

## GUIDELINES FOR COMPLETING ACTIVITIES SHEETS

Activities sheets constitute an important part of the record that is reviewed by the Committee on Faculty Appointments and Advisory Committee on Merit. They contain a list of your publications, research in progress, records of college and community service, and grants received. Faculty members eligible for review are expected to provide activities sheets. For tenure-track reappointment and tenure reviews, activities sheets should only cover the period of time since you have been at Wellesley College (unless you are counting time at a previous institution as year(s) in rank). For promotion reviews, activities sheets should only cover the period since your tenure review. For merit reviews, activities sheets should cover the period since your last review (either tenure, promotion or the last time that you were eligible to stand for a merit review).

Name, department, and date must be included on top, right-hand corner of the first page.

### I. Headings (Please use the following headings and sub-headings when listing items.)

#### A. PUBLICATIONS

1. Books
2. Peer-reviewed journal articles
3. Articles in edited volumes
4. Reviews
5. Other (such as published abstracts, translations, or encyclopedia entries)
6. Work submitted, not yet accepted (*not applicable for merit review*)
7. Work in progress (*not applicable for merit review*)

#### B. PRESENTATIONS

1. Research papers presented at professional meetings
2. Invited scholarly talks or colloquia
3. Abstracts presented at professional meetings

#### C. GRANTS

1. External
2. Internal

#### D. HONORS AND AWARDS

#### E. COLLEGE SERVICE

1. Contributions to college governance, including membership on college-level committees
2. Contributions to department or program, including departmental/program committee service
3. Contributions to racial and ethnic diversity and equity
4. Student mentoring and advising
5. Other contributions

#### F. SUPERVISION OF STUDENT INDEPENDENT STUDIES AND RESEARCH

#### G. MEMBERSHIP, ACTIVITIES, OFFICES HELD IN PROFESSIONAL SOCIETIES

#### H. OTHER PROFESSIONAL ACTIVITIES (such as community talks, contributions to the popular press, or consulting)

### II. Please list your publications as follows: (*see samples that follow*)

- A. List in order of publication date, from oldest to most recent, putting date in the left-hand margin.
- B. Mark clearly whether they have been published, are in press, or submitted. "IN PRESS" items should indicate the journal or publisher and expected date of publication.
- C. Where there are multiple authors, list in the order in which they appear in the publication and include an explanation of your role in collaborative work, if appropriate.
- D. If a publication is related to the dissertation, so indicate.

## SAMPLE

Name \_\_\_\_\_  
Department of \_\_\_\_\_  
Date \_\_\_\_\_

### DATES

#### PUBLICATIONS

##### Books:

2001 The Transnational Villagers, Berkeley and Los Angeles: University of California Press

##### Peer-reviewed journal articles:

2000 "Silurian vertebrates from Pennsylvania." *Journal of paleontology* 53 (2):438-445

##### Articles in edited volumes:

1999 "Mapping Modernities" in *Border Crossings*, ed. Fred Dallmayr, Lexington Books

##### Reviews:

1999 Young, Louise, *Japan's Total Empire*, in *The International History Review*, XX:1 (March 1999): 204-06

##### Other:

1999 "Movement" and "Going, going ...," translations of poems by Miraji, Exchanges 10

2000 Encyclopedia Americana Online (Grolier, Inc.) <http://ea.grolier.com>

2001 Sigman JA, Walsh ST, Shalev SM, Kettenis HA and Wolfson AJ (2001) "The role of Mn(II) and Ca(II) in enhancing the activity of EC 3.4.24.25. *FASEB J* A538.

##### Work submitted, not yet accepted:

"Killing for Politics: Jihad, Martyrdom and Political Action," submitted to *Political Theory*

##### Work in progress:

An essay with the provisional title "Invitation to a Rereading: Nabokov's Novel Symbol"

### DATES

#### PRESENTATIONS

##### Research papers presented at professional meetings:

1999 "Multiple relations between fact-learning and priming in global amnesia." Society for Neuroscience annual meeting

##### Invited scholarly talks or colloquia:

2000 "International Dimensions in the Foreign Language Curriculum", invited talk, Vassar College, April 2000

### DATES

#### GRANTS

##### External:

1999-00 NEH fellowship to support sabbatical leave, \$15,000; Chicano Hagiography: Sanctity and Subversion

##### Internal:

1998-99 Faculty Award, Wellesley College, \$2500; research on memory

### DATES

#### HONORS AND AWARDS

2001 Wallace Stevens Prize, Academy of American Poets

### DATES

#### COLLEGE SERVICE

##### Contributions to college governance, including membership on college-level committees:

1999-00 Chair, Committee on Educational Research and Development

2000 Participated on new faculty orientation panel re: teaching

2001-02 Served on search committee for new director of Career Education

##### Contributions to department or program, including departmental/program committee service:

2000-01 Chair, English department Lectures committee

2001-02 Represented department at first-year orientation

##### Contributions to racial and ethnic diversity and equity:

1999-present Participate in Women of Color faculty mentor group

2000 Helped organize lecture by Nancy Barcélo, "Diversity and Higher Education" (with Mezcla)

2002 Member of planning team for the Inclusive Excellence Working Group's all-faculty retreat

##### Student mentoring and advising:

2000-01 First-year advisor to five students

2001-02 Mentored two students through graduate school application process

##### Other contributions:

**DATES****SUPERVISION OF STUDENT INDEPENDENT STUDIES AND RESEARCH****DATES****MEMBERSHIPS, ACTIVITIES, OFFICES HELD IN PROFESSIONAL SOCIETIES**

1999

American Association of University Professors

2000

Co-chair of Working Group on Transnational Migration, Social Science Research Council

**DATES****OTHER PROFESSIONAL ACTIVITIES**

1998

Consultant, National Science Foundation, Program for Undergraduate Science Education

1999

(op-ed) "Proud to be Dull," *New York Times*, 10/27: A31

1999-01

Poetry readings at New York University (9/99), M.I.T. (10/00), California Institute of Technology (12/01)

2000

Chair, Panel at African Studies Association, Chicago