

## 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. Work for a non-specialist audience (e.g. op-eds, popular press articles)
6. Other (e.g. published abstracts, translations, or encyclopedia entries)
7. Work submitted, not yet accepted (*not applicable for merit review*)
8. Work in progress (*not applicable for merit review*)

#### B. PRESENTATIONS, PERFORMANCES, AND EXHIBITIONS

1. Research papers presented at professional meetings
2. Invited scholarly talks or colloquia
3. Abstracts or posters presented at professional meetings
4. Performances
5. Shows and exhibitions

#### C. GRANTS AND FELLOWSHIPS (indicate whether awarded, under review, or declined)

#### D. HONORS AND AWARDS

#### E. TEACHING

1. Courses taught (include enrollments. \*indicates new course; \*\*indicates significant course redesign, including that necessitated by remote teaching during the COVID pandemic)
2. Development of new materials or pedagogies
3. Pedagogical materials published
4. Pedagogy papers or talks presented at meetings

#### F. ADVISING AND MENTORING

1. Student academic advising (include first-year, major, pre-professional, and graduate school advising, letters of recommendation, etc.)
2. Independent study students
3. Honors thesis advisees
4. Honors thesis committees
5. Other student mentoring (e.g. work-study, summer research, cohort mentoring, etc.)
6. Student conference presentation advising
7. Alumnae advising

#### G. OTHER COLLEGE SERVICE

1. Contributions to racial and ethnic diversity and equity (this category can be duplicated elsewhere or moved if appropriate)
2. Contributions to department or program, including departmental/program committee service
3. Contributions to college governance, including membership on college-level committees
4. Outreach on behalf of Admissions, Development, Athletics, the Alumnae Association, etc.
5. Other contributions

- H. PROFESSIONAL AND COMMUNITY SERVICE
1. Memberships, activities, and offices held in professional societies
  2. Reviewing
  3. Professional mentoring
  4. Community outreach

I. OTHER ACTIVITIES

- 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

Work for a non-specialist audience:

1999 "Proud to be Dull," *New York Times*, 10/27: A31 (op-ed)

2019 "Generational Angst" *Slate.com*, October 23, 2019

2020 "Introduction to Non-Parametric Tests" 42-minute instructional video, YouTube. 19,762 views (as of 11/21)

Other:

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

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

Work submitted, not yet accepted:

2021 "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, PERFORMANCES, AND EXHIBITIONS**

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:

2005 "Failures of International Peacekeeping," Invited talk, University of Michigan, October 2005

Abstracts or posters presented at professional meetings:  
2017 “Effect of oxidative stress on the primary replicative DNA polymerase in yeast” (poster) American Society for Biochemistry and Molecular Biology national meeting, New Orleans, LA.

Performances:  
1999-01 Poetry readings at New York University (9/99), M.I.T. (10/00), California Institute of Technology (12/01)

Shows and exhibitions:  
2018 “Mourning,” solo exhibition, Boston Museum of Fine Arts, Boston MA

**DATES GRANTS AND FELLOWSHIPS** (indicate whether awarded, under review, or declined)  
1999-00 NEH fellowship to support sabbatical, \$15,000; *Chicano Hagiography: Sanctity and Subversion* (under review)  
1998-99 Faculty Award, Wellesley College, \$2500; research on memory (awarded)

**DATES HONORS AND AWARDS**  
2001 Wallace Stevens Prize, Academy of American Poets

**DATES TEACHING**  
Courses taught  
Span 238 Intermediate Spanish (Fall 2018\*, 20 students; Fall 2019, 16 students; T4 2021\*\*, 18 remote students)

Development of new materials or pedagogies:  
2017 Assisted by a Mellon digital humanities grant, developed three modules in my course on postwar migration utilizing GIS, which students then integrated into their final projects  
2019 To utilize a flipped-classroom model, created 28 twenty-minute videos and active learning worksheets for Introductory Calculus; worked with OIR to create assessments to evaluate the success of the flipped classroom in terms of student learning and satisfaction.

