

Your Dossier Should Answer the Following Questions:

- What is this candidate known for?
- What is their unique area of expertise/skill sets?
- Have they established a viable program of research?
 - Did they obtain funding for their program?
 - Did they publish collected data?
 - Did they train graduate students?
 - Were they a good “return on investment”?
- If promoted and tenured, is it likely that their productivity will accelerate?
 - If seeking promotion to Associate to Full professor, did their productivity accelerate?
 - Have they gained national and international recognition?
 - Did they make intellectual contributions to their professional societies?

General Advice

- Be confident; you were offered a job because everyone thought you could succeed
- Follow all directions for dossier preparation
- Spend enough time; this is important to get right
- Pay attention to your annual reviews - they matter!
- Ask for help, and don't take “no” for an answer
- Concentrate on your individual strengths
- Make the dossier easy to follow; yours is one of many that will be reviewed
- White spaces are good; avoid dense text
- Don't inflate!
- Don't understate!
- Try to ensure that your fellow faculty members and Chair understand your dossier - no surprises!

Explain Unusual Circumstances

- Make sure your narrative statement explains them so internal and external reviewers will understand the situation
- Examples:
 - Your publications have a gap (perhaps because of a change in direction, techniques, or data gathering?)
 - Your Distribution of Effort understated the time it took to initiate a new course
 - You were assigned an unusual service role for an assistant professor
 - COVID-induced restrictions/inhibitions

Reporting Grants and Contracts

- State your role clearly, particularly if there are multiple investigators
- List all the investigators
- Understand the type of funding source
 - Don't confuse:
 - an internal grant with an external grant; know what organization decided to fund you
 - competitive with non-competitive
 - nationally competitive with regional, state, university or college competition
- Best evidence of grantsmanship: federal agency, peer-reviewed, nationally competitive; you have a lead role in acquiring the grant
- Other evidence: consistent funding appropriate for your research area; many fields don't have many federal opportunities
- Provide a table that summarizes and delineates funding type and PI vs. Co-PI

External - Competitive Funding

Jacobsen, K. L., J. R. Schramski, and O. Wendroth. 2013-2018. Toward Sustainable Nitrogen and Carbon Cycling on Diversified Horticultural Farms Serving Community Food Systems. NIFA-AFRI Foundational Programs. \$495,000. Jacobsen Portion: \$311,476. (**PI**, Nationally Competitive).

*As PI, I lead the multi-state team and direct the research, and advise the PhD student funded by the project. My lab conducts the majority of the plant and soil analyses for the project.

Grossman, J., J. Gutknecht, H. Peterson, C. Rivard, **K. L. Jacobsen**. 2016-2020. A Multi-regional Approach for Sustained Soil Health in Organic High Tunnels: Nutrient Management, Economics, and Educational Programming. US Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA): Organic Research and Extension Initiative (OREI). Total Request: \$1,523,708; UK Subcontract: \$174,991. (**co-PI**, 8% effort, Nationally Competitive).

*As co-PI, I lead the Kentucky portion of this multi-state project, including directing management and data collection for two year-round, multi-year high tunnel field experiments.

External - Industry Funding

Gift (\$20,000) - J. C. Matthews (PI), J. A. Boling (Co-PI), and W. R. Burris (Co-PI). Alltech Biotechnology Inc. Initial Assessment of the Effect of Selenium (Se) Source on Liver mRNA Expression Profiles of Beef Cattle Heifers. Awarded (account no.121539XXXX) December 2007.

Internal – Non-competitive Funding

USDA-ARS Specific Cooperative Agreement with the Forage and Animal Production Research Unit, Lexington, KY (\$315,200) - **J. C. Matthews** (PI), P. J. Bridges (Co-PI), and W. R. Burris (Co-PI). Effect of Se Form in Free-choice Mineral Mix on Metabolic Parameters and Gene Expression of Steers Grazing Endophyte-infected Tall Fescue. Award period May 12, 2015 to April 30, 2018 (account no. 321000xxxx).

