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<td>Sender</td>
<td>Jan de Vries, Vice Provost- Academic Affairs &amp; Faculty Welfare</td>
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<td>To</td>
<td>Deans, Department Chairs</td>
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September 10, 2004

DEANS AND CHAIRS

Re: Crediting books in progress

In the past, disagreement has surfaced concerning the admissibility of crediting for merit advancement book-length projects still in progress. The statements below are intended to guide deans and chairs in determining when and how to bring such research projects into evidence for merit advancement.

Book chapters of book-length works in progress can be credited when:

1. they are essentially finished entities, usually chapters, and their place in the contemplated work can be identified,
2. they are made available to the department chair and subsequent reviewers for assessment, and
3. the chair/dean provides (or seeks qualified reviewers to provide) a qualitative assessment of the submitted work.

Of course, the chair or dean should indicate clearly which chapters were completed during the review period.

Criterion 1 may also be expressed as follows:

To be credited for merit advancement, works in progress should be "possible" to assess. That is, they should be finished chapters of well-defined projects. Research activity that falls short of this standard - preparatory papers, partial chapters, written materials on projects that remain tentative in purpose and focus - should not be submitted, although they may serve as evidence of ongoing scholarly activity. This distinction is intended to avoid (1) work in its formative stages being submitted for review, and (2) the multiple counting of successive iterations of the same work (such as, provisional, revised, and final drafts of a single chapter).

Maintenance of this distinction will permit the timely acknowledgment and crediting of substantial work on a project that necessarily spans two or more review periods.

Sincerely,

Jan de Vries
Vice Provost for Academic Affairs