UC **SANTA BARBARA**
Preparing the Bio-bib
Spring 2025

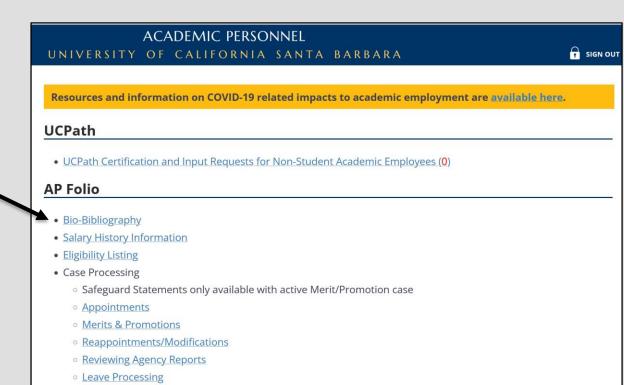# The Bio-bib

- Official record of your accomplishments

    - Must be accurate and up-to-date

        - Follow guidelines in Red Binder I-27

    - Login to AP Folio using your UCSB credentials on the AP website

        - Click on **Bio-Bibliography**

How to Prepare?

- **Update as you go along**
  - *For example*:
    - Add publications and creative activities immediately
      - Utilize DOI to import data, when applicable
        - Double check accuracy of publications imported from DOI
    - Enter teaching as it occurs
      - Utilize import feature and check accuracy of information
    - List presentations immediately
    - Input service when you accept the role
    - *Implement recommendations from prior review periods*

- Keep ongoing records *about* your accomplishments
  - Role if co-authored
  - Context to understand status of Journal/Press
  - Implications/impact of achievements
  - Review teaching feedback and address as needed

How to Prepare: Research & Creative Activity (Professor Series)

- Ensure all fields on biobib are accurate and updated
- Carefully review all information imported via DOI
- Save & organize PDFs
  - Ensure links contain evidence of publication
- Keep proof of in-press
- Report all necessary information for grants
- Keep records of talks
  - what, when, & where

How to Prepare: Teaching & Mentoring

- Input or import all courses relevant to required teaching load
  - only include classes that fulfill required teaching load
- Carefully review imported course information
- Report mentoring and advising, formal & informal
- Report projects directed
  - keep record of names and projects

How to Prepare:
Professional &/or Scholarly Achievement & Activity
(Teaching Professor Series)

- Keep records of talks: when & where

- Keep records of reviews, number and outlet

- Note position and type of service for disciplinary associations

- Report grants, percent share

How to Prepare: Service

- Committee work and responsibilities
  - Department
  - Division
  - Campus
  - Systemwide
  - Public
- Professional Service (Prof Series)
  - Keep records of reviews, number and outlet
  - Note position and type of service for disciplinary associations
- Assistant Professors: It's OK to say no
  - ✓ see RB I-75 & Summer 2018 AP newsletter

ACADEMIC PERSONNEL
UNIVERSITY OF CALIFORNIA SANTA BARBARA

HOME

POLICIES AND PROCEDURES

NEWS AND ANNOUNCEMENTS

Academic Personnel Newsletters

Memos to Campus

COVID-19 Information & Resources

The Current

The Bio-bib

Professor Series:

Name:

🔘 View All Entries ⭕ Filter by Date Range

| Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service |

Teaching Professor Series:

Name:

