Scholarly Impact Consultation Checklist
UNT Libraries Scholarly Impact Consultation Service

Please look through and answer these questions for yourself before scheduling a consultation. We’ll follow up on further details when we meet or talk. Please bring the relevant checklist(s) with you.

First steps:

1. Take a look at the “Increase Your Scholarly Impact” Guide to get an overview of the subject: [https://guides.library.unt.edu/scholarlyimpact2](https://guides.library.unt.edu/scholarlyimpact2)

2. Identify which specific areas of scholarly impact you currently want to address:
   __ Building Scholarly Identity: creating an ORCID or Google Scholar profile
   __ Determining Scholarly Impact: gathering or using scholarly metrics
   __ Considering Publication Options: maximizing impact through publication choices
   __ Increasing Digital Visibility: expanding the audience and reach of your work

3. Send an email to the appropriate SICS team member to schedule a time to talk about your questions (list of team members and their areas of expertise are listed under the “Who We Are” box). If you’re unsure, please email the Main Contact person.

Initial Consultation Questions:

1. Which specific areas of scholarly impact would you like to address?
   ____________________________________________

2. What is your immediate goal or purpose in consulting with us?
   __ Putting together a promotion or tenure dossier
   __ Looking for publication options to improve scholarly impact
   __ Establishing or improving my online scholarly profile
   __ Understanding scholarly metrics
   __ Thinking about long-term strategies for improving my impact or scholarly profile

3. What is your timetable for addressing your current questions?
   __________ Due date of promotion or tenure dossier
   __________ Scheduled date for annual review
   __________ Publication deadline (approximate is okay)
   __________ Other relevant deadline (specify: ________________________________)

4. When would you need a report from us to be helpful in your current purposes?
   ____________________________________________
Questions for consultations on P&T dossiers

1. What scholarly impact information do you need for your dossier?
   
   ___ Article/book/publication metrics (author h-index, citations, usage, altmetrics, etc.)
   ___ Journal metrics (Journal Impact Factor, h-indexes, rankings, percentiles, etc.)
   ___ Conference/presentation metrics (attendance, citations, online mentions, etc.)
   ___ Reviews of my scholarship

2. Do you want help with just the CV or with other dossier documents as well?
   Specify: _______________________________________________________

3. Do you have a required template for the CV or the dossier documents?
   Link, if available: _____________________________________________________

4. Where do you feel is the best place to present your scholarly impact information?
   
   ___ Curriculum vitae
   ___ Dossier documentation
   ___ Dossier narrative
   ___ Online scholarly profile or website

5. What weaknesses do you currently see in your presentation of scholarly impact information?
   What would you like to improve (amount of information, visibility, organization, contextualizing, etc.)?

6. What peer institutions/departments does your department use as models of comparison?

7. Do you have any colleagues or aspirational models within or outside your department who might be willing to share dossier documents for comparison? How do other departments in the College work in terms of presenting or evaluating scholarly impact?

8. What are your priorities in terms of getting our report together?
   
   First priority: _______________________________________________________
   Second priority: _____________________________________________________
   Third priority: ______________________________________________________

Next steps:

1. We'll send summary of initial interview for any corrections/additions.
2. We'll work on gathering the requested information and putting together some recommendations.
3. We'll set up a follow-up meeting to go over recommendations.
4. We'll send a final set of recommendations or presentation documents.
5. We'll send a brief assessment survey for feedback.
Questions for consultations on publication options

1. What are your primary purposes in publishing or disseminating your work right now?
   ___ Publications needed for promotion or tenure review (short or set term)
   ___ Impact on my field of study (longer term)
   ___ Scholarly conversation with others in my field
   ___ Presenting new scholarship in creative or innovative formats
   ___ Learning about the publication process

2. What audience(s) are you most interested in reaching with your current work?
   ___ Scholarly/academic
   ___ Professional/corporate
   ___ Government/policy/activist organizations
   ___ Students/Teachers
   ___ General public
   ___ International

3. What types of publication would most suit your needs at this time?
   ___ Academic (peer-reviewed) journals
   ___ Trade publications in my field
   ___ Popular magazine or newspaper
   ___ Scholarly blog, website, or online community
   ___ Book chapter or monograph publication
   ___ Conference or other presentation venue (including conference proceedings)

4. What issues or concerns are most important to you in publishing your work?
   ___ Reaching the target audience in my field
   ___ Reaching interdisciplinary or broader audiences
   ___ Getting credit towards promotion or tenure
   ___ Publishing in a highly-ranked or well-regarded journal
   ___ Finding venues for innovative work (digital scholarship, multimedia, etc.)
   ___ Providing broad or affordable access to my work
   ___ Increasing my visibility and scholarly profile
   ___ Maintaining author’s rights and control over the use of my work

5. What is your timetable for seeing your current work published? ______________________

6. Do you have any financial support from your institution or a funding agency to help subsidize publication? Does your funder have specific publication requirements (i.e. public or open access)?
   ___________________________________________________________________________
   ___________________________________________________________________________
Questions for consultations on increasing digital visibility

1. Have you already set up an ORCID, Google Scholar profile, and/or Scopus Researcher ID (see “Build Your Scholarly Identity” section of the Increase Your Scholarly Impact Guide)?
   ___ Yes ___ No ___ Would like help with this

2. Have you previously submitted published works to your institutional repository?
   ___Yes ___No ___ Would like help with this

3. Have you submitted published work to any other disciplinary or organizational repositories? Which ones? [Examples: PubMed, arXiv, figshare, MLA Commons CORE, ERIC, OER Commons, Zenodo, etc.]
   __________________________________________________________________________
   __________________________________________________________________________

4. Do you have accounts with any of the following academic/professional online communities?
   ___ Academia.edu      ___ ResearchGate      ___ Mendeley
   ___ LinkedIn          ___ GitHub           ___ stackoverflow
   ___ Other (specify: _______________________________)
   ___ Other (specify: _______________________________)

5. Are you active on any of the following social media platforms?
   ___ Twitter          ___ Facebook          ___ YouTube
   ___ Pinterest        ___ Instagram        ___ Reddit (Academia)

6. Do you have a personal website, online portfolio, or scholarly blog?
   URL: ________________________________________________________________________
   URL: ________________________________________________________________________

7. Do you follow or participate in any scholarly blogs or other online forums?
   __________________________________________________________________________
   __________________________________________________________________________

8. Have you published or participated in any online digital scholarship/digital humanities projects?
   __________________________________________________________________________
   __________________________________________________________________________