



# Faculty Activity Reporting Reference Guide

Scholarship/Research Screens

Prepared by  
The Office of Institutional Research  
2016

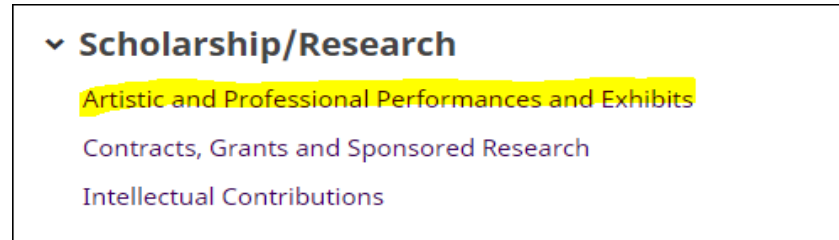
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Type of Information AND Digital Measures Screen Name	Source of Data
<b>SCHOLARSHIP / RESEARCH</b>	
<b><u>Artistic &amp; Professional Performances &amp; Exhibits Screen</u></b>	Faculty Input

Faculty should provide entries that describe artistic and professional creative activities. The original publication date, first performance date, or initial showing date should be included.

1. From the Manage Activities screen, click the *Artistic and Professional Performances and Exhibits* link.



2. Click **Add a New Item**.



## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Artistic & Professional Performances & Exhibits Screen - Continued

3. Complete the applicable fields for each appropriate creative activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all previous creative activities relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Artistic and Professional Performances and Exhibits main page, your data will appear in a list at the bottom of the section.

Note: you may edit information after you have saved it by clicking the Edit or Delete icons.

6. When you have finished entering and double-checking your activities, click **Return to Main Menu** to return to the Manage Activities screen.

#### < Edit Artistic and Professional Performances and Exhibits

Cancel

\* Type of Work

Explanation of "Other"

\* Work/Exhibit Title

Name of Performing Group

Sponsor

\* Location (City, State, Country)

---

**Performers/Exhibitors/Lecturers**  
Please either select a person from the drop-down list or enter their name in the input fields.

**Performer/Exhibitor/Lecturer**

People at Stephen F. Austin State University  
Hall, Karyn: khall

First Name	Middle Name/Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of performer/exhibitor/lecturer rows to add:

Journal/Publisher/Proceedings  
Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

\* Was this academic or non-academic?

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Artistic & Professional Performances & Exhibits Screen - Continued

Common artistic and professional performance and exhibit activities include:

1. Art-Exhibition
2. Art-Arts Festival
3. Art-Arts Works in Publication
4. Dance
5. Drama
6. Music Composition
7. Music Conducting
8. Music Performance
9. Music - Adjudicator
10. Novel
11. Nonfiction
12. Poetry
13. Short Fiction
14. Theatre
15. Video

#### Example Artistic & Professional Performances & Exhibits

1. Art solo exhibition
2. Dance choreography
3. Dance performance
4. Designing costumes for theater
5. Fiction publication
6. Music performance with SFA peers
7. Music solo performance
8. Nonfiction publication
9. Poetry publication
10. Play written for theater

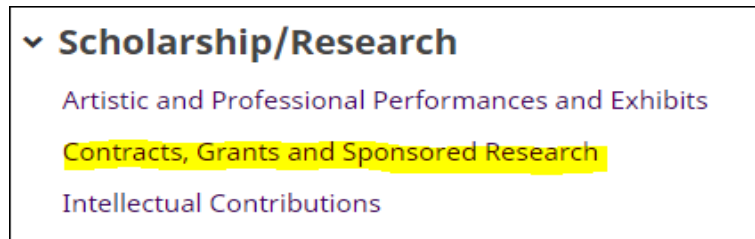
#### Inappropriate/Questionable Artistic & Professional Performances & Exhibits

1. **Fiction Reading** - may be included under Presentations.
2. **Poetry Reading** - may be included under Presentations.
3. **Video Showing** - may be included under Presentations.

Type of Information AND Digital Measures Screen Name	Source of Data
<b>SCHOLARSHIP / RESEARCH</b>	
<u><b>Contracts, Grants &amp; Sponsored Research Screen</b></u>	Faculty Input

Faculty should report all awards received whether internal or external.