🔘 View All Entries ⭕ Filter by Date Range

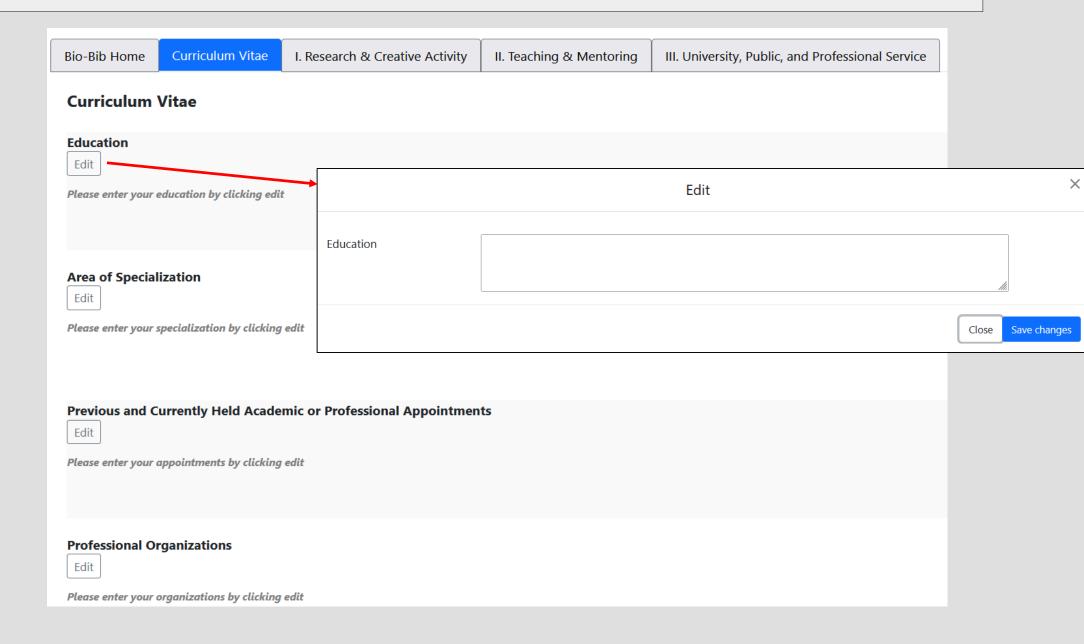| Bio-Bib Home | Curriculum Vitae | I. Teaching & Mentoring | II. Professional And/Or Scholarly Achievement & Activity | III. University & Public Service |

The Bio-bib

Professor Series:

Name:

⦿ View All Entries ◯ Filter by Date Range

| Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service |

Teaching Professor Series:

Name:

⦿ View All Entries ◯ Filter by Date Range

| Bio-Bib Home | Curriculum Vitae | I. Teaching & Mentoring | II. Professional And/Or Scholarly Achievement & Activity | III. University & Public Service |

The Bio-bib: Home Page

| Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service |

Instructions

To enter items into the Bio-Bib, click on the tab for the area of review.

Instructions for each area of review are available below:

- Curriculum Vitae
- Part I. Research & Creative Activity
- Part II. Teaching & Mentoring
- Part III. University, Public, and Professional Service

Create PDF

Please enter the review period

Cutoff Start Date [⌄] [⌄]

Cutoff End Date [⌄] [⌄]

[Generate Bio-Bib]

Contacts:

For technical issues: help@aait.ucsb.edu

For all other feedback: ap-info@ucsb.edu

Bio-Bib Assistants Authorizations

For use to grant Bio-Bib access (beyond Department Business Officer/AP Analyst) to personnel who will assist with data entry, e.g. faculty assistants.

[Add New]

