

Paper Preparers Workshop

April 28, 2009

Mo-Yin Tam, Vice Provost for Faculty Affairs

PANELISTS:

Jo Dorsch, Professor, Library of the Health Sciences-Peoria

Judith Gardiner, Professor, English and Gender & Women's Studies

Jay Goldstein, Professor, Medicine

Krishna Reddy, Professor, Civil & Materials Engineering



(1) Norm



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(2) Vote of Committee

- Statement from committee chair



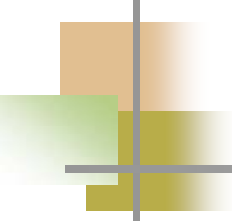
(1) Norm

(2) Vote of Committee

- Statement from committee chair

(3) Cover page

- Nature and signature of paper preparer
- Signature of the candidate



(4) Letters of reference

- Instruction to reviewers
- Explain not writing
- Full professor
- Not from co-author
- Explain negative comments (Exec Officer's Letter)



(5) Co-author's letters



(5) Co-author's letters

(6) Candidate's statements



(5) Co-author's letters

(6) Candidate's statements

(7) Publications

- Number the publication
- Order of the authors
- Importance of the outlet (Exec Officer's Letter)



(8) Grant

- Role of co-PI
- Amount attributable to co-PI



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(9) Teaching

- co-teaching courses
- Peer evaluation
- How to handle letters from students



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(10) Service