1. From the Manage Activities screen, click the Contracts, Grants and Sponsored Research link.



2. Click Add a New Item.



NOTE: As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you **by another person**, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Contracts, Grants & Sponsored Research Screen - Continued

3. Complete the applicable fields for each appropriate contract, grant, or sponsored research activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all activities relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Contracts, Grants and Sponsored Research main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. When you have finished entering and double-checking your activities, click **Return to Main Menu** to return to the Manage Activities screen.

The screenshot shows a web form titled "Edit Contracts, Grants and Sponsored Research" with a "Cancel" button in the top right corner. The form contains several required fields marked with a red asterisk:

- Contract/Grant/Research Type**: A dropdown menu.
- Explanation of "Other"**: A text input field.
- Contract/Grant/Research Title**: A text input field.
- Sponsoring Organization**: A text input field.
- Awarding Organization Is**: A dropdown menu.

Below these fields is a section titled "Investigators" with the instruction: "Please either select a person from the drop-down list or enter their name in the input fields." Underneath, there is a table with the following structure:

Investigator	First Name	Middle Name/Initial	Last Name
People at Stephen F. Austin State University			
Middleton, Amber: middletoan	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there is a control for the number of investigator rows to add, currently set to 1, and a "+Add" button. The form also includes the following fields:

- Amount**: A text input field with a dollar sign prefix.
- Abstract**: A large text area.
- Description**: A large text area.
- Current Status**: A dropdown menu.

Type of Information AND Digital Measures Screen Name
SCHOLARSHIP / RESEARCH

Contracts, Grants & Sponsored Research Screen - Continued

Example Contracts, Grants, and Sponsored Research Activities

1. SFA Faculty Development Grant
2. US Department of Education Grant
3. National Science Foundation Grant
4. Privately funded research
5. Private contracts

Inappropriate/Questionable Contracts, Grants, and Sponsored Research Activities

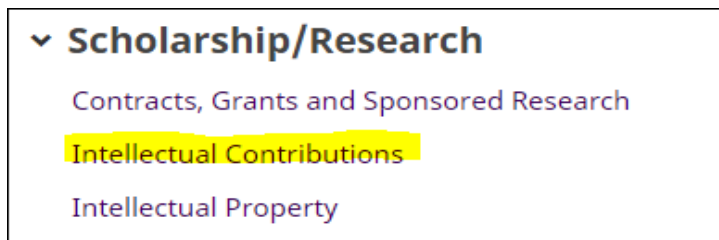
1. Non-funded study
2. Personal research
3. Statement of interest



Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Intellectual Contributions Screen</u>	Faculty Input

All scholarly works should be included, including books or chapters written or edited, articles, reviews, commentaries, and textbooks.

1. From the Manage Activities screen, click the Intellectual Contributions link.



2. Click Add a New Item.



NOTE: As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you **by another person**, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Intellectual Contributions Screen - Continued

- Complete the applicable fields for each appropriate intellectual contribution.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

- Click **Save And Add Another** to add all contributions relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

- When you return to the Intellectual Contributions main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

- When you have finished entering and double-checking your contributions, click **Return to Main Menu** to return to the **Manage Activities** screen.

< **Edit Intellectual Contributions**
Cancel

\* Contribution Type

Explanation of "Other"

\* Current Status

\* Title of Contribution

**Authors**  
Please order the authors in the order of authorship.  
Please either select a person from the drop-down list or enter their name in the input fields.

**1st Author**

People at Stephen F. Austin State University	First Name	Middle Name/Initial
Middleton, Amber: middletoan	<input type="text"/>	<input type="text"/>

Select the number of author rows to add:  +Add

Journal/Publisher/Proceedings

Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address http://

Editor(s)

ISBN/ISSN Number/Case #

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Intellectual Contributions Screen - Continued

Common intellectual contribution activities include:

1. Book review
2. Chapter in Non-Scholarly or Scholarly Book
3. Chapter in Textbook
4. Non-Scholarly or Scholarly Book
5. Textbook
6. Broadcast Media
7. Conference Proceeding
8. Instructor's Manual
9. Encyclopedia Entry
10. Journal Article
11. Law Review
12. Magazine/Trade Publication
13. Manuscript
14. Monograph
15. Newsletter
16. Newspaper
17. Column in Journal or Newspaper
18. Research Report
19. Software
20. Study Guide
21. Technical Report
22. Translation or Transcription

#### Example Intellectual Contributions

1. Conference proceeding
2. Manuscript
3. Textbook
4. Academic journal article
5. Instructional Software
6. Newsletter
7. Instructor's Manual
8. Revised textbook

#### Inappropriate/Questionable Intellectual Contributions

1. **Accreditation self-study documents** - may be included under SFA Service as committee activity.
2. **Student research** - may be included under Directed Student Learning screen.
3. **Presentations** - may be included under Presentations screen.
4. **Online course development** - may be included under Curriculum Development screen.
5. **Course syllabi** - Not appropriate for faculty activity record.
6. **Consultation** - may be included under Consulting screen.
7. **Artistic products** - may be included under Artistic and Professional Performances and Exhibits screen.