| Name | Email | Begin | End | Comments |

The Bio-bib: Curriculum Vitae

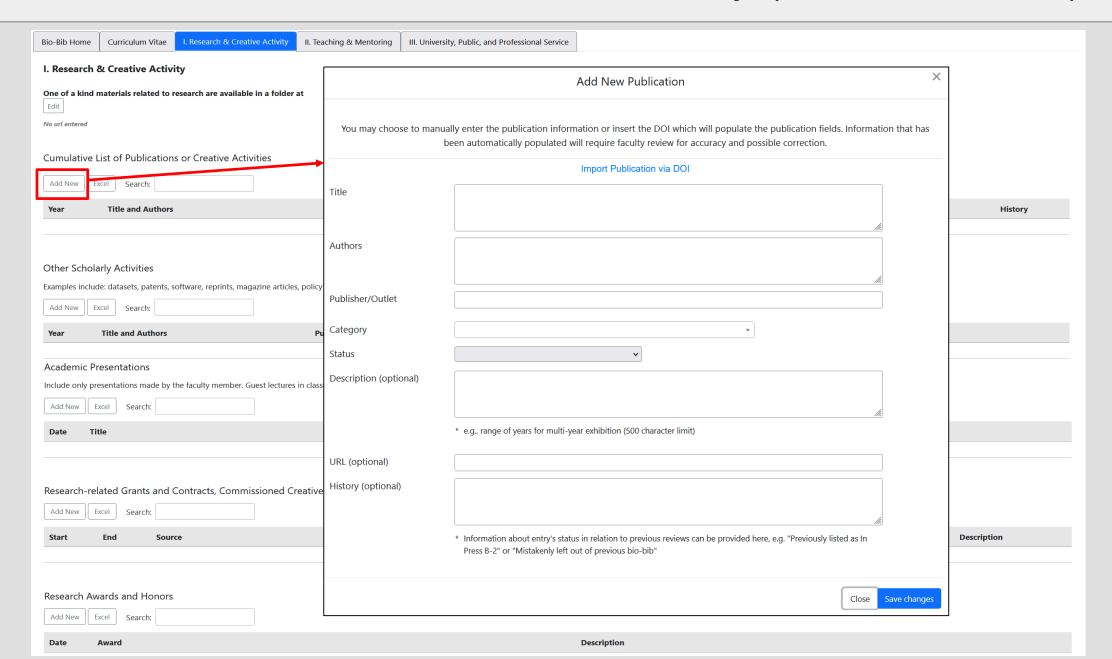Bio-Bib Home | **Curriculum Vitae** | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service

Curriculum Vitae

Education

Edit

Please enter your education by clicking edit

Area of Specialization

Edit

Please enter your specialization by clicking edit

Previous and Currently Held Academic or Professional Appointments

Edit

Please enter your appointments by clicking edit

Professional Organizations

Edit

Please enter your organizations by clicking edit

The Bio-bib: Curriculum Vitae

Bio-Bib Home	Curriculum Vitae	I. Research & Creative Activity	II. Teaching & Mentoring	III. University, Public, and Professional Service

Curriculum Vitae

Education

Edit

Please enter your education by clicking edit

Area of Specialization

Edit

Please enter your specialization by clicking edit

Previous and Currently Held Academic or Professional Appointments

Edit

Please enter your appointments by clicking edit

Professional Organizations

Edit

Please enter your organizations by clicking edit

Edit ✕

Education

Close   Save changes

The Bio-bib: Research & Creative Activity (Professor Series)

Bio-Bib Home | Curriculum Vitae | **I. Research & Creative Activity** | II. Teaching & Mentoring | III. University, Public, and Professional Service

I. Research & Creative Activity

One of a kind materials related to research are available in a folder at

Edit

No url entered

Cumulative List of Publications or Creative Activities

Add New | Excel | Search: [＿＿＿＿＿]

Year	Title and Authors	Publisher/Outlet	Category	Status	Description	History
			No data available in table			

Other Scholarly Activities

Examples include: datasets, patents, software, reprints, magazine articles, policy papers, OpEds, blogs, translations of previously published works, podcasts, newsletter articles, notes, website articles, performance reviews, press interviews, etc.

Add New | Excel | Search: [＿＿＿＿＿]

Year	Title and Authors	Publisher/Outlet	Description	Category	URL
			No data available in table		

Academic Presentations

Include only presentations made by the faculty member. Guest lectures in classes should be reported under "Other Teaching Contributions" in the Teaching & Mentoring tab

Add New | Excel | Search: [＿＿＿＿＿]

Date	Title	Meeting	Location
		No data available in table	

Research-related Grants and Contracts, Commissioned Creative Activity

Add New | Excel | Search: [＿＿＿＿＿]

Start	End	Source	Title	Total Amount	Candidate Share	Role	Description
				No data available in table			

Research Awards and Honors

Add New | Excel | Search: [＿＿＿＿＿]

Date	Award	Description

The Bio-bib: Research & Creative Activity (Professor Series)

Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service

I. Research & Creative Activity

One of a kind materials related to research are available in a folder at

Edit

No url entered

Cumulative List of Publications or Creative Activities

Add New | Excel | Search: [   ]

Year	Title and Authors	Publisher/Outlet	Category	Status	Description	History
			No data available in table			

Other Scholarly Activities

Examples include: datasets, patents, software, reprints, magazine articles, policy papers, OpEds, blogs, translations of previously published works, podcasts, newsletter articles, notes, website articles, performance reviews, press interviews, etc.

