

Faculty Profile Training

OBJECTIVES ANALYSIS

Objectives

- Replace yearly Faculty Activities Report paper forms while automatically loading class information and other data into the report
- Supplement application for Continuing Faculty Status/Promotion
- Provide electronic storage of documents for review by department heads, deans and president's council
- Provide a uniform format for publicly displaying faculty profiles and contact information on all BYUH Web Pages

Background

- Started in Provo in the Marriott School
- Adopted by the entire campus and modified to meet needs of varying disciplines
- Currently administered and hosted for BYUH by the OIT in Provo

User Roles

Faculty Roles

- User: Individual Faculty Members, can see only themselves
- Department Admin: Department Heads, can see all members in the department
All faculty can be members of only one department and school. Faculty that teach under more than one department will only be viewable by the head of their primary department as listed in the system.
- School Admin: Deans, can see all members in the school
- University Admin: VP of Academics and IR Team, can see all university members

Administrative Roles

- President's Council: Ability to view profiles and reports for all university individuals and groups
- Technical Support: IR Team has Admin access for technical assistance and administrative support
 - Contact Kathy Pulotu for questions department administrators cannot answer
- Training Roles
 - Initial Trainings by School: Kathy Pulotu (CAS), Bill Neal (SCOB), Paul Freebairn (SOE and SOC)
 - Supplemental Online training materials: CITO (Anne Mendenhall)

Other Roles that may need access

Access to people for other roles is determined by each department/school

- Department Administrative Assistants
- Student Secretaries/Data Entry Specialists

Accessing Faculty Profile

- Go to the Faculty section of the BYUH homepage and click on Faculty Profile
Note: This is a byu.edu website NOT a byuh.edu website
- Login using your CES Net ID and password

Edit Profile (*Primarily for public profile display*)

- Select Edit Profile
- Enter Personal Information by clicking on Add Record/Edit Info
This button will read "Add Record" if no data has been entered or "Edit Info" if data has already been entered; the same button is used for adding content to all sections in the Faculty Profile
 - **User Information** (pre-populated where applicable)
Field names marked in red are required

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- BYUH Person ID: a system ID that users do not need to pay attention to
 - CES Net ID
 - Picture/Upload New Picture: Click Browse to upload a picture from your files *Some pictures may already have been uploaded*
 - Position Type: Faculty (or select from pull-down list)
 - Permission Level: Designates your role in the system, User, Department Admin, etc.
- **Contact Information**
 - First Name
 - Middle Name
 - Last Name
 - Phone (enter phone number including area code)
 - Building (select from list)
 - Room (enter room)
 - Email
 - Homepage (enter the URL for your personal/other homepage if you have one)
This is helpful for linking to websites containing syllabi and other course instructions and information
 - Allow automatic update from HR
Check this box if you want your personal information automatically updated from HR records (any special changes you make now will be overwritten)
- **College Information**

This data is listed exactly as it appears in the school database. You may make changes as necessary and applicable.

 - Title
 - Additional Title
 - College
 - Department
 - Employment Status
 - Start Date
 - Retire Date
 - Office Hours
 - Academic Rank
 - Track
 - Willing to be contacted by the media?
This is primarily used by University Advancement as a reference for pointing media to willing contributors for news stories, etc.
- **Vita File**
 - Current VITA File: Names file currently uploaded as VITA file
 - Upload new VITA File: click on Browse to attach a file from your computer
- **Update Record** (Click to save changes to the Personal Information)
- Enter Area of Discipline/Professional Expertise
The expertise list is determined by each school. If you don't see what you're looking for in the list, Kathy Pulotu or your school administrator can add it to the list for you
 - Select an area from the drop down list; more than one can be selected
 - Click on Add Record to add another Area of Expertise
 - Is there any international aspect to this work? (Yes or No)
This is helpful for creating reports indicating how BYUH faculty are involved internationally. This question will be asked on different items throughout the system.
 - If so, which countries? (Select Countries from drop down list)
 - Click Add Record to save
This same method is used to save work in all areas of the system
- Enter Research – an open text field for typing or pasting in description
- Enter Education
 - Degree – Enter degree with no periods (ie. PhD, MBA, MFA)
 - Emphasis/Major
 - School – enter complete school name (no abbreviations)

