



# LYTERATI USER GUIDE



*Powered by*



**March 2013**



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## Introduction to Lyterati

Lyterati is a software application produced by Entigence Corporation. Lyterati is known as a Faculty ERP – or an Enterprise Resource Planning – application. ERPs are applications that allow large organizations transact business using electronic functionality. In keeping with that tradition, George Washington University (“GW”) has several ERPs in place already such as Banner for managing student information. Lyterati is a similar application that will allow GW to manage faculty contributions, annual reviews, promotion, and tenure along with an inventory of reports for faculty and academic administrators.

This guide will help you with the following objectives:

1. Understand Lyterati’s functionality
2. Learn how to add your research, teaching, and service contributions
3. Learn how to create and edit an annual report
4. Learn out run reports and download your CV in Word
5. Search the content in Lyterati

Lyterati is accessible through the GW intranet. Information on how to access the application and pre-requisites for access are listed in Section 1.

The IT Help Desk will support you as you start using the application. After an initial review of your question, if necessary, the Help Desk will route your question to Entigence Corporation. With this close working relationship with the vendor, you will have high-quality support from within and outside GW.

## 1. Access Lyterati

### Minimum requirements

You must have a NetID and password to use Lyterati.

### Accessing Lyterati

The Lyterati link (or URL) is available at the following locations:

<http://www.gwu.edu/faculty-staff>  
<http://provost.gwu.edu/>  
<http://my.gwu.edu/index.cfm>, under Quick Links  
<http://www.gwu.edu/az-index>

*Tip: What if I cannot get to these sites or I cannot remember my NetID or password? Contact the IT Help Desk for assistance.*

## 2. Log into the Lyterati

### Login page

See section 1 on ways to access the Lyterati application through the GW Intranet. The Lyterati login page is shown below. Enter your login ID (your NetID) and password and then enter Login.

### Lyterati User Login

Username

Enter NetID  
here

Password

Enter  
password  
here

Login

*Tip: What if I have not claimed my NetID or forgotten my ID or password?  
Contact the IT Help Desk.*

### 3. Understand the Header

#### **Purpose**

The Header is shown below. The Header appears at the top of every page in Lyterati. The header provides quick access to “Search”. The header also shows the logged in user’s name on the right side. Clicking on the arrow next to the user’s name gives you the ability to get to your home page and to log out. Click on the home page to get back to you own information in Lyterati. Click on logout to end your Lyterati session.



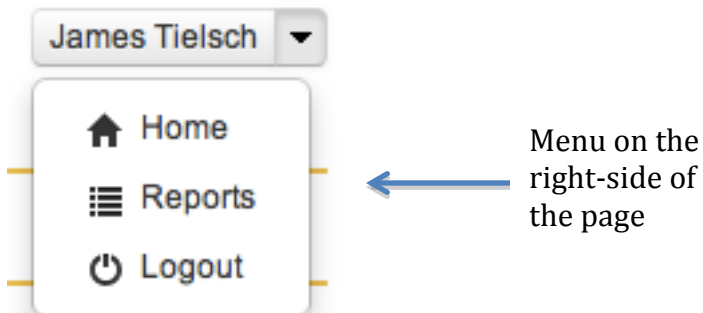
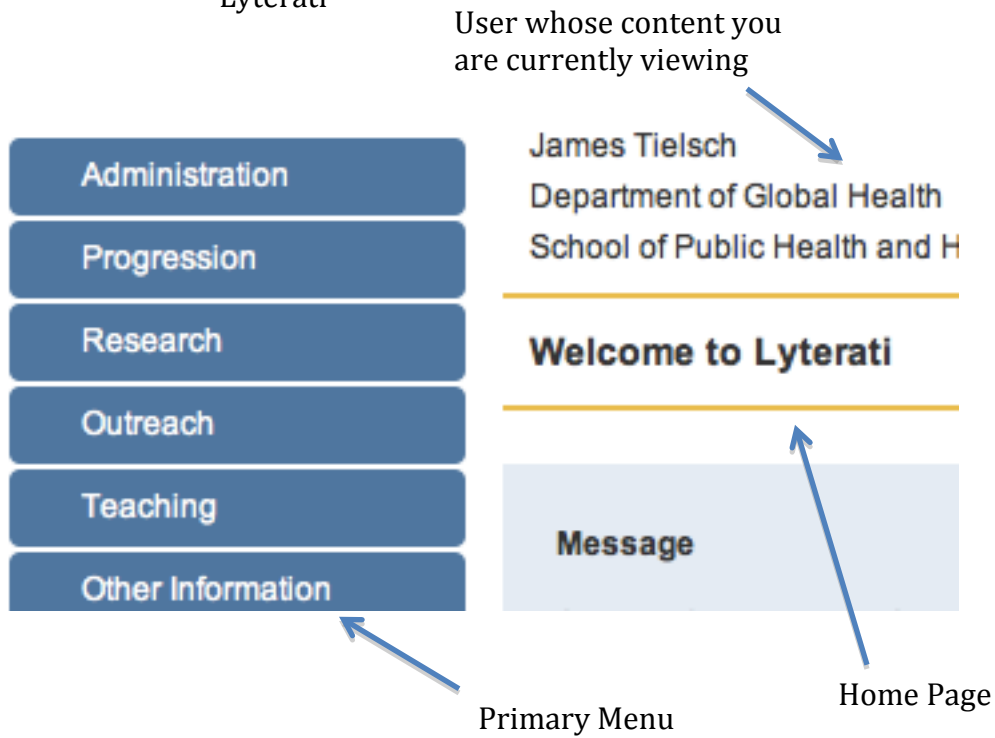
### 4. Understand the Navigation Bar