Add New | Excel | Search: [   ]

Year	Title and Authors	Publisher/Outlet	Description	Category	URL
			No data available in table		

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Include only presentations made by the faculty member. Guest lectures in classes should be reported under "Other Teaching Contributions" in the Teaching & Mentoring tab

Add New | Excel | Search: [   ]

Date	Title	Meeting	Location
		No data available in table	

Research-related Grants and Contracts, Commissioned Creative Activity

Add New | Excel | Search: [   ]

Start	End	Source	Title	Total Amount	Candidate Share	Role	Description
				No data available in table			

Research Awards and Honors

Add New | Excel | Search: [   ]

Date	Award	Description

The Bio-bib: Research & Creative Activity (Professor Series)

| Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service |

I. Research & Creative Activity

One of a kind materials related to research are available in a folder at

Edit

No url entered

Cumulative List of Publications or Creative Activities

Add New | Excel | Search: [_____]

| Year | Title and Authors | | History |

Other Scholarly Activities

Examples include: datasets, patents, software, reprints, magazine articles, policy

Add New | Excel | Search: [_____]

| Year | Title and Authors | | Pu |

Academic Presentations

Include only presentations made by the faculty member. Guest lectures in class

Add New | Excel | Search: [_____]

| Date | Title | |

Research-related Grants and Contracts, Commissioned Creative

Add New | Excel | Search: [_____]

| Start | End | Source | Description |

Research Awards and Honors

Add New | Excel | Search: [_____]

| Date | Award | Description |

Add New Publication ✕

You may choose to manually enter the publication information or insert the DOI which will populate the publication fields. Information that has been automatically populated will require faculty review for accuracy and possible correction.

Import Publication via DOI

Title [_____]

Authors [_____]

Publisher/Outlet [_____]

Category [_____ ▾]

Status [_____ ⌄]

Description (optional) [_____]

* e.g., range of years for multi-year exhibition (500 character limit)

URL (optional) [_____]

History (optional) [_____]

* Information about entry's status in relation to previous reviews can be provided here, e.g. "Previously listed as In Press B-2" or "Mistakenly left out of previous bio-bib"

Close | Save changes

The Bio-bib: Research & Creative Activity (Professor Series)

I. Research & Creative Activity

One of a kind materials related to research are available in a folder at

[Edit]

No url entered

Cumulative List of Publications or Creative Activities

[Add New] [Excel]   Search: [_____]

Year	Title and Authors		History

Other Scholarly Activities

Examples include: datasets, patents, software, reprints, magazine articles, policy

[Add New] [Excel]   Search: [_____]

Year	Title and Authors	Pu

Academic Presentations

Include only presentations made by the faculty member. Guest lectures in class

[Add New] [Excel]   Search: [_____]

Date	Title

Research-related Grants and Contracts, Commissioned Creative

[Add New] [Excel]   Search: [_____]

Start	End	Source

Research Awards and Honors

[Add New] [Excel]   Search: [_____]

Date	Award	Description

Add New Publication   ✕

You may choose to manually enter the publication information or insert the DOI which will populate the publication fields. Information that has been automatically populated will require faculty review for accuracy and possible correction.

Import Publication via DOI

Field	
Title	[_____]
Authors	[_____]
Publisher/Outlet	[_____]
Category	[_____]
Status	[_____]
Description (optional)	[_____]
	* e.g., range of y
URL (optional)	[_____]
History (optional)	[_____]

* Information about entry's status in relation to previous reviews can be provided here, e.g. "Previously listed as In Press B-2" or "Mistakenly left out of previous bio-bib"

Add New Publication   ✕

You may choose to manually enter the publication information or insert the DOI which will populate the publication fields. Information that has been automatically populated will require faculty review for accuracy and possible correction.

