Faculty Activity Reporting
Reference Guide

General Information Screens

Prepared by
The Office of Institutional Research
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ACTIVITIES DATABASE: ENTERING YOUR INFORMATION

For most faculty activities, the proper categorization should be self-explanatory. However, throughout the following descriptions of DM screens, examples of faculty activities will be provided to indicate the appropriate entry location in the DM activity database

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
Personal & Contact Information Screen The Personal and Contact Information screen contains several fields that are populated during user creation or during data uploads, and these fields cannot be edited. However, the remaining fields may be updated and revised as needed.	Data uploads and faculty input
Permanent Data Screen The Permanent Data screen is not currently populated or maintained. If an administrative decision is made to begin utilizing the Permanent Data screen, all data manually entered by users will be deleted, and the fields will be populated with a data load from the University administrative system.	Faculty input currently allowed but not required

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	

<u>Yearly Data Screen</u>
 	
The Yearly Data Screen provides rank and tenure data as populated by nightly upload. These fields in Digital Measures are reflective of the Faculty Data in Banner and cannot be edited by DM users.
 	
Business faculty and nursing faculty should look for specialized questions on the Yearly Data screen.
 	
Special AACSB questions may be available for business faculty, such as:
    1. AACSB: Normal Professional Responsibility (check all that apply)
    2. AACSB: Percent of Time Dedicated to the School's Mission
    3. AACSB: Qualification
    4. AACSB: Sufficiency
    5. AACSB: Teaching Classification
    6. AACSB: Does this faculty member have a joint appointment with another department or with another institution?
	Data uploads and faculty/college input
	
	NOTE: AACSB and Nursing fields may be populated by the dean's office or another administrative office and may not be the responsibility of the individual faculty member.

A set of three questions may also be available for nursing faculty, such as:

    1. Preceptor?

    2. Clinical Instructor?

    3. Area of Clinical Expertise?

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
Academic, Government, Military, & Professional Positions Screen	Faculty input

Work experience, both academic and non-academic, should be documented on this screen.
Temporary or term administrative assignments may be included here.

1. From the *Manage Activities* screen, click the **Academic, Government, Military, & Professional Positions** link.

∨ General Information

Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data | Yearly Data	Professional Development Not Related to Teaching
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships
Consulting	

2. Click + **Add New Item**.

< Academic, Government, Military and Professional Positions   **+ Add New Item**

Item

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Academic, Government, Military, & Professional Positions Screen - Continued

3. Complete the applicable fields for each position you have held.

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

   Note: Use the drop-down menus where available.

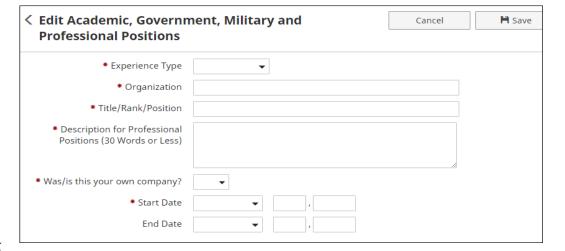   Note: Be sure to include all dates. For positions you currently hold, do not enter an end date.

4. Click **Save And Add Another** to add all previous employment that is relevant to your current position.

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

5. When you return to the Academic, Government, Military, & Professional Positions main page, your positions will appear in a list.

   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 positions information, click Return to Main Menu to return to the *Manage Activities* screen.

⟨ Edit Academic, Government, Military and Professional Positions

Cancel | **ᴴ Save**

* Experience Type

* Organization

* Title/Rank/Position

* Description for Professional Positions (30 Words or Less)

* Was/is this your own company?

* Start Date

End Date

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Academic, Government, Military, & Professional Positions Screen - Continued

Common Academic, Government, Military, and Professional
Position entries include:

1. Academic employment – Post-secondary
2. Academic employment – K-12
3. Professional employment
4. Military employment
5. Government employment
6. SFA Area coordinator
7. SFA Dean (including associate)
8. SFA Chair (including associate/assistant)
9. SFA Director

Examples of Academic, Government, Military & Professional Positions:

1. Associate Professor
2. Secondary School Teacher
3. General Counsel
4. Department Chair
5. Assistant Principal
6. Probation Officer
7. Business Owner

Inappropriate/Questionable Entries for Academic, Govt., Milt. & Prof. Positions:

1. Guest Speaker - may be included under Non-Credit Instruction Taught
   or Presentations.
2. SFA Committee Member - Committee work may be included under
   SFA Service.
3. Local representative for national organization - may be included under Awards and Honors
   or Professional/Public Service
4. Student organization advisor - may be included under SFA Service.
5. Honor society member - may be included under Awards and Honors.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Administrative Assignments Screen</u>	Faculty input

Only compensated administrative positions <u>held within Stephen F. Austin State University</u> should be represented on this screen.

