

ACUMEN

academic careers understood through measurement and norms

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Project Website | <http://research-acumen.eu/>

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Background

The main result of ACUMEN is the “Guidelines to Good Evaluation Practices document (D6.14). The ACUMEN portfolio was developed in conjunction with, and is embedded in, the D6.14 guidelines documents. The portfolio framework is excerpted here for the purposes of presenting the outcome associated with this milestone. The ACUMEN Portfolio, which was presented at the workshop in Brussels, is available on the ACUMEN website, together with example portfolios, at <http://research-acumen.eu/portfolio>.

The ACUMEN Portfolio is a way for Portfolio owners to highlight their achievements and to present themselves in the most positive way. It supplements the traditional CV because it highlights key achievements rather than giving an exhaustive list. It contains a systematic set of types of information related to three aspects of an academic's career:

- 1) Expertise – methods, areas of theory, etc.
- 2) Outputs – publications, patents, etc.
- 3) Impacts – citations, honours, etc.

The ACUMEN Portfolio also contains a narrative that the academic can use to explain their academic value, backed by evidence from the rest of the portfolio, when possible.

The guidelines document is primarily for use by evaluators who are intending to use the ACUMEN Portfolio to aid in decision-making, such as for funding, promotion or appointments. Nevertheless, it can also be used by individual academics seeking to create a Portfolio for self-evaluation purposes or to supplement their CV, to understand the portfolio concept or to ensure that their portfolio is as effective as possible.

The ACUMEN Portfolio distinguishes itself from a traditional academic CV in three aspects:

- 1) The ACUMEN Portfolio has an explicit focus on demonstrating specific types of achievements and skills rather than listing all achievements and activities. This makes it easier for evaluators to compare people based upon their Portfolios and to identify specific kinds of skills or expertise needed.
- 2) The ACUMEN Portfolio incorporates an age factor to allow for a fairer comparison of academics at different stages of their career and to compensate for gender and disability inequalities that may otherwise be hidden.
- 3) The ACUMEN Portfolio includes an evidence-based narrative that allows the researchers to tell their own story in their own way, but tying it to evidence.

The indicators in the ACUMEN portfolio include a combination of quantitative (e.g., based upon citation counts) and qualitative (e.g., list of awards, list of invited keynote talks). Each ACUMEN Portfolio indicator is designed to give evidence of a desirable academic attribute and a portfolio of indicators is designed to give a rounded impression of the contributions of an individual academic.

Nevertheless, each individual indicator, and particularly the quantitative ones, has limitations and is only able to partially reflect that which it is designed to cover. This is most apparent when there is a range of similar indicators and, for practical reasons, only one has been selected. For instance, citation counts could be calculated with or without self-citations and across different databases.

The most important consequence is that all of the indicators should be used to inform rather than replace human judgement. For example, if candidate A has higher or better values on all indicators than candidate B then whilst candidate A is probably better, the narrative should still be read and judgement should still be used to decide whether this is definitely the case. For example, the narrative might state that the academic has capabilities that are not well covered by the indicators in the portfolio because they are unusual but that are nevertheless valuable.

The ACUMEN Portfolio

In preparation to filling out the portfolio have a full publication list and CV beside you, find out how many of your publications are included in Google Scholar, Web of Science and/or Scopus. Note how they are cited. Note your h index, the average number of authors per paper and the amount of publications on which you are the first author.

If parts of the portfolio are not relevant to you, please grey them out rather than leaving them blank or deleting them.

Name: _____	Email address: _____	Date of portfolio: __/__/____
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Part 1: Narrative and academic age calculation

Part 1a: Narrative
Delete the help text in this box and replace it with your narrative. The narrative gives your personal interpretation of your value as a researcher, as supported by the evidence in your portfolio as far as possible. For example, if you think that your main contribution is in publishing articles then state this. In contrast, if you think that your main impact has been on theoretical discussions in blogs, or on education, or the media then state this instead. Write it with the situation in which you want to use the portfolio in mind, such as a job application or a grant application (maximum: 500 words).