<< Manually Enter Publication Details

Import Publication From	[Digital Object Identifier (doi.org) ▾]
DOI Search	[Please enter the DOI for the publication you'd like to import] [Search]

[Close] [Save changes]

The Bio-bib: Research & Creative Activity (Professor Series)

Common Errors: Research

- Not providing all necessary information on publications or creative activities
  - e.g.: all authors, in order
- Not checking the accuracy of imported publication data
  - e.g.: complete and correct title, volume, page numbers, etc.; list of authors/collaborators in proper order
- Not indicating title & location, for all talks, lectures, and other presentations (and association/meeting when relevant)
- Errors in Reporting Grants:
  - "Candidate Share (USD)"
    - the proportional contribution/support for the faculty member in a multi-person or multi-campus grant
  - A grant that was both new to *and* completed during the review period should be listed as *New* not Completed.
  - A grant that is new to the review period but will continue into the next review period should be listed as *New* not Continuing.

Common Errors: Research, continued

- The following should *not* be included in the "Publications or Creative Activities" section (include in "Other Scholarly Activities"):
  - patents
  - reprints of publications (including translations, unless conducted by the faculty member)
  - blogs
  - editorials
  - op-eds
  - interviews
  - reports to government agencies
  - software
  - datasets
  - electronic preprints/postprints/e-prints
  - podcasts
- The following should *not* be included in the "Academic Presentations" section (instead, include in the "Service" section of the biobib)
  - Talks at UCSB (e.g., on panels created for students or community), unless for an disciplinary/academic conference being held at UCSB

The Bio-bib: Teaching & Mentoring

II. Teaching & Mentoring

One of a kind materials related to teaching are available in a folder at

Edit

No url entered

Statement of Teaching Load
Examples of Statement of Teaching load can be found in Red Binder I-35.

Edit

Please enter your statement by clicking edit

Catalog Courses

Only courses that fulfill teaching requirement need be included

Add New | Import | Excel | Search: [   ]

Quarter	Title	Department	Course Number	Units	Hours/Week	Enrollment	Evals Available	Co Teaching	Crosslisted Course
			No data available in table						

Undergraduate Projects Directed

Add New | Excel | Search: [   ]

Start	End	Student Name	Project	Role
			No data available in table	

Graduate Committees

Add New | Excel | Search: [   ]

Student Name	Degree Completed	Role	Optional Info (e.g. current employment)
	No data available in table		

The Bio-bib: Teaching & Mentoring

II. Teaching & Mentoring

One of a kind materials related to teaching are available in a folder at

Edit

No url entered

Statement of Teaching Load

Examples of Statement of Teaching load can be found in Red Binder I-35.

Edit

Please enter your statement by clicking edit

Catalog Courses

Only courses that fulfill teaching requirement need be included

Add New | Import | Excel | Search: [   ]

Quarter	Title	Department		Evals Available	Co Teaching	Crosslisted Course

Import Teaching Data

Select the range of quarters to get courses:

Start [Quarter ▾] [Year ▾] End [Quarter ▾] [Year ▾]

Get Courses

Undergraduate Projects Directed

Add New | Excel | Search: [   ]

Start	End	Student Name	Project	Role
			No data available in table	

Graduate Committees

Add New | Excel | Search: [   ]

Student Name	Degree Completed	Role	Optional Info (e.g. current employment)
	No data available in table		

The Bio-bib: Teaching & Mentoring

Postdoctoral Scholars Supervised

[Add New] [Excel]   Search: [_____]

Start	End	Name	Optional Info
			No data available in table

Other Supervision/Mentoring

[Add New] [Excel]   Search: [_____]

Start	End	Name	Description	Optional Info
			No data available in table	

Teaching/Mentoring Awards and Honors

[Add New] [Excel]   Search: [_____]

Date	Award	Description
		No data available in table

Teaching-related Grants and Contracts

[Add New] [Excel]   Search: [_____]