1. From the *Manage Activities* screen, click the **Administrative Assignments** link.

∨ **General Information**

Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data | Yearly Data	Professional Development Not Related to Teaching
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships

2. Click + **Add New Item**.

< **Administrative Assignments**   **+ Add New Item**   □ Duplicate   🗑

Item
No items have been added

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

__Administrative Assignments Screen - Continued__

3. Complete the applicable fields for each administrative assignments you have held.

   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 assignments, do not enter an end date.
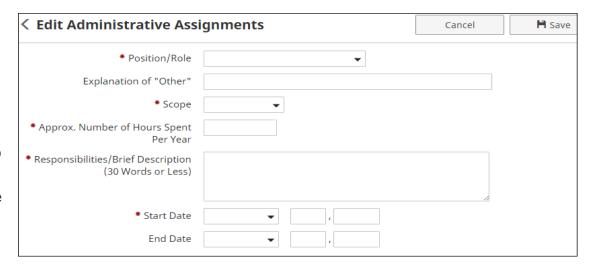
4. Click **Save And Add Another** to add all assignments relevant to your current position.

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

5. When you return to the Administrative Assignments main page, your assignments will appear in a list.

   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 administrative assignments information, click Return to Main Menu to return to the Manage Activities screen.*

< **Edit Administrative Assignments**   Cancel   Save

* Position/Role

Explanation of "Other"

* Scope

* Approx. Number of Hours Spent Per Year

* Responsibilities/Brief Description (30 Words or Less)

* Start Date

End Date

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Administrative Assignments Screen - Continued

Common Administrative Assignments include

1. President
2. Provost
3. Associate Provost
4. Dean
5. Associate Dean
6. Assistant Dean
7. Academic Unit Chair/Director
8. Development Officer

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	

<u>Awards & Honors Screen</u>	Faculty input

Awards and honors that include a monetary component may be included here if the honor is most important. The award should be included under Contracts, Grants, and Sponsored Research if the monetary component is most important. The month and year of the award must be reported. Elections in a professional society should be listed under General Service.

1. *From the Manage Activities screen, click the Awards and Honors link.*

✓ General Information

Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data | Yearly Data	Professional Development Not Related to Teaching
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships

2. Click + **Add New Item**.

‹ Awards and Honors   **+ Add New Item**   **⧉ Duplicate**   🗑

Item

Type of Information AND Digital Measures Screen Name
GENERAL INFORMATION

<u>Awards & Honors Screen - Continued</u>

3. Complete the applicable fields for each award or honor you have received.

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

   Note: Use the drop-down menus where available.
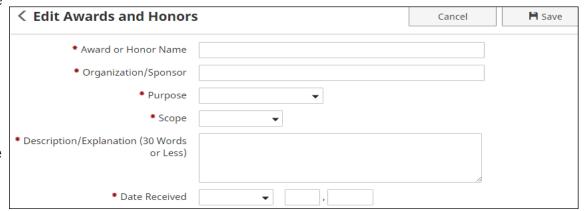
   Note: Be sure to include all dates.

4. Click **Save And Add Another** to add all awards and honors 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 Awards and Honors main page, your awards/honors will appear in a list.