Type of Information AND Digital Measures Screen Name	Source of Data
<b>SCHOLARSHIP / RESEARCH</b>	
<u><b>Intellectual Property Screen</b></u>	Faculty Input

Intellectual property includes all protected work not included under intellectual contributions. Course materials developed for specific SFA courses are the intellectual property of Stephen F. Austin State University and may not be included here as the property of individual faculty members.

1. From the Manage Activities screen, click the Intellectual Property link.

**▼ Scholarship/Research**

Artistic and Professional Performances and Exhibits	<b>Intellectual Property</b>
Contracts, Grants and Sponsored Research	Presentations
Intellectual Contributions	Curriculum Development

2. Click **Add a New Item**.

**< Intellectual Property**

+ Add New Item

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Intellectual Property Screen - Continued

- Complete the applicable fields for all appropriate intellectual property.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

- Click **Save And Add Another** to add all intellectual property relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

- When you return to the Intellectual Property main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

- When you have finished entering and double-checking your intellectual property, click **Return to Main Menu** to return to the Manage Activities screen.

< Edit Intellectual Property
Cancel Save

\* Patent or Copyright

\* Patent Title

\* Patent/Copyright Number/ID

\* Patent Type

\* Patent Nationality

If Patent Cooperation Treaty, List Nations

**Inventors**  
Please either select a person from the drop-down list or enter their name in the input fields.

**Inventor**

People at Stephen F. Austin State University Hall, Karyn: khall	First Name <input type="text"/>	Middle Name/Initial <input type="text"/>
--	---------------------------------	--

Select the number of inventor rows to add:  +Add

If patent has been licensed, to whom?

If patent has been assigned, to whom?

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Intellectual Property Screen - Continued

Common intellectual property categories include:

1. Inventions
2. Patents
3. Trademarks
4. Copyrights

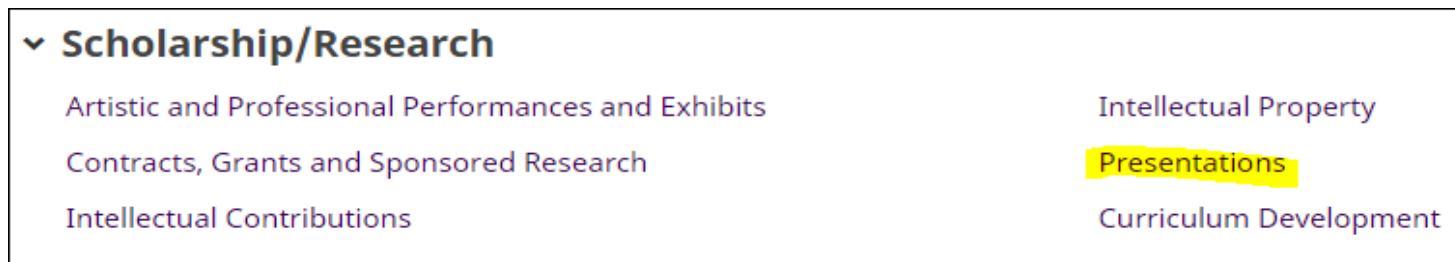
#### **Inappropriate/Questionable Intellectual Contributions**

1. **Course materials developed for specific SFA courses** - may be included under Curriculum Development.
2. **Academic journal article** - may be included under Intellectual Contributions screen.

Type of Information AND Digital Measures Screen Name	Source of Data
<b>SCHOLARSHIP / RESEARCH</b>	
<u><b>Presentations Screen</b></u>	Faculty Input

Talks, posters, and other presentations made to an audience of professional peers should be included on the Presentations screen. Conference attendance at which the faculty member did not present may be included under Professional Development Not Related to Teaching or Teaching-Related Professional Development.