#### **Purpose**

The Navigation bar appears on the left of every page. Above the navigation bar, Lyterati shows you your full name and your department and college affiliation. The navigation bar is the main menu for all the headings and content in Lyterati. The content in the navigation bar is organized into six menus:

- **Faculty Administration:** shows your college and department affiliations, contact information, appointments, education, training and certifications.
- **Faculty Progression:** provides you functionality to create and edit your annual reviews
- **Research:** contains headings for research-related contributions such as publications, conferences, book, grants, and patents
- **Teaching:** contains headings for teaching-related contributions such as courses taught, teaching innovation and research supervision
- **Service:** contains headings for service-related contributions such as awards and honors, professional memberships, media appearances

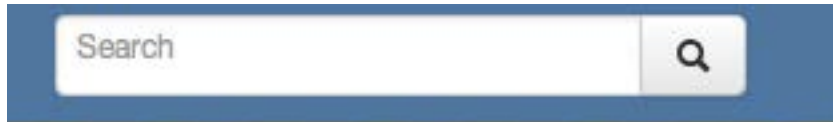
- **Reports:** provides you with access to an inventory of standard reports in Lyterati



## 5. Understand the Search Bar

### Purpose

The Search bar is shown below. It is available on all Lyterati pages. You can enter a word or phrase in the search box and Lyterati will perform a keyword search. If you want to restrict your search to a Faculty, Research, Teaching, Service, simply click the link that appears on the search results page.



### Initiate Search

Enter a search term and hit enter or click the magnifying glass icon. Lyterati will show you a page of all Lyterati content containing the keyword “long”. The occurrence of the word long is highlighted in yellow on the search results page.

long

---

**Search**

Keyword | Faculty | Research | Outreach | Teaching

« Previous | Next »

[Christine Seaton](#)  
Lord Fairfax Community College Warrenton, VA, Adjunct Nursing Faculty, Clinical supervision of nursing students in long term and acute care settings. Prepare, conduct, and debrief low to moderate fidelity simulation exercises with nursing students. Supervise and evaluate student skill development in nursing lab. Substitute lecturer within nursing program, 2010-2011

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[Alan Greenberg](#)  
Harvard School of Public Health, Boston, Massachusetts, Visiting Scholar, 1997 - 1999, U.S. Public Health Service long-term training program 1. Visiting Scholar, François-Xavier Bagnoud Center for Health and Human Rights 2. MPH in health care management

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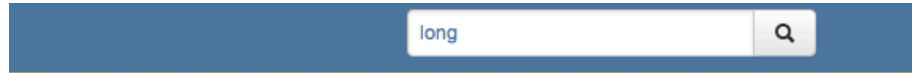
[Robert Burke](#)  
Allied Technology Group, Inc, Rockville, Maryland, Director of Health Programs and Policy Analysis, 1994 to 1998, Principal investigator and project director for health services research and evaluation of payment for long-term care supported by the Federal Health Care Financing Administration (HCFA now CMS). Led research on a resource utilization based classification system for prospective payment



## Try Different Types of Search

To search on faculty by the name “Long”, click the faculty link on the search result page.

Lyterati will show you new search results with the word “Long” in a faculty’s last or first names.



long

### Search

Keyword | **Faculty** | Research | Outreach | Teaching

#### Charles Long

Charles **Long**, Columbian Coll of Arts & Sci, History

#### Richard Longstreth

Richard **Long**streth, Columbian Coll of Arts & Sci, American Studies

1

## Understand the Search List

The search list for keyword search “long” is shown below. The faculty in whose contribution the word long is found is shown in the first line of each result, followed by the text in which the keyword is found. Clicking on the faculty name will take you to the specific content in which the keyword occurs. For instance, in this example, clicking on Christine Seaton will take you to Dr. Seaton’s work experience because the word “long” appears in the text for one of her previous work experience rows.

« Previous | Next »

[Christine Seaton](#)

Lord Fairfax Community College Warrenton, VA, Adjunct Nursing Faculty, Clinical supervision of nursing students in **long** term and acute care settings. Prepare, conduct, and debrief low to moderate fidelity simulation exercises with nursing students. Supervise and evaluate student skill development in nursing lab. Substitute lecturer within nursing program, 2010-2011

[Alan Greenberg](#)

Harvard School of Public Health, Boston, Massachusetts, Visiting Scholar, 1997 - 1999, U.S. Public Health Service **long**-term training program 1. Visiting Scholar, François-Xavier Bagnoud Center for Health and Human Rights 2. MPH in health care management

## 6. Faculty Administration

### Understand Headings

The Faculty Administration menu contains nine headings.

Administration
Demographic
Contacts
Academic Appointments
Administrative Appointments
Special Appointments
Education
Training
Certifications
Work Experience

See Appendix A for detailed information on each heading.

