

## Professional Activity – Year X

Last updated: today

(Your name)

Work and activities done in whole or in part since (Day Month Year).

### Research

#### 1. Publications (\* indicates an undergraduate coauthor)

##### (a) New Publications

- A list of full citations for any published articles. In practice, this is mainly peer-reviewed journal articles or peer-reviewed conference publications. It could also include pieces written for popular consumption, etc.

##### (b) Manuscripts Under Review

- A list of any papers that have been submitted to a journal and have been sent out for review.

##### (c) Working Papers

- A list of papers that have been finished (e.g., posted to some online preprint server or the SFI working paper series), but which are not in either of the above categories. This could also include papers in preparation.

#### 2. Grants

##### (a) Ongoing Grants

- A list of running grants; each item includes my status (e.g., PI or co-PI), the names of other PIs and co-PIs, the grant title, funding agency, program it was funded under, total dollar amount, and expiration date.

##### (b) Declined Proposals

- A list of grant proposals that were declined this year.

##### (c) Submitted Proposals

- A list of grant proposals that have been submitted but not yet either accepted or declined. Each item here includes the same information as in the “Ongoing Grants” list.

##### (d) Interactions with Funding Agencies

- A list of interactions with funding agencies (e.g., NSF, NIH, DoD, JSMF, etc.), including the agency’s name, names of any representatives, the date and description of any followup interactions. For instance, giving a brief presentation to visiting representatives of NSF, or getting invited to participate in some kind of funding agency workshop, e.g., one designed to lay the ground work for a future special program.

#### 3. Research Talks, Seminars and Colloquia ( $X$ talks)

\* invited talk

† seminar or contributed talk

o travel support from external source

- (a) \*, o A list of all the new talks I’ve given. Each item includes the venue (e.g., session title or seminar series title), the sponsoring organization, the location, and the date. I use the special characters (\*, o, †) to denote what kind of talk, and whether it was externally funded.  $X$  is the total count.

#### 4. Professional Meetings

##### (a) Organized by Me

- A list of research-related meetings (e.g., SFI workshops or working groups) that I (co-)organized, including the title, the names of any coorganizers, the location, dates and number of attendees.

##### (b) Conferences, Workshops and Working Groups

- A list of all other conferences, workshops and working groups I attended this year. Each item includes their name, location and dates. If I was invited, I also list the person inviting me and their affiliation. For example:

## 5. Visitors Hosted

- A list of visitors I've hosted, including their name, affiliation, title, dates they were at SFI and the visit's purpose.

## 6. Job Search

- A description of faculty job-search related activities, including places I've applied, interviewed, had offers from (including details of the offers), etc. Equivalently, it could describe postdoc job-search related activities.

# Teaching

## 1. Courses

- A list of all formal and semi-formal teaching activities. This includes short courses, guest lectures, full courses, tutorials, etc. For less formal courses, I list the number of lectures and their general topics, along with the venue and year. For formal courses, I list the university course number, university, course title and semester.

## 2. Advising and Mentoring

- A list of all students that I'm currently advising or mentoring in the formal sense, along with the context (e.g., REU, BS, MS, PhD, etc.), their affiliation, and the dates of the relationship.

# Service

## 1. Referee Work ( $X$ manuscripts; $Y$ grant proposals; $Z$ book proposals)

- (a) One item giving a list of the journals or conferences for which I refereed manuscripts. If I refereed multiple manuscripts for a venue, I list that number next to the venue name.  $X$  is their total. For example:
  - Refereed articles for *Nature* (4) and *PLoS ONE*.
- (b) One item listing the agencies for which I've refereed grants this year. This would also include any review panels I sat on (e.g., at NSF).  $Y$  is their total.
- (c) One item listing the publishing houses for which I've reviewed book proposals.  $Z$  is their total.
- (d) A last item listing the conference program committees I served on. This could also include other service-related activities for my field.

## 2. Institutional Service

- A list of all formal institution service (i.e., committees I've sat on). Each item gives the institution and give a brief description of the service, along with any relevant dates.

## 3. Journals

- A list of journals for which I'm some kind of editor, including the job title and the duration of the appointment.

## 4. Professional Societies

- A list of professional societies of which I am a member this year.
- A list of any leadership positions, activities, etc., in said professional societies, including the title and duration of the appointment.

## 5. Other

- A catch-all category for other kinds of service activities. For instance, blogging, editing wikipedia articles, releasing software or data sets to the public, etc.

## Other Activities

### 1. Opportunities declined

- (a) One item listing all the journals / conferences for whom I declined to review a specific manuscripts (including the number of manuscripts I declined, if there are multiple). For example:
  - Declined to referee articles for *Science* and *Physica A* (3).
- (b) One item listing all the declined invitations to help organize program committees, conferences or workshops.
- (c) One item listing declined invitations to write book chapters or books.
- (d) One item listing the workshops, working groups, or other speaking invitations that I declined.

### 2. In the Press

- A list of all the instances that my name has appeared in the mainstream media in the context of my research (i.e., in print, on the radio, or on major blogs). Each item includes the name of the article, the venue and any publication-related information, and the date (month year).

### 3. Consulting

- A list of all consulting-related activities, including the name of the company, the scope of the relationship and the duration of the gig. Could also list the pay rate. (I recommend charging at least \$150/hour for work in your areas of expertise.)