

**COUNCIL ON ACADEMIC PERSONNEL (CAP)**  
**FREQUENTLY ASKED QUESTIONS (FAQS)**  
Revised November 1, 2008

**30. Can work in progress be considered in a personnel review?**

Section II C of the Addendum is for "Works in Progress." It should be used rarely and judiciously. Section II C is reserved for completed but unpublished parts of larger creative works that cannot reasonably be expected to appear in a publicly accessible form in a normal review period. When work in progress is submitted, the department must thoroughly and critically evaluate it, with the aid of extramural reviewers if appropriate. The faculty member's unit can present and analyze work in progress if it seems appropriate in a particular case. It is most appropriate for a normal merit in which a long-term research or creative project does not fit into the normal two or three-year cycle of review.

It is wisest not to list work not yet accepted for publication on the Addendum to the Biography form. Nonetheless, if work in progress forms a significant part of the basis for the current action, that work cannot again be the sole basis for a future action. In short, work is credited only once.

As in many ambiguous matters in personnel reviews, the key here is for the candidate and the unit to explain fully and candidly what is taking place. In many departments it is not the custom to submit work in progress for review; it is certainly not required.