***Tip#1: Any information that comes from Banner is NOT editable in Lyterati.***

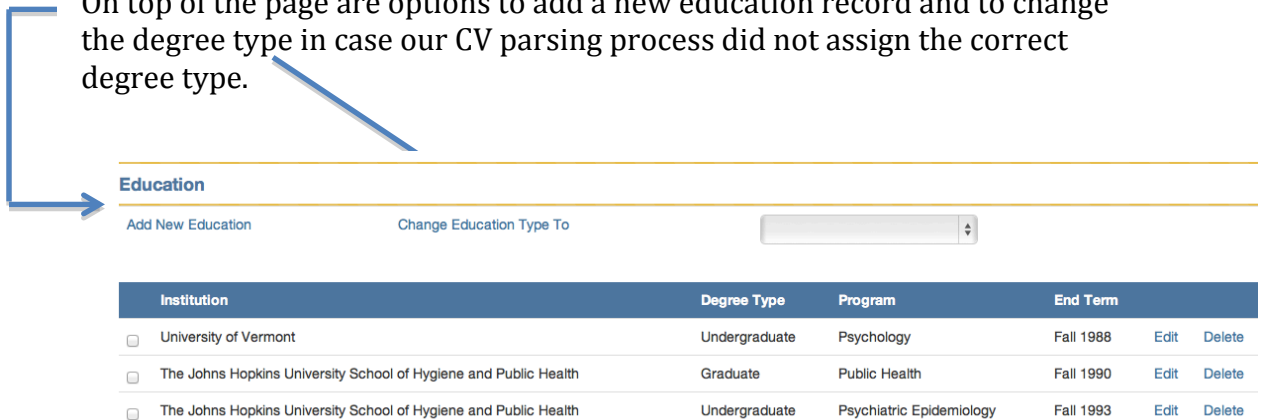
***Tip#2: If you are used to listing the your academic, administrative, special appointments and your prior work experience in one block on your CV, with Lyterati, you will notice a change. This content will appear in two blocks on your CV – one under Appointments and another under Work Experience.***

## View Details

Click on Education.

Lyterati shows you the corresponding “list page” with each degree in a vertically scrolling list as shown below.

On top of the page are options to add a new education record and to change the degree type in case our CV parsing process did not assign the correct degree type.



**Education**

[Add New Education](#)      [Change Education Type To](#)     

Institution	Degree Type	Program	End Term	Edit	Delete
<input type="checkbox"/> University of Vermont	Undergraduate	Psychology	Fall 1988	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/> The Johns Hopkins University School of Hygiene and Public Health	Graduate	Public Health	Fall 1990	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/> The Johns Hopkins University School of Hygiene and Public Health	Undergraduate	Psychiatric Epidemiology	Fall 1993	<a href="#">Edit</a>	<a href="#">Delete</a>

On the right side of each line you will see options to view, edit, or delete – as your permissions allow.

To add a new Education record, click on the Add New Education link.

Lyterati will show you the education detail page.

**Education**

Fields marked with asterisk are required. You will not be able to save this record without entering a valid value in the marked fields

Institution*	<input type="text" value="The University of Chicago"/>
Degree Type*	<input type="text" value="Graduate"/>
Degree*	<input type="text" value="MS"/>
Program	<input type="text" value="Psychology"/>
Start Term	<input type="text" value="Fall 1994"/>
End Term*	<input type="text" value="Fall 1996"/>
Major	<input type="text"/>
Minor	<input type="text"/>
Thesis	<input type="text"/>
Additional Details	<input type="text"/>

When you are done with adding all the information you want to add, click on the save button at the bottom of the page.



Click on cancel to discard your changes.

Return to the education list page by clicking on [Faculty Administration | Education](#).

### **Edit Strategy**

On the Education List page, click on Edit to review the details of a specific education row. Cancel out of the detail page to discard your changes.

## 7. Research

### Understand Research Headings

#### a. Research Headings

The Lyterati Research menu has nine headings. With each heading there is a “type” field to further categorize the content in the heading.



See Appendix A for details on the headings in the Research menu.

### View Publications

#### View List Page and Detail Page

Click on the publication heading and then click on edit or view to see the details behind a particular publication.

Familiarize yourself with the navigation between heading-list-detail pages. Do not save any changes, simply “cancel” out of the detail page.

#### Understanding Contribution Year and Contribution Month

The Contribution Year and Contribution Month will default to the current year and month. Change this if necessary. This is the year and month with which the contribution should be associated. For example: this article may

have gone through a timeline similar to the one below. Suggestion for how to record this is in the table below.

Article submitted in August 2011, Accepted in Mar 2012, Published in April 2013.

Event	Location	Contribution Year/Month
Submitted in Aug 2011	Work in Progress	2011/August
Accepted in Mar 2012	Publications	2012/March
Published in Apr 2013	Update existing publication	Do not change contribution year/mo; update additional details with publication date, vol, no, page info

*Tip: Lyterati cannot make these “deductions” about Contribution Year and Month because of the wide variations in the way Journal publishers catalog the temporal attribute of their issues. As such, you have to specify the contribution year and month. Lyterati defaults you to the current year and month. Be sure to double-check that when you are adding a new contribution.*

### **Understanding Lyterati’s Approach to Publication “Time”**

Note that only a few fields in Publications are “required” – they appear with asterisk next to the label. Journal Year, Month, No, Quarter are not in the set of required fields. This is by design. There are so many variations on the temporal element of publication that faculty would be overly burdened by the need to enter these elements individually. Instead, simply enter the publication time in Additional Details.

## View and Edit Existing Publications

Edit a publication row.

Familiarize yourself with the navigation between heading-list-detail pages. Do not save any changes, simply “cancel” out of the detail page.

