

June 2007 Report from ad-hoc committee (Keating, Koopman, Munro)

Data Summary – where we recommend putting various items of info, according to the categories offered on the form. Ideally these recommendations will be somehow incorporated into a blank copy of the form that will be available for download.

“All courses, by quarter”. This information can be obtained/checked from MyUCLA – at any time you can access all your courses for each quarter since 1994-95, including independent studies, with their enrollments. Auditors are not recorded there, however, so to have that information you would have to have kept track of that at the time. One way to do that is to email yourself a copy of your grades for each course when you file them, adding a comment indicating the number of auditors.

“Other participants” = co-teachers in team-taught courses. You can give the % split between the co-teachers.

“Other teaching activities since last review” includes

- summer institutes, any other kind of teaching at other institutions, e.g. mini-courses (but if paid, see “Other professional activities”)
- supervision of undergraduate senior essay (honors research 198, senior project 199), especially if not reflected in course enrollments
- student supervision in SRP, RMP or other UCLA advising or mentoring programs (undergraduate or graduate) that aren’t reflected in course enrollments
- guest lectures given in other instructors’ courses, at UCLA or elsewhere (if for K-12, could equally as well go under Community Service)
- membership on student committees, both in Linguistics and in other departments – although sometimes this is put under “other committees”, we recommend that it go here, directly above the other information requested about graduate advising; provide names of students and possibly dates of completion; see last page for a suggested format adopted from someone in our department
- outside reader/external examiner of a dissertation at another university (especially if unpaid; see also “Other Professional Activities”)
- sponsoring postdocs/visiting scholars
- interviews or other participation in educational films
- OID grants, regular or mini (these shouldn’t go under Research grants)

“Graduates who have completed PhD (or other terminal advanced degree) at UC during the prior five-year period under principal supervision of faculty member (that is, faculty member was chair of doctoral committee)”: This is only for students who have finished (filed) – any current Ph.D. student who has not yet filed goes in the next table (ATC); but it is also the place for MA students who left the program without completing a PhD. Note that it’s supposed to cover 5 years, not the period under review.

“Graduates ATC for the PhD (or candidates for other terminal advanced degrees) currently working under the principal supervision of faculty member ((that is, faculty member is chair of doctoral committee)”: No matter how long ago they advanced, any

PhD students who have not yet filed but are still enrolled in the program (that is, “on the books”, discussed at the end of the year) go here.

“University Committee Service”

“(1) Service on Academic Senate Committees” includes

- Academic Senate committees
- standing subcommittees of standing AS committees

“(2) Other Committee Service” includes

- ad-hoc work for standing Senate committees, such as ad-hoc COR application review committees, ad-hoc CAP review committees (do NOT include names of candidates reviewed), serving as internal member of review committee for a graduate program
- non-Senate committees, including dean’s committees, College committees, other special committees appointed by the administration (e.g. Vice Chancellor’s search committee or Dean’s review committee)
- ad-hoc work for non-Senate committees, Grad Division, deans, etc., e.g. reading DYF applications
- UC-wide committees
- ad-hoc appointed service in other departments
- interdepartmental committee service, such as faculty advisory committees for IDPs and other programs
- any non-committee university service, e.g. outreach events, publicity events, development events
- departmental service, including on standing committees (an archive of membership can be found on the department committee webpage), and ad-hoc committees, including search committees
 - generally, service on departmental ad-hoc personnel research committees is *not* included (since it is supposed to remain anonymous)

“Community Service activities (e.g. providing service related to the improvement of elementary and secondary education)” is taken by some to mean those related to our profession (including our standing as university professors), and by some to mean community service in general.

“Honors and Special Recognition Received”. Generally self-explanatory. Includes election to national academies, festschrift published in your honor, special session of a conference organized to discuss your work.

“Fellowship and Research Grants Received” includes

- extramural research grants for which you serve as PI/coPI
- any NSF Dissertation Improvement grants or other student or training grants for which you serve as PI/coPI

- fellowship awards that include money, e.g. Guggenheim, Radcliffe Institute (so, such items might appear in the previous category for the honor, and here for the money)
 - annual Academic Senate COR grants. Despite the detailed info requested, some of us haven't given titles or annual amounts, with no ill consequences. One idea is to say, once for all, something like "approximately \$3000 each year".
 - UCLA-internal Career Development awards, any other UCLA-internal grants
- Here, "% effort" means the percent of your full-time workload spent on the research covered by the grant (which usually will be a small number, since teaching and administrative activities presumably already occupy a large percent). But most people omit this % anyway.

"Activities in scholarly and professional societies (e.g. serving as a committee member or as an officer of a scholarly organization, or providing professional services to such organizations)"

- membership on standing committees, e.g. LSA Executive committee
- other work for a professional society, e.g. serving on an ad-hoc committee (even if you are not a member of the society)
- organizing workshops, special sessions, symposia for conferences (whether the conference is organized by a society, or not)
- participation in panels at professional meetings
- ad-hoc "scientific committees" for specific conferences, reviewing abstracts/papers for conferences (whether the conference is organized by a society, or not)
- chairing sessions at conferences (whether the conference is organized by a society, or not)
- membership in professional societies (possible, but most of us do not include this)

"Editorial services to publications (e.g. serving as a reviewer or editor)"

- serving as editor of a journal or book series, or guest editor of an issue of a journal
- serving on editorial board of a journal or book series
- editing an issue of one of our departmental working papers
- reviewing an article ms for a journal or edited volume
- reviewing a book proposal or book ms for a publisher (especially if unpaid)
- [some include all reviewing here rather than elsewhere, even if not for a publication (grant proposals, conference abstracts)]

"Consulting activities (e.g. providing professional, managerial, or technical services to individual clients, commercial entities, non-profit organizations, and governmental agencies; testifying as an expert in legislative, administrative, and judicial proceedings)"

[Note: We see this category and the following one as the best places to list activities that you are paid for outside UC and list on your income tax return as consulting income. We understand this category to refer primarily to work for non-universities, and therefore list paid services to universities in the following one.]

- consulting for a company, a legal firm, or a research project
- testifying in court or to a government committee
- serving on a committee of a government organization, e.g. NSF Linguistics panel or NIH study group
- ad-hoc reviewing of grant proposals for NSF, NIH, etc.
- ad-hoc consulting to radio, TV, print media
- paid reviewing of mss. etc. for publishers

“Other professional activities (e.g., practicing a profession on a part-time basis; presenting invited lectures or papers; participating in or accepting a commission for a musical, dramatic, dance, or other artistic activity, performance, or event)”

- temporary employment at other universities, e.g. summer schools, mini-courses (especially if paid)
- serving as outside reviewer for a department or program at another university (especially if paid)
- writing promotion letters for other universities
- presenting papers at conferences, including invited ones, plenary addresses, etc.
- invited colloquia or other presentations
- organizing a conference or workshop that does not seem appropriate for “Activities in scholarly and professional societies”

A concise suggested format for listing membership on graduate student committees; dates are optional:

MA (co-)chair (3): Student A (2003), Student B (2004), Student C (2005)

MA member (2): Student D (2004), Student E (Psychology, 2004)

PhD (co-)chair (1): Student F (2006, co-chair with X)

PhD member (5): Student G (Romance Linguistics, 2003), Student H (2004), Student I (2004), Student J (Electrical Engineering, 2004), Student K (2005)