Part 1b: Academic age calculation	Information [delete this and/or replace with extra academic age explanations]
<i>Start date of PhD:</i> ___ / ___ / ___ <i>Date of PhD defence or 1st acad. job (earliest of the two):</i> ___ / ___ / ___ <i>Number of children raised after PhD defence or 1st acad. job:</i> _____	The academic age calculation helps the evaluator to mentally adjust their expectations based upon someone's academic age. The minimum permitted Academic Age is 1 in all cases, even for those without a PhD. Some researchers do not have a PhD or start researching before obtaining a PhD so the start date is the date of the first academic job, if earlier than the PhD defence and for researchers without a PhD. Academic jobs include assistant/associate/full professorships, lecturers, reader and similar, researcher and research-related posts in academic organisations and teaching positions in academic institutions. If you have a special

<p><i>Special allowances (describe below):</i> _____</p> <p>Academic Age = Number of full-time years worked (count % of full time for part-time years) since PhD defence or 1st acad. job – Number of children raised – special allowances = _____ years (min. 1 year)</p> <p>Justification for special allowances (if any):</p> <p>NB. You can include in your Portfolio things that you did before your PhD defence or first academic job.</p>	<p>case, such as a graduate research job with an embedded PhD, please explain it in this box.</p> <p>Part-time work means being employed on a fractional post in academia and either working outside academia in parallel or not having another job. Working as a project administrator, web designer, teacher or any other semi-academic task as part of a full-time academic contract counts as <i>full-time</i> academic working, for example. Part-time work should not be claimed for periods in which the child-raising allowance below is counted.</p> <p><i>Number of children raised:</i> Count each child for which you were the single main responsible person during the year from their birth, and who were born after your PhD defence. This allowance can be shared between carers (e.g., 0.5 years per child), if agreed by both.</p> <p><i>Special allowances:</i> Additional special allowances can be subtracted for disability, illness-related time off work (> 6 months), carer responsibilities, non-academic jobs (e.g., military service) or other unusual cases. These must be explicitly justified by the portfolio owner. Claims are at the discretion of the portfolio owner and should be within the spirit of supporting equal opportunities. See related UK discussions: http://www.ecu.ac.uk/documents/ref-materials. No allowances are made for teaching or for management at the department level or below.</p>
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Part 2: Expertise sub-portfolio

Expertise	Sub-factor	Claim and evidence [delete the help text in most cases and replace it with your text]
Scientific/scholarly expertise	Theoretical	Write a few sentences briefly summarising your theoretical expertise. Include evidence to support your claim, such as citing a relevant paper in which you used it. This could include the main theoretical frameworks that you follow or the paradigms that you work in. This may not be applicable to you, particularly if you work in an empirical field. If so, please write: "Not applicable to my research area."

	Subject	Write a few sentences briefly summarising your subject expertise. Include evidence to support your claim, such as citing a relevant paper of yours. This would normally be the main subject areas or specialist fields that you have researched in or have detailed knowledge of.
	Methodological	Write a few sentences briefly summarising your methodological expertise. Include evidence to support your claim, such as citing a paper in which you used it. This refers to the primary methods that you have used in your research.
	Originality / independence	Write a few sentences briefly summarising your originality/independence expertise. Include evidence to support your claim, such as citing a paper in which you demonstrated it. In other words, explain how you have demonstrated originality in your research.
Knowledge transfer	Reviewing	Provide the total number of (a) conference papers and (b) journal articles you have reviewed and (c) give examples of journals or conferences for which you reviewed (list top 3).
	Entrepreneurship	List entrepreneurship activities undertaken, such as launch or participation in spin-offs, and joint projects with industry, NGOs or government (list top 3).
Educational expertise	Courses taught or developed	(a) Approximate number of hours spent lecturing to a class (not including preparation or 1-1 supervision) _____. (b) Description of the types of courses prepared and taught <i>excluding</i> online courses and MOOCs (these are listed as outputs). This might be a list of courses prepared or an overall description of the topics and levels of the courses. List only those that are most important to you, (list top 3).
	Other educational expertise	Think about what the expertise is and support your claim with references to, for example, summer schools, field trips, internship supervisions.
Technological expertise	Methods	Write a few sentences briefly summarising your technological methods expertise. Include evidence to support your claim, such as citing a paper, project or a contract in which you used it.

