



Guide for Scholarship Documentation for Continuing Appointments (Tenure)

Documentation regarding publications is required for tenure applications.

- **Annual publications:** Scholarship should be documented by at least annual publication in peer-reviewed journals demonstrating a meaningful contribution. If less than annual, the department chair letter should provide justification.
- **Designation of most significant work:** Candidates will be asked to designate their four most significant publications and at least one of which must represent work performed during the period of review.
- **Making all publications available for review:** Previously, COM required reprints of papers and other forms of scholarship produced during the review period to be forwarded to the Dean. With our new portal, we do not require forwarding of publications and request you include an author's link to PubMed using the steps below.
- **Annotated CV:** To enable recognition of the various methods of meaningful contributions to scholarly work, including contributions of team members to collaborative science, the faculty member is asked to annotate the bibliography of publications listed on his/her CV and state the contributions made and roles played in the published work (e.g., conceptual ideas, data collection, data analysis, manuscript writing).
- **Middle authorship:** If the faculty member is not a senior or first author, the department Chair must request a letter from the senior author describing the faculty member's role and contribution to the work.

Library guidelines for identifying publications from faculty authors:

- Go to Pubmed search link (under Quick Links) on the library web page, <https://library.upstate.edu/>
Type a search into the search box to find your publications. To search by author, search last name, a space, and initials followed by [au]. Example: Mozell MM[au]. For common names, you may need to limit your search by institution name. Example: LastName Initials[au] AND (institution1 OR institution2 OR Upstate).*
- Click Search.
- Copy the URL (beginning with http://...) from the address/URL bar at the top of the page.
- Go in to the online portal dossier of the faculty member and scroll down to Add/Update PubMed Link (optional for publications > 10). This is under the heading: Publications (reprints of all scholarship produced during tenure review period). Click PubMed Link.
- Cut and paste the link into the box and click submit.
- Your link will be added and will appear here: PubMed (open in a new window).

*If you need assistance refining your search, please contact the Library at (315) 464-7091 or library@upstate.edu.

For more information regarding tenure requirements, see: <https://www.upstate.edu/facultydev/pdf/tenure-guidelines.pdf>