   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 awards/honors information, click Return to Main Menu to return to the Manage Activities screen.*

<table>
<tr><td colspan="2">< Edit Awards and Honors</td><td>Cancel</td><td>⊟ Save</td></tr>
<tr><td>* Award or Honor Name</td><td colspan="3"></td></tr>
<tr><td>* Organization/Sponsor</td><td colspan="3"></td></tr>
<tr><td>* Purpose</td><td colspan="3">▼</td></tr>
<tr><td>* Scope</td><td colspan="3">▼</td></tr>
<tr><td>* Description/Explanation (30 Words or Less)</td><td colspan="3"></td></tr>
<tr><td>* Date Received</td><td>▼</td><td>,</td><td></td></tr>
</table>

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Awards & Honors Screen - Continued

Common categories of awards/honors include:

1. Leadership
2. Teaching
3. Scholarship/Research
4. Service/Community
5. Service/Professional
6. Service/University

Examples of Awards and Honors:

1. Regents Professor
2. Purple Heart
3. Educator of the Year
4. Distinguished Professor
5. UPW Woman of the Year
6. Years of Service Award

Innappropriate/Questionable Awards and Honors:

1. Faculty Tenure and Rank Promotion - may be included under Top Achievements or SFA Service.

2. Graduate Faculty Full Membership - may be included under Top Achievements or SFA Service.

3. Nomination to Faculty Senate - may be included under Top Achievements or SFA Service.

4. ADA Advisory Committee Appointment - Committee work may be included under SFA Service.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	

<u>Consulting Screen</u>	Faculty Input

Faculty should add new items as needed to document consulting work in the areas of academic, for-profit organizations, government, litigation, and non-governmental organizations.

1. From the *Manage Activities* screen, click the **Consulting** link.

2. Click + **Add New Item**.

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Consulting Screen - Continued

3. Complete the applicable fields for each position you have held.

   Note: Do not skip a field unless it does not apply to you.
   Note: Use the drop-down menus where available.
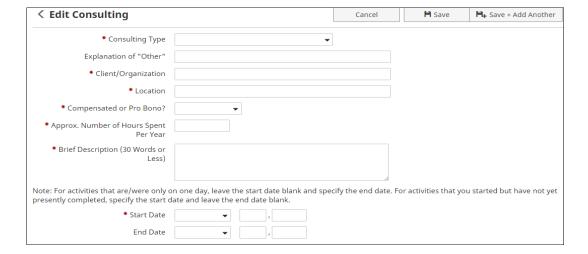   Note: Be sure to include all dates. For positions you currently hold, do not enter an end date.

4. Click Save **And Add Another** to add all previous consulting positions 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 Consulting main page, your positions will appear in a list.

   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 positions information, click Return to Main Menu to return to the Manage Activities screen.*

‹ **Edit Consulting**   Cancel   ⊟ Save   ⊟₊ Save + Add Another

* Consulting Type
Explanation of "Other"
* Client/Organization
* Location
* Compensated or Pro Bono?
* Approx. Number of Hours Spent Per Year
* Brief Description (30 Words or Less)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

* Start Date
End Date

Type of Information AND Digital Measures Screen Name
GENERAL INFORMATION

Consulting Screen - Continued

Common consulting activities include:

1. Academic
2. For-Profit Organization
3. Government
4. Litigation
5. Non-Governmental Organization

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
External Connections & Partnerships Screen	Faculty Input

Collaboration with organizations that are part of the professional community outside of SFA and are not considered as service to the community or profession should be detailed.

1. *From the Manage Activities screen, click the External Connections and Partnerships link.*

2. Click + **Add New Item**.

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

External Connections & Partnerships Screen - Continued

3. Complete the applicable fields for each appropriate activity.

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

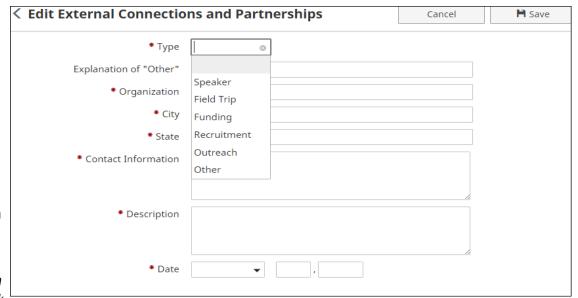   Note: Use the drop-down menus where available.

    Note: Be sure to include a date.