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- Year – enter 4 digit year
- Is this your Terminal Degree? (Yes or No)
- Enter Affiliations
 - The Affiliations section is not currently used, however, each school will decide independently on how to use this field in the future*
- Enter Publications
 - **Add Book**
 - Publication Type (select from list)
 - Author Type (select from list to describe yourself)
 - Month/Quarter Published (select from list)
 - Year Published
 - Full Author Citation
 - Title (No Quotes)
 - Volume
 - Publisher
 - Publisher City
 - Editor
 - Edition
 - Number of Pages
 - Web Site (that promotes or gives details about the book)
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Abstract – open text field for typing or pasting in abstract
 - Do you want this publication to be visible on your profile? (Yes or No)
 - Faculty have the option of making items public or not. Deans and Department heads can see all content whether visible on the public profile or not. This same question is asked on several items in the system.*
 - **Add Journal Articles**
 - Publication Type (select from list)
 - Author Type (select from list to describe yourself)
 - Month/Quarter Published (select from list)
 - Year Published
 - Full Author Citation
 - Title (No Quotes)
 - Volume
 - Periodical/Journal
 - Issue
 - Pages
 - Web Site
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Abstract – open text field for typing or pasting in abstract
 - **Add Multimedia**
 - Publication Type (select from list)
 - Author Type (select from list to describe yourself)
 - Month/Quarter Published (select from list)
 - Year Published
 - Full Author Citation
 - Title (No Quotes)
 - Volume
 - Web Site (that promotes or gives details about the book)
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Abstract – open text field for typing or pasting in abstract
- Enter Experience

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Two types – professional and university; experiences are grouped under each of these two types of experiences

- Position
- Organization
- Start Year
- End Year
- Was this a college or university teaching experience? (Yes or No)
- Enter Awards
 - Award Name
 - Organization
 - Year
- Enter Web Links
 - Link Title – Enter a description for the link
 - URL – Enter the actual URL
- Enter Languages
 - Language – Select from list
 - Speak – Select ability level: High, Moderate, Low, None
 - Read – Select ability level: High, Moderate, Low, None
 - Write - Select ability level: High, Moderate, Low, None
 - Native? Check if this is your native language
 - Translate? Check if you are able to translate this language to/from English
- Preview Profile – Click to view the public profile page

Edit Report (*Primarily replaces Faculty Activities Report*)

- Select Edit Report
- Edit Profile (Same info as public profile in 4.0, data is automatically loaded)
- Select Calendar Year

The calendar year increments at the end of February of each year. This gives faculty the chance to do the end of year report in January/February without having to select the year. For calendar year 2005, the year rolls to 2006 on March 1.

All portions of the report, except for the Profile, are tied to a specified year.
- Teaching
 - **Courses Taught** – Click Edit to make changes or add information
Select course data is automatically loaded from the University system. Changes to this data can only be made by administrators.
 - Course Information
 - Semester
 - Course Type
 - Course Number
 - Course Description
 - Is this a readings course? (Yes or No)
 - Section Number
 - Credit Hours
 - Number of Students
 - Team Taught (Yes or No)
 - New Preparation (Yes or No)
 - Student Contact (Clock) Hours Related to Teaching This Section
 - Select type of contact hours from list
 - These are contact hours other than class hours. This is meant to express the actual time spent with students beyond what is listed in the Course Information listed above.*
 - Enter hours per week spent
 - Student Evaluations

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Student Evaluation ratings are automatically populated from Testing Center results where evaluations have been done

- Done (Yes or No)
 - Course Rating
 - Teacher Rating
 - Show All Questions
 - Comments About this Course Section – open text field to type or paste in comments (such as factors that contributed to or detracted from course success)
 - **Teaching Comments** (on current year goals)
 - One open text field for describing current year teaching improvement activities and accomplishments/outcomes for current year teaching goals (same as section 5 of the Faculty Activities Report)
 - **Teaching Goals** (for upcoming year)
Add each goal separately
 - Goal Description – open text field for describing one goal
 - Department/School Travel Support – enter \$ amount (no commas)
 - Paid Travel Support - enter \$ amount (no commas)
 - Other Support - enter \$ amount (no commas)

(Same as section 10 of the Faculty Activities Report. Percent of time towards these goals will be designated in a different section of the system.)
 - **Print Page** – Select for a printer friendly version of this section
 - **Print Summary** – Select for a printer friendly version of the report
- Scholarship
Everything entered in the scholarship section is work done in the current year only EXCEPT for Scholarship Goals (for upcoming year). You may select a previous year to go back and enter Scholarship activities done in the past.
 - **Publications** (same as the Publications section in the Profile)
Publications entered in the Profile section will automatically appear here if the Published Year is the current year. All other scholarship activities must be entered in the Report section.
 - **Presentations**
 - Title – open text field that allows for a short description
 - Full Presenter Citation
 - Location
 - Audience/Conference
 - Month Given
 - Web Site
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Published?
 - Periodical/Journal
 - Month/Quarter Published
 - Volume
 - Issue
 - Number of Pages
 - Does this product involve a student co-author? (Yes or No)
 - Names of Student Co-Author(s)
 - **Creative Works**
 - Title of Work – open text field that allows for a short description
 - Full Authors/Creators Citation
 - Publisher/Commissioner
 - Month Published
 - Page Numbers
 - Web Site
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)