### Publication List Page

**Publications**

Add New Publication      Change Publication Type To       Move Publication To

Title	Publication Name	Authors	Publication Type	Contribution Year	Contribution Month	
<input type="checkbox"/> Crypto-Steady Supersonic Pressure Exchange: A Simple Analytical Model	Applied Energy, Elsevier		-	2013	3	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> The Influence of Shear Layer Turbulence on Stationary Pseudoblades in Supersonic Pressure Exchange Inducing Flow Fields	J.Fluids.Engr., ASME	Bulusu, K. V., Garris, C. A.	Refereed Journal	2012	11	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> A DSS to Manage Platelet Production Supply Chain for Regional Blood Centers	Decision Support Systems	Parviz Ghandforoush and Tarun Sen	Refereed Journal	2012	8	<a href="#">Edit</a> <a href="#">Delete</a>

### Publication Detail Page

**Publication**

Title\*

Publication Name\*

Authors

Publication Type

Contribution Year\*

Contribution Month

Additional Details

URL

Comments

## Add a Research Contribution

**a. Find the heading**

Use the research crosswalk to table to know what heading to add to. In this example we will add a Refereed Article. Click on Research | Publication | Add New Publication.

**b. If you record your citations in a Word document...**

copy the citation from the Word document. Paste into the Additional Details box.

**c. If you do not record your citations in Word...**

Enter data in the required fields and the remaining data in the Additional Details box.

**d. Drag and drop required fields from Additional Details**

Select the Title and drop it in the Title box, select the Authors and drop it into the Authors box, select the Journal name and drop it in the Publication Name box. Be sure to review the Additional Details box after you complete dragging and dropping.

*Tip: Alternately, you can enter the data in the individual fields instead of dragging and dropping.*

**Publication**

The screenshot shows a form with the following fields:

- Title\*: The effect of rest breaks on time to injury
- Publication Name\*
- Authors
- Publication Type
- Contribution Year\*
- Contribution Month
- Additional Details: The effect of rest breaks on time to injury - a study on work-related ladder-fall injuries in the United States

Annotations include a blue arrow labeled "Drag and Drop" pointing from the highlighted text in the "Additional Details" field to the "Title\*" field, and another blue arrow labeled "Highlight" pointing to the text in the "Additional Details" field.



- e. **Select Contribution year/month**  
The Contribution Year and Contribution Month will default to the current year and month. Change this if necessary.
- f. **Select Publication Type**  
Select the appropriate publication type from the drop-down list.
- g. **Enter Comments, URL**  
Add comments and URL information if necessary
- h. **Save the Contribution**  
Scroll down to the bottom and click save to record the new contribution.

### Change the Publication Type of a Contribution

- a. **Go to Publication List Page**  
Click on Research | Publication
- b. **Find the contribution you just added**  
Click on Research | Publication, scroll down and find the contribution that you just added
- c. **Select the contribution**  
Click on the checkbox next to the contribution, on the left.

---

#### Publications

[Add New Publication](#)

Change Publications Type To

Title	Publication Name	Authors
<input type="checkbox"/> A case-crossover study of laceration injuries in pork processing	Occ Environ Med	Lander L, Sorock G, Stent LM, Mittleman M, Perry M.
<input checked="" type="checkbox"/> Association between perceived union connection and upper body musculoskeletal pains among unionized construction apprentices	Am J Ind Med	Kim S-S, Perry MJ, Okech

**d. Change “Change Publication Type To”**

Scroll to the top of the page and select a new value from the drop-down box to the right of the Change Publication Type link. Select “Non-refereed Journal” and hit enter.

**Publications**

[Add New Publication](#)   [Change Publications Type To](#)

Title	Publication	Authors
<input type="checkbox"/> A case-crossover study of laceration injuries in pork processing	Occ Environ Med	Lander L, Sorock G, Stentz LM, Mittleman M, Perry MJ.
<input checked="" type="checkbox"/> Association between perceived union connection and upper body musculoskeletal pains among unionized construction apprentices	Am J Ind Med	Kim S-S, Perry MJ, Okech...

Drop-down menu options: Refereed Journal, Essay, Monograph, **Non-Refereed Journal**, Report, Review, Critique, Other

**e. Confirm action**

Scroll to the publication and confirm that the publication type changed correctly.

**Move a Contribution between Headings**

**a. Go to Publication List Page**

Click on Research | Publication

**b. Find the contribution you just added**

Click on Research | Publication, scroll down and find the contribution that you just added

**c. Select the contribution**

Click on the checkbox next to the contribution, on the left.

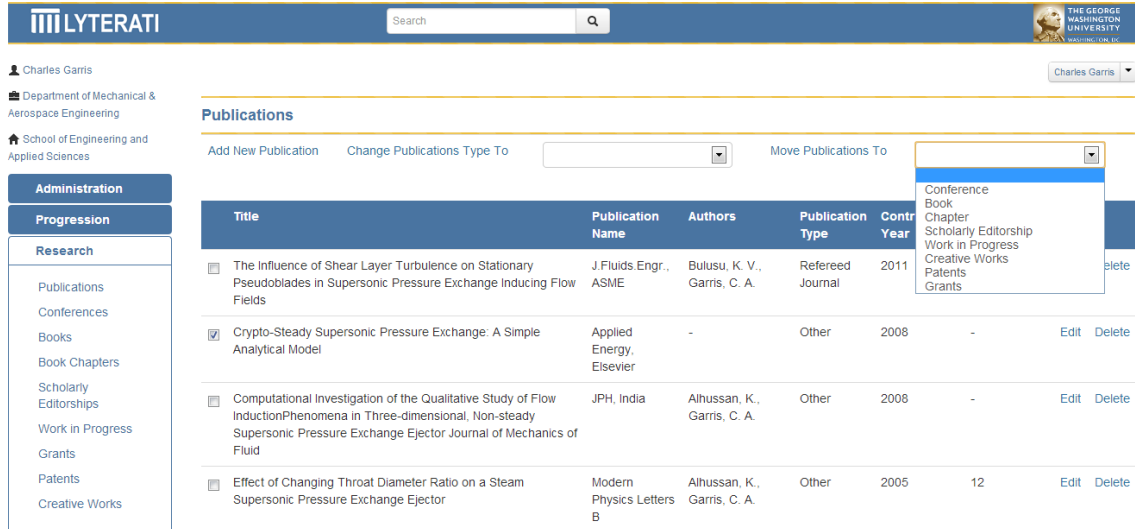
**Publications**

[Add New Publication](#)   [Change Publications Type To](#)