Suggestions for Reporting Publications

- Use separate categories to list peer-reviewed vs non-peer-reviewed listings
- Use separate sections within a category to separate published and accepted/in press (provide manuscript identifier) from submitted (provide manuscript identifier), and in preparation manuscripts
- Make sure the reader understands the citation (especially if it is a URL or a new journal; many readers of the dossier will not be familiar with the journal)
- Clearly state your contribution to publications; identify your students, postdocs, staff, and yourself. (Note: Senior author is by default the first author unless otherwise indicated, whereas corresponding author is the laboratory PI.)
- Examples

Legend for your Publications at the University of Kentucky

*= advisee (graduate student, post-doctoral fellow) directed by you

\$= research analyst directed by you

1 = PI/corresponding author (provided funding, experimental concept and design, and responsible for experimentation and manuscript preparation)

Your contributions as co-author:

2 = technical expertise/methodology developed/assays conducted in your lab

3 = experimental concept and design, manuscript preparation, Co-PI on student training grant

4 = topical expertise, manuscript preparation

5 = member of the first author's graduate committee

6 = provided funding for experimental supplies; experimental concept and design

Your student is senior author, you are corresponding author: Q. Li*, Y. Jia*, W. R. Burris, P. J. Bridges, and **J. C. Matthews**¹. 2019. Forms of selenium in vitamin-mineral mixes differentially affect the expression of genes responsible for prolactin, ACTH, and α -MSH synthesis and mitochondrial dysfunction in pituitaries of steers grazing endophyte-infected tall fescue. *Journal of Animal Science* 97:631-643. doi:10.1093/jas/sky438.

You are a co-author: S. N. Carr, B. R. Crites, J. L. Pate, C. H. K. Hughes, **J. C. Matthews**^{4,5}, and P. J. Bridges. 2021. Form of supplemental selenium affects the expression of mRNA transcripts encoding selenoproteins, and proteins regulating cholesterol uptake, in the corpus luteum of grazing beef cows. Accepted 1-21-2022 by *Animals* as manuscript 1484171.

Suggestions for Research Dossiers

Spring 2022

- Provide indications of journal quality within subject category and journal rankings with this subject category
Example: Anderson, V. M.*, D. D. Archbold, R. L. Geneve, D. L. Ingram, and **K. L. Jacobsen**¹. 2016. Fertility source and drought stress effects on plant growth and essential oil production of *Calendula officinalis*. *HortScience* 51(4):342-348. doi.org/10.21273/HORTSCI.51.4.342 Journal rankings in the subject category of Horticulture, by Impact Factor 15/37 or Total Journal Citations 5/37.

Acknowledgement of Capacity (Experiment Station) Funding

If associated with a Hatch or Multi-State project be sure to add the following statement in the Acknowledgements section:

“This work is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, [insert project type, e.g. Hatch/Hatch- Multistate/McIntire-Stennis project] Program under [insert project accession number*]”.

Summary of Publications

Publication Type	Graduate & Postdoctorate	UK AFS Faculty	Total	In Review
Refereed Journal Articles	10	9	19	3
Invited Book and Symposium Chapters	3	7	10	1
Invited Symposium Proceedings		1	1	
Reports/Outreach		5	5	
Refereed Abstracts	8	10	18	2
GenBank Deposits (>150 base pairs)	1	10	11	3
Gene Expression Omnibus Deposits (microarray datasets)		1	1	1
Patents		1	1	

Graduate Student Education

- State your role (major advisor, committee member, other)
- Best evidence of success: your students have completed their degrees and published their work
- Other evidence of success: stating positions attained by students after they left your program

Professional Service and Recognition

Invited Seminars

The quality of my program of research has been recognized by the presentation of XX invited talks at national or international forums.