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- Does this product involve a student co-author? (Yes or No)
 - Names of Student Co-Author(s)
- **Performances, Productions, and Interpretations**
 - Title or Name of Work – open text field that allows for a short description
 - Full Author/Director Citation
 - Venue
 - Location
 - Month Performed
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Does this product involve a student co-author? (Yes or No)
 - Names of Student Co-Author(s)
- **Intellectual Properties**
 - Title or Name of Property – open text field (
 - Full Inventor/Creator Citation
 - Patent or Registered Copyright
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Does this product involve a student co-author? (Yes or No)
 - Names of Student Co-Author(s)
- **Other Evidence**
 - Scholarly Accomplishment or Recognition (limit 255 Characters)
 - Other Information about the Accomplishment/Recognition (unlimited)
 - Invited or Commissioned? (Yes or No)
 - Peer-reviewed or Juried? (Yes or No)
 - Does this product involve a student co-author? (Yes or No)
 - Names of Student Co-Author(s)
- **Research Funding**
 - Title
 - Co-investigators
 - Sponsor
 - Amount
 - Funding Type (New or Continuing)
 - Funding Source (University or External)
 - Date Grant Received
 - Begin Term
 - End Term
- **Enter Scholarship Comments (on current year goals)**
 - One open text field for describing current year scholarship improvement activities and accomplishments/outcomes for current year scholarship goals (same as section 6 of the Faculty Activities Report)
- **Enter Scholarship Goals (for upcoming year)**

Add each goal separately

 - Goal Description – open text field for describing one goal
 - Department/School Travel Support – enter \$ amount (no commas)
 - Paid Travel Support - enter \$ amount (no commas)
 - Other Support - enter \$ amount (no commas)
 - Scholarship Type – select Research, Presentations or Publications
(Same as section 10 of the Faculty Activities Report. Percent of time towards these goals will be designated in a different section of the system.)
- **Citizenship**
 - **Service Performed**
 - Service Information
 - Add each service separately*
 - Service Type – select from list
 - Committee/Organization

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- Position – select from list
 - Responsibilities
 - Time Spent - number of days spent during the year
 - Date Started
 - Date Finished
 - Meeting Frequency – number of meetings during the year
 - Remuneration (Yes or No)
 - Service Comments – open text field for comments on this particular service
- **Enter Citizenship Comments (on current year goals)**
 - One open text field for describing current year citizenship improvement activities and accomplishments/outcomes for current year citizenship goals (same as section 7 of the Faculty Activities Report)
- **Enter Citizenship Goals (for upcoming year)**

Add each goal separately

 - Goal Description – open text field for describing one goal
 - Department/School Travel Support – enter \$ amount (no commas)
 - Paid Travel Support - enter \$ amount (no commas)
 - Other Support - enter \$ amount (no commas)

(Same as section 10 of the Faculty Activities Report. Percent of time towards these goals will be designated in a different section of the system.)
- Professional
 - Review Goals automatically populated from data entered in the Teaching, Scholarship and Citizenship sections
 - Edit Percentages
 - Enter Weighting for each of the three areas (select from list)
 - Teaching Percentage
 - Scholarly Activity Percentage
 - Citizenship Percentage
 - Total Percentage (automatically calculated)

There is no built in control to keep this at or under 100%. This is a simple sum function that will add the three previous fields for a total.

Administrative Functions

- Employee List
 - Name hyperlink – click to view the public profile page
 - Department hyperlink – click to change faculty school/department
 - Print Summary – select for a printer friendly version of the report
 - Deactivate – click to remove faculty that are not current
 - Add Employee – click to add a person to the faculty profile system
- Inactive Employees
 - Activate – click to move a person to the current Employee list page
- Administrator Functions
 - Edit Lists

Go here to add items to lists such as Expertise Types and Affiliations

 - Select the appropriate list
 - Edit/Delete – click to change or remove an item from the list
 - Add – click to add a new item to the list
 - Change Class Instructors

Go here to make corrections to instructor names associated with course sections. Administrators can delete courses from the system but regular faculty cannot. This keeps regular faculty from deleting courses that should be moved to some other faculty member. Do not delete a course that should be assigned to a different faculty member, even if that faculty is outside of your department/school.

 - Click on the Edit Instructor link
 - Select the name of the Instructor to change to from the pull down list

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The instructor's name must already be in the system. If the name is not listed, use the Add Employee function

- Click on Update Record
- Reports
 - Select the year for the report
 - Click on the report format (pdf or excel) to run the report
- Administrators
 - Review the list of administrators and users in your department
 - Change user rights by selecting the appropriate role from the pull down list and clicking on Update Rights