

Recommendations on Documenting Creative/Research and Collaborative Work for the WSU Professional Record

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Introduction

As a general principle, it is important to document all of your creative/research activities as fully as possible on your WSU Professional Record because it will serve as a primary reference for, and often as a gateway to, all of the other information supplied in all university peer-review-based processes such as tenure and promotion applications, annual salary reviews, sabbatical applications, and internal grant applications.

It is equally important to collect related information that may be necessary to more fully validate a given activity than might ordinarily be included in a professional-record listing; and you should do so at the time of the activity rather than later because assembling that kind information may be far more difficult later.

Following are some suggestions on the kinds of information you should collect for future reference, whether or not you choose to include all of it in your current professional record.

Solo/group exhibitions, residencies, grants, and comparable individual creative/research activities

In addition to the title of the exhibition/residency/grant, its location (including the city and country if not obvious), and its date (month[s] and year are sufficient), take care to record:

- Stature – international, national, or regional/local;
- Selection process – juried (peer-reviewed) or invited (or curated);
- Selectivity – acceptance rate (e.g., 10 selected out of 500 applicants); if that kind of quantitative information is not readily available, request a letter from the venue or organizer (written on the organization's letterhead and signed and dated) that describes in narrative form the level of selectivity and scope.

NOTE: The documentation of selectivity, if available in quantitative form, may be inserted in brackets at the end of the entry on your professional record.

For the purposes of tenure/promotion applications, if selectivity information is contained in a letter, retain the letter for inclusion in the documentation section of your tenure/promotion dossier (you will be able to cross reference it on your professional record and cite it, if desirable, in your tenure/promotion statement).

Collaborative activities

Along with the information listed above, for projects involving one or more collaborators, it is essential that your particular contribution to the project's overall success be documented. The specific goals of that documentation should be to clarify:

- Role – Was the project a true collaboration of equals or did you play a lead role, secondary role, etc.?
- Effort – For what part(s) of the project outcome(s) were you specifically responsible?
- NOTE: If your role and effort can be concisely summarized, that information may be inserted in brackets at the end of the entry on your professional record.

For the purposes of tenure/promotion applications, and in the absence of publications documenting your role and effort in the project, it may be necessary to request brief letters from your collaborators that attest to the nature and scope of your contributions to the project. Such letters should be retained for inclusion in the documentation section of your tenure/promotion dossier (you will be able to cross reference it on your professional record and cite it, if desirable, in your tenure/promotion statement).