Title	Publication Name	Authors
<input type="checkbox"/> A case-crossover study of laceration injuries in pork processing	Occ Environ Med	Lander L, Sorock G, Stentz LM, Mittleman M, Perry M.
<input checked="" type="checkbox"/> Association between perceived union connection and upper body musculoskeletal pains among unionized construction apprentices	Am J Ind Med	Kim S-S, Perry MJ, Okech...

#### d. Move Publication

Scroll to the top of the page and select a new value from the drop-down box to the right of the Move Publication To link. Select “Conference” and hit enter.



The screenshot shows the LYTERATI interface. On the left is a navigation menu with categories: Administration, Progression, and Research. The Research section is expanded to show: Publications, Conferences, Books, Book Chapters, Scholarly Editorships, Work in Progress, Grants, Patents, and Creative Works. The main content area is titled 'Publications' and includes a search bar and a 'Move Publications To' dropdown menu. The dropdown menu is open, showing options: Conference, Book, Chapter, Scholarly Editorship, Work in Progress, Creative Works, Patents, and Grants. The 'Conference' option is highlighted. Below the menu is a table of publications.

Title	Publication Name	Authors	Publication Type	Contr Year			
<input type="checkbox"/> The Influence of Shear Layer Turbulence on Stationary Pseudoblades in Supersonic Pressure Exchange Inducing Flow Fields	J Fluids Engr., ASME	Bulusu, K. V., Garris, C. A.	Refereed Journal	2011			delete
<input checked="" type="checkbox"/> Crypto-Steady Supersonic Pressure Exchange: A Simple Analytical Model	Applied Energy, Elsevier	-	Other	2008	-		Edit Delete
<input type="checkbox"/> Computational Investigation of the Qualitative Study of Flow Induction Phenomena in Three-dimensional, Non-steady Supersonic Pressure Exchange Ejector	JPH, India	Alhussan, K., Garris, C. A.	Other	2008	-		Edit Delete
<input type="checkbox"/> Effect of Changing Throat Diameter Ratio on a Steam Supersonic Pressure Exchange Ejector	Modern Physics Letters B	Alhussan, K., Garris, C. A.	Other	2005	12		Edit Delete

#### e. Confirm action

Scroll to the publication and confirm that the publication type changed correctly.

### Delete a Research Contribution

- f. Go to Publication List Page  
Click on Research | Publication
- g. Find the contribution you just added  
Click on Research | Publication, scroll down and find the contribution that you just added
- h. Delete the contribution  
Click on the delete link on the right of the contribution

## 8. Teaching

### Teaching Headings

**a. Understand Teaching Headings**

The Teaching menu has four headings.

Teaching
Advising Contributions
Instructional Innovations
Courses Taught(CV)
Research Supervision

See Appendix A for details on each heading.

## Advising

### a. Add Advising Contribution

Click on Teaching | Advising | Add Advising

#### Advising Contribution

Start Term*	<input type="text"/>
Degree Type*	<input type="text"/>
Number Of Students*	<input type="text"/>
Additional Details	<input type="text"/>
Url	<input type="text"/>
Comments	<input type="text"/>

### b. Enter required fields

Enter/select Start Term, Degree Type, and Number of Students.

### c. Save record

Scroll to the bottom and click Save.

## Instructional Innovation

### a. Add Instructional Innovation

Click on Teaching | Teaching Innovation

---

**Instructional Innovation**

---

Activity Name\*

Contribution Type\*

Start Year\*

Start Month

Additional Details

### b. Enter required fields

Enter/select Activity Name, Contribution Type, and Start Year

### c. Save record

Scroll to the bottom and click Save.

## Courses Taught (CV)

### a. Add Instructional Innovation

Click on Teaching | Teaching Innovation

---

#### Courses Taught (CV)

---

Course Name*	<input type="text"/>
Course Id	<input type="text"/>
Additional Details	<input type="text"/>
Url	<input type="text"/>
Comments	<input type="text"/>

### b. Enter required fields

Add Course Name

### c. Save record

Scroll to the bottom and click Save.

