

## General Credentials/Expertise

### Personal and Contact Information

- Required information is already present on this screen. Feel free to update other items such as providing a “Preferred First Name” field or adding other personal information.

### Biography and Expertise

- These *optional* fields include
  - Brief Biography
  - Areas of Specialization
  - Professional and Other Interests
  - Notable Courses Taught
  - Language Proficiencies

### Degrees

- Please enter your degrees on this screen. If you are a new hire to APSU, HR enters in your relevant degree information upon hire.
- Do not upload your terminal degree transcript—the Office of Human Resources will attach your official transcript that is on file.
  - If you have an official or unofficial transcript for any other degrees, especially if such a degree qualifies you to teach in an area different than your terminal degree discipline, please include that transcript.

### Graduate/Post-Graduate Training

- If applicable, enter any additional training you have completed.
- Training Type menu options include
  - Clerkships
  - Fellowships
  - Internships
  - Residencies
- Utilize the “Other” option if you have additional training to include that does not fit one of the above categories.

### Licensures and Certifications

- If applicable, enter any professional Licenses or Certifications you have attained, especially if they are relevant to your teaching assignments.

### Awards and Honors

- Enter any awards and honors that you would typically include on your CV, especially if they may be relevant in any area of your RTP dossier.

### Media Appearances and Interviews

- Enter any media appearances and interviews relevant to your academic specialty.

### Faculty Development Activities Attended

- Activity Type menu options include
  - Conference Attendance
  - Continuing Education Program
  - Faculty Internship
  - Faculty Fellowship
  - Self-Study Program
  - Seminar
  - Tutorial
  - Workshop
  - Other
- Please heed the on-screen note about dates for one-day events and activities that have been started but not yet completed.

## **Career Information**

### Professional Positions

- Enter any professional positions you have held, including positions outside of academia that may be relevant to your qualifications to teach certain courses.
- Please heed the on-screen note about start and end dates, specifically for any position(s) you currently hold.

### Administrative Assignments

- Enter any administrative roles you have held, even those that have been temporary.
- Position/Role menu options include
  - Assistant Dean
  - Associate Dean
  - Dean
  - Department Chairperson
  - Director
  - Other
- Please heed the on-screen note about start and end dates, specifically for any position(s) you currently hold.

### Consulting

- Include any consultation work relevant to your field of expertise.
- Consulting Type menu options include
  - Academic
  - For Profit Organization
  - Government
  - Litigation

- Non-Governmental Organization (NGO)
  - Other
- The AACSB dropdown menu is only pertinent for College of Business faculty.
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#### Professional Memberships

- Enter any Professional Memberships relevant to your area of expertise.

### **Teaching/Mentoring**

#### Teaching Innovation and Curriculum Development

- Use this field to highlight curricular projects you have participated in or led.
- Activity Type menu options include
  - New Course
  - Revise Existing Course
  - New Degree Program
  - Revise Existing Degree Program
  - Curricular Development
  - Other

#### Directed Student Learning (e.g., theses, dissertations)

- Enter any opportunities you have had to work with students beyond the traditional classroom setting.
- Involvement Type menu options include
  - Directed Individual/Independent Study
  - Dissertation Committee Chair
  - Dissertation Committee Member
  - Dissertation Defense Committee Chair
  - Dissertation Defense Committee Member
  - Doctoral Advisory Committee Chair
  - Doctoral Advisory Committee Member
  - Internship Advisor
  - Master's Research Project Chair
  - Master's Thesis Committee Chair
  - Master's Thesis Committee Member
  - Postdoctoral Research Supervision
  - Practicum Supervisor
  - Supervised Research
  - Supervised Teaching Activity
  - Undergraduate Honors Thesis
  - Other

- Please heed the on-screen note about dates activities that are not yet completed.

### Mentoring

- Enter your appointed mentees, whether they are faculty, student, or otherwise.

### Scheduled Teaching

- Your scheduled teaching will automatically integrate from Banner, so please do not create entries in this field.
- If you do not see one or more of your scheduled classes at some point throughout an academic term, please contact Jessica D’Alimonte (dalimontej@apsu.edu).

### Non-Credit Instruction Taught

- Enter any extra-curricular instruction opportunities you have had.
- Instruction Type menu options include
  - Certification
  - Continuing Education
  - Faculty Internship
  - Guest Lecture
  - Information Literacy Embedded Librarian
  - Information Literacy Instruction
  - Management/Executive Development
  - Research Consultation
  - Review Course
  - Seminar
  - Workshop
  - Other
- Please heed the on-screen note about dates for one-day events and activities that have been started but not yet completed.