Participation in pedagogical workshops and attendance at teaching conferences:  
2018 Massachusetts PKAL Annual Meeting, “Evidence-Based Pedagogies,” Bridgewater State University  
2019 “Universal Design for Learning,” LTS Wintersession workshop

Pedagogy presentations or talks:  
2000 “International Dimensions in the Foreign Language Curriculum,” invited talk, Vassar College, April 2000

Published pedagogical materials:  
2020 “Integration of Antiracist Content into the General Chemistry Curriculum” *J. Chem. Ed.*4, 2120.

**DATES ADVISING AND MENTORING**  
Student academic advising:  
2019-20 Wrote ~35 graduate school letters for 5 students, and ~30 summer program recommendations for 5 students.

Independent study students:  
2019-2020 Susan Chen, Kayla Gorman-Liu, and A.R. Hoffman

Honors thesis advisees:  
2019-2020 Aleiyah Walker “Memory and Forgetfulness in Post-Revolutionary Cuban Theater”

Honors thesis committees:  
2019-2020 Anjali Gupta (English), Sallah Lewis (French)

Other student mentoring (work-study, summer research, cohort mentoring etc.):  
2019-2021 Posse 4 Mentor to 10-student cohort  
2020 HHMI work-study mentor (Lizzie Gonzalez)

Student conference presentation advising:

2019 Karen Hernandez, poster presentation at the Society for Neuroscience annual meeting in Toronto, “Damage to the Optic Nerve Causes Upregulation of Three Critical Circadian Clock Proteins in the Rat Hypothalamus”  
2020 Aleiyah Walker, Ruhlman presentation on “Memory and Forgetfulness in Post-Revolutionary Cuban Theater”

Alumnae advising:

2019 Wrote medical school recommendation letters for two previous students from the classes of 2017 and 2019 and gave them feedback on their secondary application essays

Contributions to racial and ethnic diversity and equity: (duplicated category)

2021 Took four majors to a networking meeting at MIT for Latinx students pursuing graduate study in economics

**DATES** **COLLEGE SERVICE** § these categories can be duplicated elsewhere or moved if appropriate

Contributions to racial and ethnic diversity and equity§:

1999-present Participant in Women of Color faculty mentor group  
2000 Helped organize lecture by Nancy Barceló, “Diversity and Higher Education” (with Mezcla)  
2002 Member of planning team for the Inclusive Excellence Working Group’s all-faculty retreat

Contributions to socioeconomic diversity, gender equity, and other forms of inclusion§:

2019 Recruited alumnae for a CAMS careers panel on “1st Generation Celebration Day”  
2021 Organized departmental participation in and discussions of “21 Days of Gender and Sexuality Inclusion” program

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 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

Outreach on behalf of Admissions, Development, Athletics, the Alumnae Association, etc.

2019 Speaker, “Lewis Carroll’s Imagination” at the Wellesley College Club of San Francisco, April 2019  
2021 Zoom panelist for prospective donors about teaching and research in the Science Center

Other contributions:

**DATES** **PROFESSIONAL AND COMMUNITY SERVICE**

Memberships, activities, and offices held in professional societies

1999 Member, American Association of University Professors  
2000 Co-chair of Working Group on Transnational Migration, Social Science Research Council  
2000 Chair, Panel at African Studies Association, Chicago

Contributions to racial and ethnic diversity and equity: (duplicated category)

2021 Steering committee, Racial Justice Commission, American Anthropological Association

Reviewing

1998 Panel reviewer for National Science Foundation, Program for Undergraduate Science Education  
2018-2021 Reviewer for *American Educator* (4 manuscripts) and the *Journal of Sociological Methods* (8 manuscripts)

Professional Mentoring

2018 Ph.D. thesis committee member, Sheila Devenue, Department of Russian, Pennsylvania State University  
2021 Panelist on MIT’s graduate student conference “Path to the Professoriate”

Community Outreach

2018 Presentation about “Voter Suppression in America” at Framingham High School, 12th grade Government class

**DATES**

**OTHER ACTIVITIES**