## Add Research Supervision

### a. Add Research Supervision

Click on Teaching | Research Supervision | Add Research Supervision

### Research Supervision

---

Student Name\*

Student Department

Start Term

End Term

Degree Type\*

Thesis

Role

Placement Tye

Placed At

Additional Details

### b. Enter required fields

Add Student Name, Start Term, Degree Type

### c. Save record



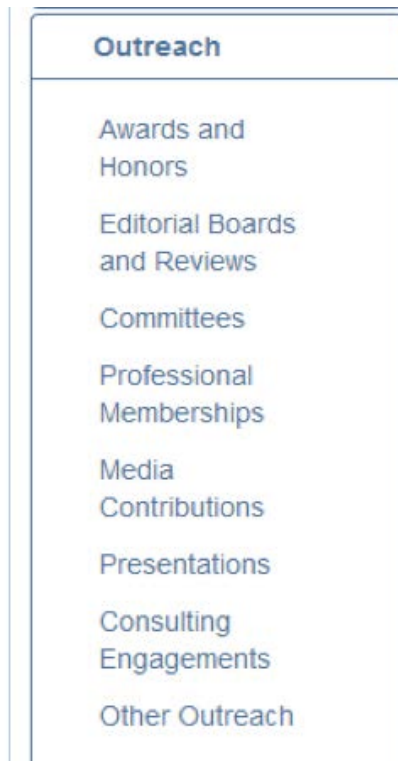
Scroll to the bottom and click Save.

## 9. Outreach

### Outreach Headings

#### a. Understand Research Headings

The Research menu has eight menus.



See Appendix A for details on each heading.

Viewing, editing, and deleting outreach headings work in a similar manner to Research headings. Consult section 7 for details on these features.

## 10. Reports

### a. Review Types of Reports

There are two types of reports in Lyterati:

- Contribution reports
- Administration reports

Contribution reports contain bar graphs and lists of research, teaching, and outreach activities by college, department, time period, faculty member, and contribution attributes such as journal name, conference name, award type.

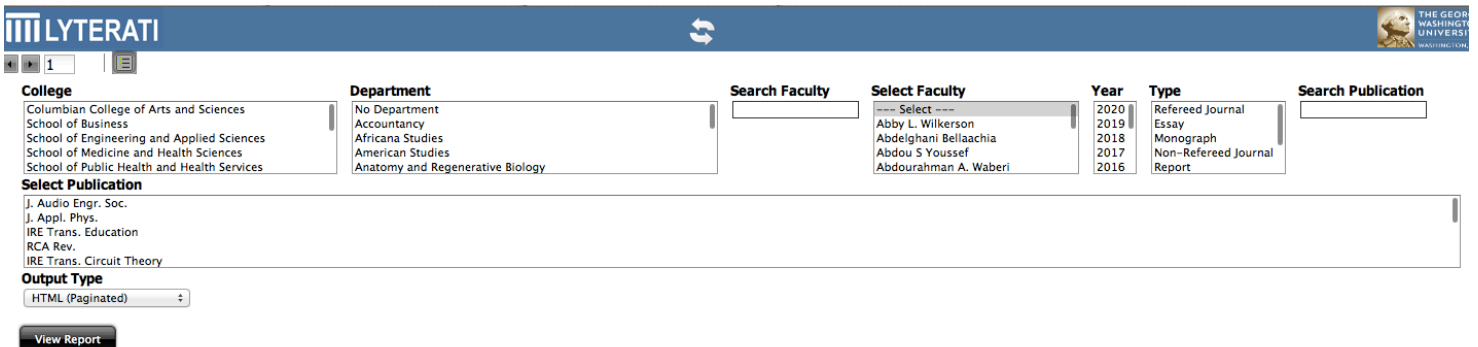
Administration reports contain lists such as faculty rosters by college and departments, lists of annual review statuses, conflict of interest reports.

### b. Run a Report and Understand Prompts

Lyterati reports contain two elements: a prompt header and the list or graph body.

Prompt header contains all the values with which you can filter the content of a report.

Click on Reports | Publications Bar Graph.  
Lyterati will show you the following page:



LYTERATI

College

Columbian College of Arts and Sciences  
School of Business  
School of Engineering and Applied Sciences  
School of Medicine and Health Sciences  
School of Public Health and Health Services

Department

No Department  
Accountancy  
Africana Studies  
American Studies  
Anatomy and Regenerative Biology

Search Faculty

Select Faculty

--- Select ---  
Abby L. Wilkerson  
Abdelghani Bellaachia  
Abdou S Youssef  
Abdourahman A. Waberi

Year

2020  
2019  
2018  
2017  
2016

Type

Refereed Journal  
Essay  
Monograph  
Non-Refereed Journal  
Report

Search Publication

Select Publication

J. Audio Engr. Soc.  
J. Appl. Phys.  
IRE Trans. Education  
RCA Rev.  
IRE Trans. Circuit Theory

Output Type

HTML (Paginated)

View Report

If a prompt box shows you multiple values (such as College), you can multi-select from the values to which you have permission. If a box does not have a value – such as Search Publication – you have to enter a value and click enter. Lyterati will filter the Publications for the phrase you search.

Select College of Public Health and Health Services

This icon collapses/closes the prompt header

LYTERATI

1

**College**

- Columbian College of Arts and Sciences
- School of Business
- School of Engineering and Applied Sciences
- School of Medicine and Health Sciences
- School of Public Health and Health Services**

**Department**

- No Department
- Accountancy
- Africana Studies
- American Studies
- Anatomy and Regenerative Biology

**Select Publication**

- J. Audio Engr. Soc.
- J. Appl. Phys.
- IRE Trans. Education
- RCA Rev.
- IRE Trans. Circuit Theory

**Output Type**

HTML (Paginated)