1. From the Manage Activities screen, click the Presentations link.



2. Click Add a New Item.



NOTE: As a Digital Measures user, you **DO NOT** have access to modify information that have been added for you **by another person**, for example where another user indicates you as a contributor. If you require revision to these items, you should contact the user who entered the item.

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Presentations Screen - Continued

3. Complete the applicable fields for each appropriate presentation.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all presentations relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Presentations main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. When you have finished entering and double-checking your presentations, click **Return to Main Menu** to return to the **Manage Activities** screen.

#### < Edit Presentations

Cancel

\* Presentation Type

Explanation of "Other"

\* Conference/Meeting Name

\* Sponsoring Organization

\* Location

\* Presentation Title

#### Presenters/Authors

Please either select a person from the drop-down list or enter their name in the input fields.

##### 1st Presenter/Author

People at	First Name	Middle Name/Initial	Last Name	* Presenter/Author
Stephen F. Austin State University Hall, Karyn: khall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of presenter/author rows to add:  +Add

\* Meeting Type

Explanation of "Other"

\* Academic or Non-Academic?



## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Presentations Screen - Continued

Common presentation categories include:

1. Demonstration
2. Exhibit
3. Keynote/Plenary Address
4. Lecture
5. Oral Presentation
6. Paper
7. Poster
8. Reading of Creative Work/Performance

#### Example Presentations

1. Conference oral presentation
2. Convention poster
3. Conference demonstration
4. Invited lecture
5. Keynote address
6. Poetry reading
7. Trade Show Exhibit

#### Inappropriate/Questionable Presentations

1. **Conference attendance** - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.
2. **Workshop attendance** - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.
3. **Seminar attendance** - may be included under Faculty Development Activities Attended or Teaching-Related Professional Development screens.

Type of Information AND Digital Measures Screen Name	Source of Data
SCHOLARSHIP / RESEARCH	
<u>Curriculum Development Screen</u>	Faculty Input

Course materials developed for SFA courses or programs should be included on the Curriculum Development Screen. Only course/program curriculum development which has been approved through the appropriate SFA curriculum committee(s) may be included in this section.

1. From the Manage Activities screen, click the Curriculum Development link.

▼ **Scholarship/Research**

Artistic and Professional Performances and Exhibits	Intellectual Property
Contracts, Grants and Sponsored Research	Presentations
Intellectual Contributions	<b>Curriculum Development</b>

2. Click **Add a New Item**.

◀ **Curriculum Development** + Add New Item

## Type of Information AND Digital Measures Screen Name

### SCHOLARSHIP / RESEARCH

#### Curriculum Development Screen - Continued

3. Complete the applicable fields for each appropriate curriculum development activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all curriculum relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Curriculum Development main page, your data will appear in a list at the bottom of the section.

*Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. When you have finished entering and double-checking your Curriculum Development, click **Return to Main Menu** to return to the **Manage Activities** screen.

The screenshot shows the 'Edit Curriculum Development' form with the following fields and options:

- Contribution Type:** Dropdown menu.
- Approval Date:** Date picker (month, day, year).
- Documented Approval:** 'No File Stored' with a 'Choose File...' button.
- Curriculum College:** Dropdown menu.
- Curriculum Department:** Dropdown menu.
- Course Subject-Number/Program Name:** Text input field.
- Course Subject/Program Level:** Dropdown menu.
- Approved Classification of Instructional Program Code (CIP):** Text input field.
- Course/Program Description (300 characters or less):** Text area.
- Course/Program Delivery Type:** Dropdown menu.
- Development Type:** Dropdown menu.
- Involvement Level:** Dropdown menu.
- If a portion of curriculum was developed, detail what portion(s). (300 characters or less):** Text area.
- Shared Curriculum:** Dropdown menu.

Buttons: 'Cancel' and a home icon.

<b>Type of Information AND Digital Measures Screen Name</b>
<b>SCHOLARSHIP / RESEARCH</b>

**Curriculum Development Screen - Continued**

Common curriculum development categories include:

1. Course curriculum
2. Program curriculum

**Example Curriculum Development**

1. Program curriculum for new doctoral program
2. Course curriculum for new course
3. Course curriculum for existing course with new delivery method (from traditional face-to-face to hybrid course)

**Inappropriate/Questionable Presentations**

1. **Unapproved Curriculum** - only course/program curriculum development which has been approved through the appropriate SFA curriculum committee(s) may be included in this section.