4. Click **Save And Add Another** to add all previous External Connections and Partnerships 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 External Connections and Partnerships main page, your activities 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 activity information, click Return to Main Menu to return to the Manage Activities screen.*

‹ **Edit External Connections and Partnerships**	Cancel	⊟ Save

* Type: [ ] ⊘

          Speaker

Explanation of "Other"   Field Trip

* Organization   Funding

* City   Recruitment

* State   Outreach

* Contact Information   Other

* Description

* Date

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

External Connections & Partnerships Screen - Continued

Faculty may provide information on external relationships such as:

1. Speaker
2. Field Trip
3. Funding
4. Recruitment
5. Outreach

Example External Connections and Partnerships

1. Meetings with professional leaders to seek internships for SFA students
2. Organization of field trips for department majors
3. Meetings with alumni to discuss support for programs
4. Speaking at various local venues to promote discipline-specific goals

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Professional Development Not Related to Teaching Screen</u> Faculty may provide entries that describe professional development activities **not related to instruction**. Activities included here should enhance non-instruction related skills. In contrast, activities added to the Teaching-Related Professional Development screen will address instruction-related development.	Faculty Input

1. *From the Manage Activities screen, click the Professional Development Not Related to Teaching link.*

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

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Professional Development Not Related to Teaching Screen (Continued)</u>

3. Complete the applicable fields for each appropriate activity.

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

    Note: Use the drop-down menus where available.

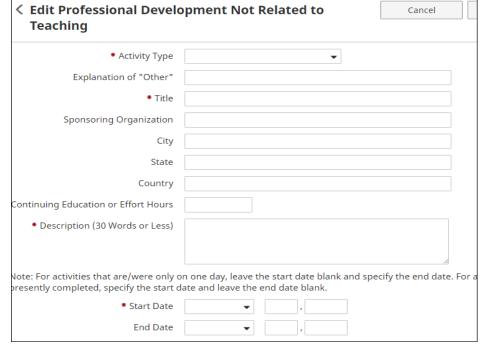   Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click S**ave And Add Another** to add all previous 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 Professional Development Not Related to Teaching main page, your activities 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 information, click Return to Main Menu to return to the Manage Activities screen.*

NOTE: 2015-16 and earlier records with Activity Types of 'CTL- Individual Consultation', 'CTL- Other Activities', and/or 'New Faculty Development Series' were moved to Teaching-Related Professional Development screen in February 2016.

Type of Information AND Digital Measures Screen Name
GENERAL INFORMATION

Professional Development Not Related to Teaching Screen (Continued)

Common faculty development activity types include:

1. Conference Attendance (excluding conferences at which the faculty member presented, which may be included under Presentations; conference activities included here should enhance **non-instruction** related skills)
2. Continuing Education Program
3. Faculty Fellowship
4. Faculty Internship
5. Self-Study Program
6. Seminar
7. Tutorial
8. Webinar
9. Workshop

Example Professional Development Activities

1. Conference Attendance
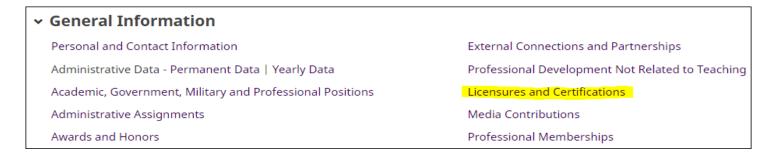2. Paid Faculty Development Leave
3. Continuing Education courses

Inappropriate/Questionable Faculty Development Activities

1. TracDat Training - Not appropriate for faculty activity record.
2. P-Card Training - Not appropriate for faculty activity record.
3. Faculty Data Management Training - Not appropriate for faculty activity record.
4. EPAF Training - Not appropriate for faculty activity record.
5. Timekeeper Plus Training - Not appropriate for faculty activity record.
6. Property Training - Not appropriate for faculty activity record.
7. Banner Training - Not appropriate for faculty activity record.
8. Talking college classes - Not appropriate for faculty activity record.
9. Course development activities - Should be included in Curriculum Development Screen.

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
Licensures & Certifications Screen	Faculty Input

Any licenses, registrations, and certifications can be provided including teaching registrations,
legal registrations or certifications such as Certified Public Accountant (CPA). Typically the
licensures and certifications reported should be specifically related to the instructional discipline.

1. *From the Manage Activities screen, click the Licensures and Certifications link.*

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

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Licensures & Certifications Screen - Continued</u>

3. Complete the applicable fields for each appropriate licensure or certification.

   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 a date obtained.

