SIGNIFICANT PUBLICATIONS:** Include the five most significant publications (must be at least in press) of the candidate since their appointment or last promotion. If the candidate is not the first or senior author, explain briefly their role.
- **SOLICITATION LETTERS:** External reviewers should be asked to use different criteria when evaluating Instructional and Research Track candidates. While evaluation of Instructional Track faculty highlights their teaching, research and service accomplishments, evaluation of Research Track faculty members should focus mainly on their research achievements.
- **EXTERNAL AND INTERNAL REVIEWERS:** External reviewers should be able to comment knowledgeably about candidates’ contributions to the field, and the impact of candidates’ work.
- **OVERALL:** Summaries should provide **accurate and complete** descriptions of candidates’ contributions and accomplishments. Exaggeration and embellishment of achievements are inappropriate.