### High Impact Practices

- Enter any HIP activities you have facilitated.
- Type menu options include
  - Experiential Learning
  - Internships
  - Professional Development
  - Service Learning
  - Student Research
  - Study Abroad
  - Other
- This field has an “Upload Document” feature for you to add any relevant accompanying materials, such as flyers, certificates, etc., though these are not required.
- Please heed the on-screen note about dates activities that are not yet completed.

## Scholarship/Research

### Publications

- There are two main options for entering your publications:
  1. Manually enter each publication by clicking “Add New” and adding all relevant and available information. Contribution Type menu options include:
    - Book
    - Book Chapter
    - Book Review
    - Case
    - Conference Proceeding
    - Creative Publication
    - Instructional Material
    - Journal Article
    - Magazine/Trade Publication
    - Monograph
    - Newsletter
    - Newspaper Article
    - Software
    - Technical Report
    - Textbook
    - Other

Please note that the “Journal Ranking” menu and the two “AACSB” menus are only relevant for College of Business faculty.

2. Alternatively, you may use the “Import” tool on the top right of the Publications screen, which allows you to search for your publications from a variety of databases and third parties. Click the Question Mark icon for a user’s guide for these import features.

Please carefully review the information for your selected publications for accuracy.

- After adding your publication, whether manually or using the import tool, please review your entry in full.
- If no selection is made in the “Was this peer-reviewed/refereed?” dropdown menu, the publication will not appear in reports, so please make that determination.
- If the publication is published and not pending, only the “Date Published” field is required.

### Presentations

- Enter any presentations relevant to your field of expertise or to higher education, pedagogy, etc.
- Presentation Type menu options include
  - Demonstration

- Exhibit
- Keynote/Plenary Address
- Lecture
- Oral Presentation
- Paper
- Poster
- Reading of Creative Work/Performance
- Other

#### Contracts, Fellowships, Grants, and Sponsored Research

- Type menu options include
  - Contract
  - Fellowship
  - Grant
  - Sponsored Research
- The “AACSB Classification” dropdown menu is only relevant for College of Business faculty.

#### Creative Activities

- Type of Work menu options include
  - Artist in Residence
  - Audio Book
  - Choreography
  - Client Work
  - Composition
  - Conducting
  - Curation
  - Dance Performance
  - Directing
  - Exhibition
  - Film
  - Film Screening
  - Music Performance
  - Online Tutorial
  - Playwriting
  - Podcast
  - Production
  - Radio
  - Subject of Critical Writing
  - Television
  - Theatre Performance
  - Video Tutorial
  - Voice Over
  - Other

- Please heed the on-screen note about dates for one-day events and activities that have been started but not yet completed.

#### Intellectual Property (e.g., copyrights, patents)

- If your academic work has resulted in any copyrights or patents, enter those here.

#### Research Activity

- Use this field to enter any ongoing research projects relevant to your academic career.

### **Service**

#### University Service

- Enter service positions (committee work, task forces, etc.) you have undertaken at the departmental, college, or university level.
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#### Professional Service

- This broad category should be where you enter a wide range of professional service opportunities related to your scholarly expertise.
- Position/Role menu options include
  - Attendee, Meeting
  - Board of Advisors
  - Board of Directors
  - Chairperson
  - Committee Chair
  - Committee Member
  - Conference-Related
  - Editor
  - Editorial Review Board Member
  - Facilitator
  - Interaction with Industry
  - Judge/Evaluator
  - Manuscript Reviewer
  - Officer
  - Prepare/Grade Certification Exams
  - President
  - Program Coordinator
  - Program Organizer
  - Reviewer/Referee
  - Secretary
  - Session Chair
  - Task Force Chair
  - Task Force Member

- Track Organizer
- Treasurer
- Vice President
- Workshop Organizer
- Other
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#### Public Service

- This broad category should be where you enter a wide range of public service opportunities related to your scholarly expertise or your civic engagement.
  - Board Member
  - Board of Directors
  - Chair
  - Committee Member
  - Guest Speaker
  - Judge
  - Member
  - Organizer
  - Participant
  - President
  - Volunteer
  - Other
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## **Administrative Data**

#### Permanent Data

- These fields are “Read Only” for faculty.
- If you see any information that is incorrect or out of date, please contact Jessica D’Alimonte (dalimontej@apsu.edu).

#### Yearly Data

- These years begin with the 2021-2022 academic year.
- System administrators will create a bulk new academic year each summer, so faculty will not need to do anything in this screen.