Start	End	Source	Title	Total Amount	Candidate Share	Role	Description
				No data available in table			

Other Teaching Contributions

e.g. new course development, guest lecturer in other classes

[Add New] [Excel]   Search: [_____]

Start	End	Description

Common Errors: Teaching/Mentoring

- Not providing normative teaching load for department
- Not explicitly documenting how teaching load was met
  - Not providing explanation for any releases that were received (or overloads)
- Listing cross-listed courses as separate courses
- Including 199s in the list of Catalog Courses (i.e., teaching load courses)
- Not clearly identifying current graduate advisees & status

- Note: serving as a mentor to a McNair Scholar should be listed under "Other Teaching Contributions:
- Note: attending your advisee's committee meetings is expected and should not be listed on the biobib

The Biobib: Professional &/or Scholarly Achievement & Activity (Teaching Professor Series)

Bio-Bib Home	Curriculum Vitae	I. Teaching & Mentoring	II. Professional And/Or Scholarly Achievement & Activity	III. University & Public Service

II. Professional and/or Scholarly Achievement & Activity

One of a kind materials related to professional and/or scholarly achievement and activity are available in a folder at

Edit

No url entered

Cumulative List of Publications or Creative Activities

Add New | Excel | Search:

Year	Title and Authors	Publisher/Outlet	Category	Status	Description	History
		No data available in table				

Other Scholarly Activities

Examples include: datasets, patents, software, reprints, magazine articles, policy papers, OpEds, blogs, translations of previously published works, podcasts, newsletter articles, notes, website articles, performance reviews, press interviews, etc.

Add New | Excel | Search:

Year	Title and Authors	Publisher/Outlet	Description	Category	URL
		No data available in table			

Research-related Grants and Contracts, Commissioned Creative Activity

Add New | Excel | Search:

Start	End	Source	Title	Total Amount	Candidate Share	Role	Description
			No data available in table				

The Biobib: Professional &/or Scholarly Achievement & Activity (Teaching Professor Series)

Research/Professional Awards and Honors

[Add New] [Excel]   Search: [＿＿＿＿＿]

Date	Award	Description
		No data available in table

Academic Presentations

Include only presentations made by the faculty member. Guest lectures in classes should be reported under "Other Teaching Contributions" in the Teaching & Mentoring tab

[Add New] [Excel]   Search: [＿＿＿＿＿]

Date	Title	Meeting	Location
		No data available in table	

Reviewing and Refereeing Activity

[Add New] [Excel]   Search: [＿＿＿＿＿]

Start	End	Activity	Description
			No data available in table

Special Appointments

e.g. Editorships, Officer of Professional Organization, etc

[Add New] [Excel]   Search: [＿＿＿＿＿]

Start	End	Position	Type of Service	Description
			No data available in table	

Other Professional Contributions

e.g. consulting or other application of your professional expertise

[Add New] [Excel]   Search: [＿＿＿＿＿]

