

# Checking Publications Lists

Departmental AP Analyst Training - College of Letters & Science

## In the Publications List

Check the list against the **list of works credited** from the Budget Committee on the last case (in the Vice Provost's letter.)

Make sure items being put forward for credit are clearly marked. Double check:

- Was it **credited on the last review**?
- Can it be credited **within the review period**? (Check with your DA about your division's policy about crediting forthcoming work.)
- Is the **publication status** clearly indicated (i.e., published, accepted, submitted...)?
- Is the **type of publication** clear (i.e., book, edited volume, refereed journal article, non-refereed journal article, etc.)
- Did the **title of the publication** change since the last review? If so, include a note.

## In the Candidate's Self-Statement

Read the candidate's self-statement carefully. Prior to routing to the next stage, check:

- Does the **number of publications** that the candidate counts as "new" match the publications list?
- Are they requesting credit for publications that have been **previously credited**?
- Are all the publications accounted for? (Do they discuss material that is not listed on the publications list? It is fine to discuss forthcoming or prior work and leave it off of the publications list; however, any work that is being put forward for credit should be on the publications list.)
- Do they explain the nature and extent of any co-authorships or collaborations?

## In the Ad Hoc Report (if applicable) and Chair's Letter

Read the review documents thoroughly. Prior to routing to the next stage, check:

- Does the **number of publications** credited match the publications list?
- Are they requesting credit for publications that have been **previously credited**?
- If reviewers are requesting partial credit for a book in progress, is it clear which parts of the book are being put forward for credit, and are the chapters fully

- assessed? (Follow the [Policy on Crediting Books in Progress.](#))
- Do the reviewers **assess the work** that is being put forward for credit?
    - How and why is the work important?
    - Is it published in important venues and/or has it received award or other recognition?
    - If it is co-authored, what is the nature and extent of the candidate's contribution?
  - Do the reviewers discuss publications that are in progress or accepted **outside of the review period**?
    - If the works are in progress or accepted after the review period, make sure it is clear that they are only mentioning them as evidence of ongoing scholarly activity and not for credit.
    - If previously credited work is mentioned, make sure the letter acknowledges that the work has already been credited. The reception of a previously credited work, such as new awards or reviews, can be credited at a future review.