**View Report**

Click View Report

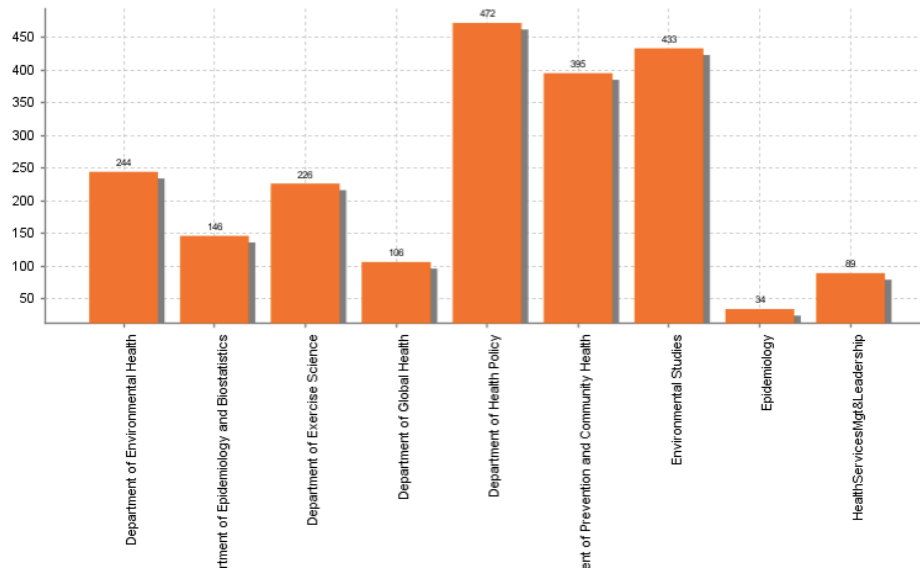
*Tip: If you want to undo your selections, click the refresh icon on top of the page.*

Lyterati will show you the results of your selections.

Prompt header is collapsed

Selection criteria displayed here

The screenshot shows the Lyterati interface. At the top, there is a blue header with the Lyterati logo and a refresh icon. Below the header, there is a navigation bar with a search icon and a list icon. The main content area displays the Lyterati logo and the title "Publications". Below the title, there are fields for "College Name : School of Public Health and Health Services", "Department Name :", "Type :", "Year :", and "Publications :".



When you hold the mouse over the bars, it will change to a finger pointer. That means that you can drill into the details behind the bar. Click on any of the bars.

Lyterati will show you the list behind the bar.



## Publications

College Name : School of Public Health and Health Services  
 Department Name : Department of Exercise Science  
 Type :  
 Year :

Publications :

College	Department	Research Type	Date	Title	Authors	Name	Additional Details	URL
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2011	A structured diet and exercise program promotes favorable changes in weight loss, body composition, and weight maintenance	Kreider RB, Serra M, Beavers KM, Moreillon J, Kresta J, Byrd M, Oliver J, Gutierrez J, Hudson G, Deke E, Shalman B, Loeke P, Rasmussen C, Greenwood M, Cooke M, Kerksick C, Campbell JK, Beisiegel J, Jonnalagadda SS	J Am Diet Assoc	2011;111:828-843	
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2011	A Carbohydrate-Restricted Diet During Resistance Training Promotes More Favorable Changes in Body Composition and Markers of Health in Obese Women With and Without Insulin Resistance	Kreider RB, Rasmussen C, Kerksick C, Wilborn C, Taylor L, Campbell B, Magrana-Courtney T, Fogt D, Ferreira M, Li R, Galbreath M, Iosia M, Cooke M, Serra M, Gutierrez J, Byrd M, Kresta J, Sambo S, Oliver J, Greenwood M.	Physician Sportsmed	2011;39:2	
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2010	Slimming Slumber? How Sleep Deprivation Manipulates Appetite and Weight	Gutierrez J and Willoughby D	Nutr Today	2010; 45:77-81.	

Click on Reports | CV Report

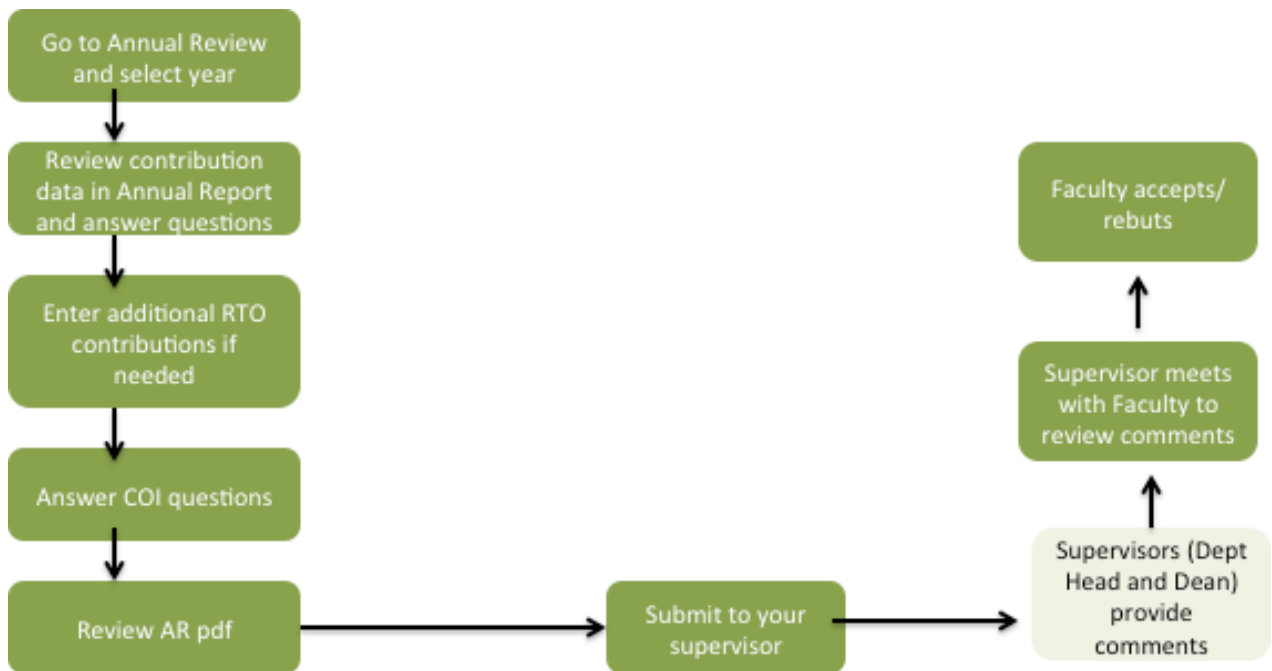
Select output type – single page HTML or PDF or RTF – these are the most common formats.