4. Click S**ave And Add Another** to add all previous licensures and certifications 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 Licensures and Certifications main page, your items 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 positions information, click Return to Main Menu to return to the Manage Activities screen.*

‹ **Edit Licensures and Certifications**	Cancel
* Title of Licensure/Certification	
* Sponsoring Organization	
* Scope	▾
* Description	
* Date Obtained	▾ ,
Expiration Date	▾ ,

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Licensures & Certifications Screen - Continued</u>

Example Licensures & Certifications
1. Member of the American Bar Association
2. Standard Certificate, Principal EC-12
3. CPR Certification
4. Certified Public Manager
5. Licensed Dietitian
6. Licensed Professional Counselor
7. Certified Forester
8. Licensed Clinical Social Worker
9. Registered Nurse
10. Elementary Education K-8

Inappropriate/Questionable Licensures & Certifications
1. Member of Graduate Faculty - May be included under Top Achievements
2. SFA Property Management Training - Not appropriate for faculty activity record
3. Driving Safety Course (SFA) - Not appropriate for faculty activity record
4. Purchasing Workshop (SFA) - Not appropriate for faculty activity record

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Media Contributions Screen</u>	Faculty Input

Contributions included should only involve professional expertise and <u>**not SFA affiliation**</u>.

1. *From the Manage Activities screen, click the Media Contributions link.*

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

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Media Contributions Screen - Continued</u>

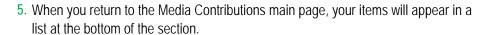3. Complete the applicable fields for each appropriate contribution.

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

   Note: Use the drop-down menus where available.
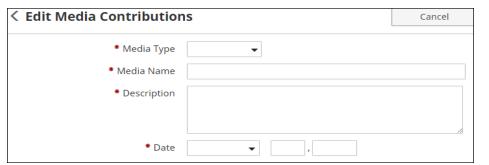
   Note: Be sure to include a date.

4. Click Save **And Add Another** to add all previous contribution 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 Media Contributions main page, your items 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 contribution information, click Return to Main Menu to return to the Manage Activities screen.*

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Media Contributions Screen - Continued</u>

Media contribution types include:

1. Film
2. TV
3. Radio
4. Newspaper
5. Magazine
6. Internet

Example Media Contributions

1. Hosted radio program
2. Interviewed by local TV
3. Column written for local newspaper

Inappropriate/Questionable Media Contributions

1. **Article published in SFA Sawdust** - contribution should not be SFA affiliated

2. **Videos produced for SFA programs** - contribution should not be SFA affiliated

3. **Stories written for SFA Pine Log** - contribution should not be be SFA affiliated

Type of Information AND Digital Measures Screen Name	Source of Data
GENERAL INFORMATION	
<u>Professional Memberships Screen</u>	Faculty Input

Memberships in professional organizations <u>external to SFA</u> should be included.

Additional duties beyond simple membership such as serving as an officer or committee chair should be reported on the Professional Public Service screen.

1. *From the Manage Activities screen, click the Professional Memberships link.*

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

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

Professional Memberships Screen - Continued

3. Complete the applicable fields for each appropriate professional membership.

   Note: Do not skip a field unless it does not apply to you.
   Note: Use the drop-down menus where available.
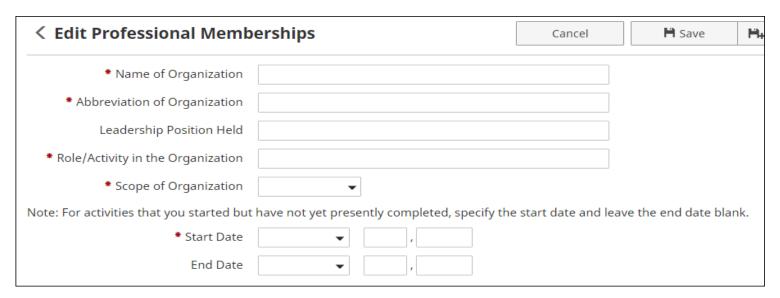   Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click Save **And Add Another** to add all professional memberships 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 Professional Memberships main page, your items 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 membership information, click Return to Main Menu to return to the Manage Activities screen.*

Type of Information AND Digital Measures Screen Name

GENERAL INFORMATION

<u>Professional Memberships Screen - Continued</u>

Example Professional Memberships

1. Society of American Foresters
2. Texas Library Association
3. National Education Association
4. Modern Languages Association
5. Mathematical Association of America