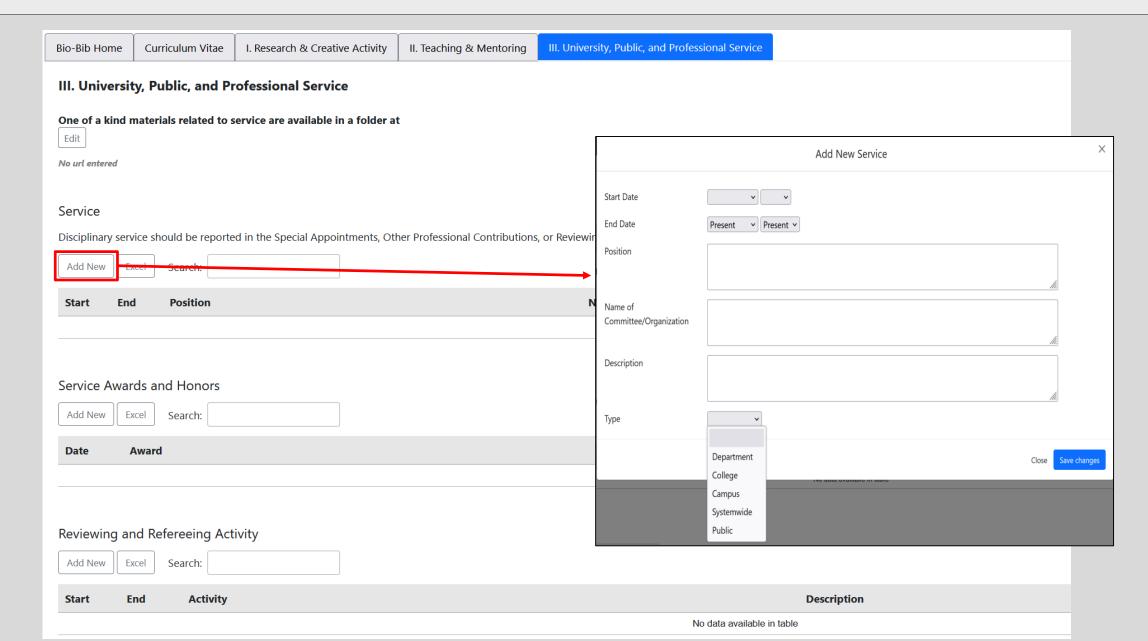| Start	End	Title	Description

Common Errors: Professional/Scholarly Achievement & Activity

- Not providing type and/or (brief) description of Special Appointments or in some cases Scholarly Activities
- Not indicating reviewing activities
  - e.g., approximation of how many reviews
- Not indicating title & location for all talks, lectures, and other presentations (and association/meeting when relevant)
- Not indicating Candidate Share on grants

The Bio-bib: University, Public & Professional Service

| Bio-Bib Home | Curriculum Vitae | I. Research & Creative Activity | II. Teaching & Mentoring | III. University, Public, and Professional Service |

III. University, Public, and Professional Service

One of a kind materials related to service are available in a folder at

Edit

No url entered

Service

Disciplinary service should be reported in the Special Appointments, Other Professional Contributions, or Reviewing and Referring Activity sections below.

Add New Excel   Search: [   ]

Start	End	Position	Name of Committee/Organization	Description
			No data available in table	

Service Awards and Honors

Add New Excel   Search: [   ]

Date	Award	Description
		No data available in table

Reviewing and Refereeing Activity

Add New Excel   Search: [   ]

Start	End	Activity	Description
		No data available in table	

The Bio-bib: University, Public & Professional Service

The Bio-bib: University, Public & Professional Service

Special Appointments

e.g. Editorships, Officer of Professional Organization, etc

[Add New] [Excel]   Search: [_____]

Start	End	Position	Type of Service	Description
			No data available in table	

Service-related Grants and Contracts

[Add New] [Excel]   Search: [_____]

Start	End	Source	Title	Total Amount	Candidate Share	Role	Description
				No data available in table			

Other Professional Contributions

e.g. consulting or other application of your professional expertise

[Add New] [Excel]   Search: [_____]

Start	End	Title	Description
		No data available in table	

Common Errors: Service

- Not specifying specific position or role in service

- Not identifying specific reviewing activities

  - e.g., approximation of how many reviews

- Not specifying responsibilities/workload if Director of a campus center or facility

  - Not indicating if/how compensated

Providing Context: Self Assessments

- **Teaching and Mentoring Statements**
  - Teaching & Mentoring efforts, Innovative approaches
  - Critiques and how they were addressed
  - Mentoring activities
  - Contributions that notably advance equity and inclusion
    - No longer using stand-alone DEI Statements
  - Summarize and/or analyze student feedback
    - Address legitimate concerns
  - Impacts from cancelled or suspended federal funding

Providing Context: Self Assessments

- **Research Statements**
  - Contribution, Impact, Implications
  - Contributions that notably advance equity and inclusion
  - Impacts from cancelled or suspended federal funding

- **Service & Professional Activities**
  - Explain roles
  - Document responsibilities
  - Address selectivity
  - Contributions that notably advance equity and inclusion

Q & A