



10 Most Significant Scholarly Works for Professorial Evaluations GUIDE

The 10 selected scholarly works represent your most high-impact scholarship influencing your field(s) of expertise. Deviations from this guide will delay the intake process.

General Formatting

- The annotated bibliography should be numbered 1-10, as opposed to how publications are numbered in your CV.
- Name the corresponding PDFs “Article X,” where X is the publication’s number as it appears in your annotated bibliography (i.e., the PDF of the first article in your bibliography would be named “Article 1.pdf”).
- Ensure accurate representation of your authorship: citations must match the scholarly works as published publicly (e.g., final title, authorship order). All equal contributors’ names should be accompanied by an asterisk (*).

Annotations

- Be brief, typically 4-6 sentences in length
- Write in the first person (e.g., “I” and “We” statements)
- Describe the impact of the work and your role in generating it
- Bear in mind that not all reviewers will have expertise in your field
- It is not necessary to summarize the key points, especially when they can be gleaned from an abstract.
- While including bibliometrics is acceptable, keep in mind that we take a standard approach to determining bibliometrics that may be discrepant with the information you provide in the annotation.

Factors to consider when selecting scholarship

- Prioritize examples of the scholarship of discovery, referring to research that uncovers mechanistic and/or causal relationships and produces findings that have a field-transforming, rather than incremental, impact
- Choose publications that adhere to the highest level of rigor available within the field with respect to study design, methodologic and analytic approaches, and/or outcomes
- While it is typical to include publications in specialty journals, including publications in general interest journals demonstrates the broader scientific relevance of your research
- Consider article bibliometrics, such as the absolute number of citations, Relative Citation Ratio, and the NIH percentile (from [iCite](#)).
- Consider publications that demonstrate how broadly your methodologic, clinical, or educational innovations have been adopted and recognized within your field (e.g., research awards, led to invitations to speak nationally/internationally)
- Consider the extent to which the 10-best works are cohesive with one another, reflecting your intellectual leadership in a robust body of scholarship that you have generated and/or supporting a

temporal arc in which you have advanced and deepened your scientific impact in the field

- Your role in the scholarly work
 - Major authorship (ordinarily defined as first or senior) is typical, with an expectation that there is some senior authorship.
 - Co-first or co-senior authorship is viewed as equivalent to first or senior authorship by reviewers.
 - Middle author scholarship may occasionally be included when your role on the study was unique and substantial, and you provided intellectual leadership around some aspect of the work.
 - The continued presence of a former mentor as a co-author on the majority of your publications may prompt questions about your independence; this issue may be addressed in your department head's nominating letter.
- When the scholarship was published
 - At least half of the selections should be from the time since your promotion to Associate Professor or from within the last 5-6 years, whichever period is more recent; older work can be chosen to showcase the arc of your career.
 - Representative selections should have been published within the past few years because recent scholarship helps the reviewers evaluate your current trajectory.
 - Scholarship produced while you were a student, resident, post-doctoral fellow, or clinical fellow should be avoided, as reviewers find it difficult to assess your independence while you were a trainee.

Types of scholarship most often included, organized by *Area of Excellence*

Investigation

- Major author research investigations featuring new scientific, clinical, and/or methodologic discoveries that are widely recognized as influencing the field nationally, and in many cases, internationally
- Major author publications describing novel methods/technologies that have advanced the field; may be published in journals of the primary discipline (e.g., statistics) or the field in which the expertise is applied (e.g., cardiology)

Clinical Expertise and Innovation

- Major author research investigations featuring new discoveries that advance clinical science that are widely recognized as influencing the field nationally, and in many cases, internationally
- One selection may be a chapter, review, textbook, or guideline for patient treatment or delivery of care that are adopted nationally; keep in mind that these scholarly works provide evidence of clinical expertise but do not demonstrate the scholarship of discovery required for this Area of Excellence.

Teaching and Educational Leadership

- Major author research investigations featuring new discoveries that advance educational science that are widely recognized as influencing the field nationally and, in many cases, internationally
- One selection may be a chapter, review, textbook, or curricular material that is widely adopted and influence education nationally; keep in mind that these scholarly works provide evidence of teaching expertise but do not demonstrate the scholarship of discovery required for this Area of Excellence.