	Tools + lab equipment	Write a few sentences briefly summarising your tools + lab equipment expertise. Include evidence to support your claim, such as citing a paper, project or a contract in which you used it.
	Software	Write a few sentences briefly summarising your software use expertise. Include evidence to support your claim, such as citing a paper, project or a contract in which you used it.
	Data management or data curation	Write a few sentences briefly summarising your data management or data curation expertise. Include evidence to support your claim, such as citing a paper, project, or a contract in which you used it.
Communication expertise	Languages	List plus level of any formal qualifications gained, otherwise self-assessment.
	Presentations	Keynote/invited talks at institutions other than your own or at conferences (list top 3):
	Writing	Awards for papers (list top 3):
	Public engagement (media interview and other)	Examples of video or audio media interviews (list top 3):
Organisational expertise	Management	Description of management roles undertaken (list top 3): This includes planning, organizing, staffing, or leading a group of people.
	Advising	Visits to other institutions (universities or other) and the type of advice given (list top 3):
	Project leadership	Projects and teams led (list top 3). Include the size of the team, and whether this is an international

		collaboration:
	Collaboration	Projects and teams involved in but not led (list top 3). Include the size of the team, whether this is an international collaboration, and the portfolio owner's position in the team:
	Administration and committee work	Administrative roles undertaken, including committee membership, chair or secretary roles, organising workshops or conferences, organising online discussions (list top 3):
Other		Other types of relevant expertise not covered above (list top 3, explaining each one):

Part 3: Output sub-portfolio

Output	Sub-factor	Claim and evidence
Scholarly outputs	Books	Number of scholarly books or theses published (exclude self-published): ____ List of books published (list top 3):
	Book chapters	Number of book chapters published: ____ List of book chapters published (list top 3):
	Reviews	Number of book reviews published: ____
	Editorials	Number of editorials published: ____
	Journal articles	Number of refereed journal articles or fully refereed complete conference papers published: ____ List of refereed journal articles or fully refereed full conference papers published (list top 3)
	Conference papers	Number of conference abstracts, panel discussions or posters published: ____ Ignore unpublished conference papers.

Communication to the general public	Press stories	Number of magazine or newspaper articles published (written by you, not about you): ____ List of magazine or newspaper articles published (by you, not about you) (list top 3) :
	Encyclopedia articles	Number of encyclopedia articles published (excludes Wikipedia and similar): ____ List of encyclopedia articles published (list top 3) Can give examples of contributions made to Wikipedia as part of these:
	Popular books / articles	Number of popular books or articles published: ____ List of popular books or articles published (list top 3).
Teaching	Books	Number of textbooks published (exclude self-published): ____ List of textbooks published (list top 3):
	Online courses	List of online courses created (includes MOOCs), including creation date, type of materials generated and number of students per year (list top 3):
	Students completed	Undergraduate students supervised as main supervisor that have now graduated: ____ students Master's students supervised as main supervisor that have now graduated: ____ students PhD students supervised as main supervisor that now have their doctorate: ____ students
Web and social media academic communication	Online presence	List your online presence: accounts in social media used for academic purposes, academic network accounts, digital repository accounts, websites that you created or use to create output. If it applies, mention per site how active you are in posts per year or month (e.g., twitter, blogs, ResearchGate, SlideShare) (list top 3)
	Online contributions	Give examples of other online contributions to scholarly discussions that you made here. Do not repeat information given above (list top 3):
Datasets, software, tools,	Datasets	Number of datasets published: ____ Brief description of datasets published (list top 3):

instruments		
	Software, tools, instruments	Number of software, tools and instruments developed: ____ Brief description of software, tools and instruments developed (list top 3):
Registered intellectual or industrial rights	Patents	Number of patents, standards, guidelines published: ____ Brief description of patents, standards, guidelines published (list top 3):
	Discoveries	Number of registered discoveries, such as animal species, celestial bodies, DNA sequences, algorithms: ____ Brief description of registered discoveries (list top 3):
Funding & Grants	Funding	Number of projects funded: ____ Total grant funding received (do not count funding allocated to other universities, and if there were multiple applicants in your own university, divide the funding by the number of applicants): ____ Brief description of funded projects (list top 3):
Other		Other types of relevant output not covered above (list top 3, explaining each one):