Invited National/International Seminar - Presented 1 of 4 talks in the “Using Molecular Techniques to Advance Research in Ruminant Nutrition” ADSA Symposium at the 2009 Joint Annual Meeting of ADSA/CSAS/ASAS. July 12-16, 2009, Montreal, Canada.

Grant Review Service

Review Panel

2009 USDA National Institute of Food and Agriculture Competitive Grants Program, peer review panel for Animal Growth and Nutrient Utilization section (fall 2009).

Ad hoc Grant Reviewer Service

2018 Natural Sciences and Engineering Research Council of Canada – Discovery Grant.
2018 NSF, Integrated Organism Systems, Division of Integrative Organismal Systems.

Editorial board member service

Quartile Rank = 1

Animals (March 2020 – present; Animal Nutrition)

The Journal of Animal Science (July 2001- June 2004; Ruminant Nutrition)

Ad-hoc Reviewer (the last 4 years, doesn't include review of revised manuscripts)

BMC Genomics (7), PLoS ONE (5), Journal of Animal Science and Biotechnology (4),

Journal of Nutrition (3), Amino Acids (3), Journal of Agriculture and Food Chemistry

(3), Journal of Animal Science (3), Animals (3), Journal of Dairy Science (3),

Domestic Animal Endocrinology (2), Science Reports (1)

Honors

Recipient of the 2020 American Society of Animal Sciences (ASAS) Cromwell Award for Research in Minerals.

Invited International Seminar – Presented a main talk “What Controls Partitioning between Anabolism and Catabolism in GIT Epithelium?” at the 34th American Dairy Science Association (ASDA) Discovery Conference: Reexamining Amino Acid & Energy interactions in the Dairy Cow, Itasca, IL, May 29 - June 1, 2018.

Suggestions for Research Dossiers

Spring 2022

Advisor and research mentor for undergraduate Raquel Hegge, who was awarded 2nd Place (Biological Sciences) for the 2013 University of Kentucky Oswald Award in outstanding research and creative efforts. Ms. Hegge also was the recipient of the 2013 Glenn B. Collins Undergraduate Research Achievement Award in Agricultural Biotechnology, in recognition of her exceptional independent research project entitled “Alteration of Pituitary Genomic Expression Profiles in Cattle Grazing Endophyte-Infected Tall Fescue”.

Appointed (2007) the University of Kentucky-Alltech Professor of Applied Nutritional Sciences. Supported by the Alltech-UK Nutrigenomic Alliance and carries the responsibility of being the point of contact between the University of Kentucky and Alltech pertaining to the five-year Nutrigenomics Alliance Research grant.

Other Documented Accomplishments and Contributions

Activities as the University of Kentucky-Alltech Professor of Applied Nutritional Sciences

2014 – Conceived and organized the Symposium on Control of Physiological Capacities by Circulating MicroRNA (September 30, 2014) for the 2014 Alltech Distinguished Lecture Series in Nutrigenomics at The University of Kentucky. Speakers from Biological Systems Institute (Kia Wang), Georgia State University (Didier Merlin), and Vanderbilt University (Kasey Vickers) presented their research on circulating microRNA.

2012 – As a result of increased demand by several predominant research groups, directed additional funding (July 2012) for the restructure and purchase of a two unlimited user licenses for Ingenuity Pathway Analysis by UK researchers.

Patents

Compositions and Methods for Increasing Amino Acid Absorption in Mammals (U.S. Patent number 6803186). G. M. Davenport (The IAMS Company) and J. C. Matthews (PI; University of Kentucky). Awarded October 12, 2004. Funded by External Grants (7, 10, 11).

Contributions of Data to Databases

GSE 115802 - Affymetrix WT Btau 4.0 Array (version 1) Gene Chip experiment (21 microarrays) associated with “Forms of Selenium in Vitamin-mineral Mixes Differentially Affect Hepatic Gene Expression of Steers Grazing Endophyte-infected Tall Fescue” (refereed manuscript #68). Yang Jia, and James C. Matthews (PI). Release date: July 13, 2018.