Part 4: Influence sub-portfolio

Influence	Sub-factor	Claim and evidence [delete the help text and replace it with your text]
Influence on science	Total and average citations	Total citations received to all publications, as listed in Google Scholar: ____ and average number of citations per paper (count the total number of journal articles, fully refereed conference presentations and books in the denominator): ____ Total citations received to all publications, as listed in Web of Science or Scopus: ____ and average number of citations per paper (count the total number of journal articles, fully refereed

		conference presentations and books in the denominator): ____
	Article citations	<p>Total citations to one of your top 3 articles, as listed in Google Scholar: ____, and as listed in Scopus or Web of Science: ____ . Article title: _____ Publication year: ____ Authors (in order): _____</p> <p>Total citations to another of your top 3 articles, as listed in Google Scholar: ____, and as listed in Scopus or Web of Science: ____ . Article title: _____ Publication year: ____ Authors (in order): _____</p> <p>Total citations to another of your top 3 articles, as listed in Google Scholar: ____, and as listed in Scopus or Web of Science: ____ . Article title: _____ Publication year: ____ Authors (in order): _____</p>
	h-index	<p>h-index, as listed in Google Scholar: ____</p> <p>h-index, as listed in Web of Science or Scopus: ____</p> <p>[The h-index is the largest number h such that at least h articles have received at least h citations.]</p>
	Book citations	<p>Total citations to one of your top 3 books, as listed in Google Books: ____ Book name: _____ Publication year: ____ Authors (in order): _____</p> <p>Total citations to another of your top 3 books, as listed in Google Books: ____ Book name: _____ Publication year: ____ Authors (in order): _____</p> <p>Total citations to another of your top 3 books, as listed in Google Books: ____ Book name: _____ Publication year: ____ Authors (in order): _____</p> <p>[To find Google Books citations to a book, search Google Books for the book title and manually scan the results for genuine citations to the work.]</p>

	Age-corrected h-index	<p>m-quotient for Google Scholar: ____</p> <p>m-quotient for Web of Science or Scopus: ____</p> <p>[For this portfolio, the m-quotient is the h-index divided by academic age.]</p>
	Multi-authorship compensation	<p>To compensate for multi-authorship, either report (a) or (b) below, which the evaluator will take into account when assessing your citations.</p> <p>a) Average number of authors on your publications listed in Google Scholar (including yourself): ____</p> <p>b) Proportion of publications listed in Google Scholar for which you were the first author: ____</p> <p>If monographs, Web of Science publications or Scopus publications are more important to you than Google Scholar publications, you can report for these instead, but please state it clearly.</p>
	Scholarly prizes	Scholarly prizes and awards received (local, national and international) (list top 3):
	Editing and reviewing	Your main reviewer, editor or editorial board member tasks (list top 3):
	Committees	Your main conference/program committee memberships (list top 3):
	Online discussions - social web followers	<p>Number of followers, if substantial, in your web presences (e.g., Academia, Blogs, Twitter) (list top 3):</p> <p>Social website name _____ Number of followers: ____</p> <p>Social website name _____ Number of followers: ____</p> <p>Social website name _____ Number of followers: ____</p> <p>Also, report up to 3 interesting web mentions of you or your work that are not already elsewhere in the</p>

		portfolio:
	Downloads	<p>Article name _____ Number of downloads: ____</p> <p>Article name _____ Number of downloads: ____</p> <p>Article name _____ Number of downloads: ____ (top 3 downloaded only)</p> <p>[Downloads can sometimes be found in publisher websites; Put N/A if not available for your articles; Can also report downloads for electronic reports or other resources instead.]</p>
	Mendeley readers	<p>Article name _____ Number of Mendeley readers: ____</p> <p>Article name _____ Number of Mendeley readers: ____</p> <p>Article name _____ Number of Mendeley readers: ____</p> <p>To count Mendeley readers, go to Mendeley.com and search for each publication, recording how many readers it has or see the Scopus record for the article (list top 3):</p>
	Invited talks	<p>Number of invited keynote talks at conferences outside your country: ____</p> <p>Number of invited keynote talks at conferences inside your country: ____</p> <p>Number of invited talks at universities outside your country: ____</p> <p>Number of invited talks at other universities inside your country: ____</p> <p>List of invited talks of all kinds [include name and venue] (list top 3):</p>
Influence on society	General public	<p>Number of magazine or newspaper articles published (written about your research, not by you): ____</p> <p>Examples of magazine or newspaper articles published (about your research, not by you) (list top 3):</p> <p>Examples of web pages published (about your research, not by you) (list top 3, including title and who wrote them):</p>

	Tweets or blog posts about publications.	<p>Article name _____ Number of Tweets of it: ____ (one article only)</p> <p>Tweets can only be monitored in real time but can report them if they are reported in the publisher website, or see the Scopus record for the article or try the Altmetric Bookmarklet, available free at: http://www.altmetric.com/bookmarklet.php.</p> <p>Article name _____ Number of Blog posts about: ____ (one article only)</p> <p>[Blog posts can be identified via Google by searching for the publication name in Google Blog Search (the main Google, but select Blogs from the More link). There may be many false matches, so the results need to be checked and filtered. Or see the Scopus record for the article.]</p>
	Advice	<p>Number of times asked for specialist evidence outside academic, economic and educational contexts, including membership of non-academic, non-educational committees: ____</p> <p>Examples of giving specialist evidence outside academic, economic and educational contexts, including committee memberships (list top 3):</p>
	Professional practice	<p>Examples of professional practice using your subject expertise (e.g., working as a lawyer, nurse) (list top 3):</p>
	Laws, regulations, guidelines	<p>Laws, regulations, guidelines and so forth that have been initiated, developed or amended, at least partly based on your research. Briefly explain how and refer to projects, papers and other evidence of this influence (list top 3):</p>
Influence on economy	Income	<p>Total 3rd stream income (money generated for commercial activities): _____</p>
	Consultancies	<p>Number of consultancy or advisory positions for companies: _____</p>
	Citations from	<p>Number of citations to your work from patents: _____</p>

	patents	Names of patents citing your work (list top 3): [Citations from patents, if any, may be listed in the Google Scholar citations to a paper.]
	Citations to patents	Number of citations to your patents (if any) from scholarly documents: ____ [Citations to your patents, if any, can be found by searching Google Scholar for the patent.]
	Spin-offs	Number of spin off companies created: ____
Influence on teaching	Awards	Teaching awards, including both within and outside the host institution (list top 3):
	Online views	Number of views of your top 3 SlideShare or YouTube presentations, if substantial. Presentation URL: _____ views: ____ Presentation URL: _____ views: ____ Presentation URL: _____ views: ____ [Could also report any similar view counts for other sites, such as Vimeo, or online learning environments.]
	Syllabus mentions:	Number of online syllabuses or course notes pages listing the academic's works (list top 3). Publication: _____ Syllabuses mentioning: ____ Publication: _____ Syllabuses mentioning: ____ Publication: _____ Syllabuses mentioning: ____ [Note: Syllabuses can be identified via Google by searching for:

		<p>syllabus "[publication name]" <i>or</i> "reading list" "[publication name]" where [publication name] is a key publication. Can also try different language versions of "reading list". This is very time consuming to check so please only include it if educational uptake is important for your work.]</p>
	Textbook sales	<p>Total sales of your textbooks: _____ copies.</p> <p>[Can also report Amazon sales ranks in comparison to similar books instead, if sales figures unavailable (list top 3). To do this, search for your book by title or ISBN in Amazon.com and find "Amazon Best Sellers Rank" in the Product Details section and report this number.]</p>
	Invited lectures	<p>Number of invited lectures to undergraduates at other universities: _____</p>
	Dataset or software downloads	<p>Number of downloads of datasets or applications created by the portfolio owner (list top 3).</p> <p>Name of software/dataset: _____ Number of downloads _____</p> <p>Name of software/dataset: _____ Number of downloads _____</p> <p>Name of software/dataset: _____ Number of downloads _____</p> <p>[can also report citations to the software or datasets from Google Scholar, if any]</p>
Other		<p>Other types of relevant influence not covered above (list top 3, explaining each one):</p>