Future versions of Lyterati will support different CV formats. For now, download an RTF format and open in Word to create an alternate version.

## 11. Annual Review Process for Faculty

### a. Understand the Annual Review Process

The annual review process for **faculty** is shown in the diagram below. Enter your research, teaching, and outreach contributions for the current annual review period, answer the annual review questions and the conflict of interest (COI) questions and then submit to your supervisor. After your supervisors (typically department head and dean) have reviewed and commented on your accomplishments, your immediate supervisor will meet with you to review the comments. Finally, you will have the opportunity to accept or rebut the comments.



**b. Create a New Annual Report (Faculty only)**

Click on Progression | Annual Reviews | Add New Annual Review. Make sure you are on your own record.

You will get the following page called the Annual Review Header. Select the start and end dates of the current annual review period. GW has two different annual review periods one for the health-related schools and one for the rest of the schools. For School of Nursing and School of Public Health and Health Services, select 1 April 2012 for start date and 31 March 2013 for end date. Then click Create. Review Status is set after you click Create.

This will create the Annual Review and show you the following page:

Auto Save  Turn on Auto Save to automatically save your responses

**Research**

- A. Publications
  - i. Articles Categorized by Publication Type
  - ii. Conferences
  - iii. Books
  - iv. Book Chapters
  - v. Scholarly Editorship
  - vi. Work in Progress
  - vii. Creative Works and Patents

**Annual Report Question**

Responses in shaded boxes are pulled directly from Lyterati

Publication:

1. Crypto-Steady Supersonic Pressure Exchange: A Simple Analytical Model, Applied Energy, Elsevier, Applied Energy, v.85, pp26-40, 2008
2. Bulusu, K. V., Garris, C. A., The Influence of Shear Layer Turbulence on Stationary Pseudoblades in Supersonic Pressure Exchange Inducing Flow Fields, J. Fluids. Eng
3. Parviz Ghandforoush and Tarun Sen, A DSS to Manage Platelet Production Supply Chain for Regional Blood Centers, Decision Support Systems, Vol 50, (1): pp 32-42

Conference:

### c. Answer research, teaching, outreach, leadership, and other questions

Start with Research, question A and scroll down, reviewing and answering each question.

If a contribution is missing, save your Annual Review (if auto-save is not on), go to the appropriate heading and add the contribution. Then return to the Annual Review to continue answering your questions.

You can save and exit at any time. To continue editing, click on Progression | Annual Reviews | and then edit the annual review that is already in progress.

Note: The next version of Lyterati will allow formatting of answers with bullets, italics, and bolding. The current version does not support this feature.

### d. Answer financial interest disclosure questions

Click on Financial Interest Disclosure and carefully read the definitions and answer the questions regarding conflict of interest.



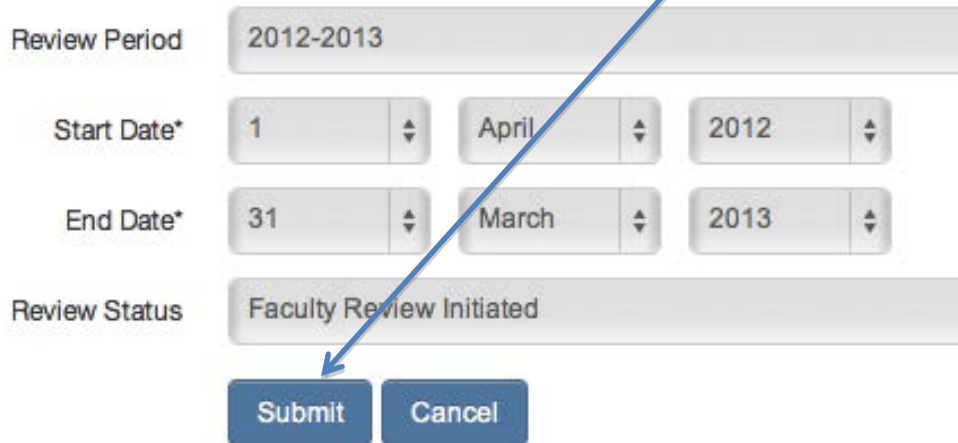
### e. Review your answers

Click on Export to PDF on the top right to view your answers if you wish to.



### f. Submit your Annual Review

When you are satisfied with your responses, click on Submit on the top of the page to send the annual review electronically to your supervisor.



The screenshot shows a form for submitting an annual review. The form has the following fields:

- Review Period: 2012-2013
- Start Date\*: 1 April 2012
- End Date\*: 31 March 2013
- Review Status: Faculty Review Initiated

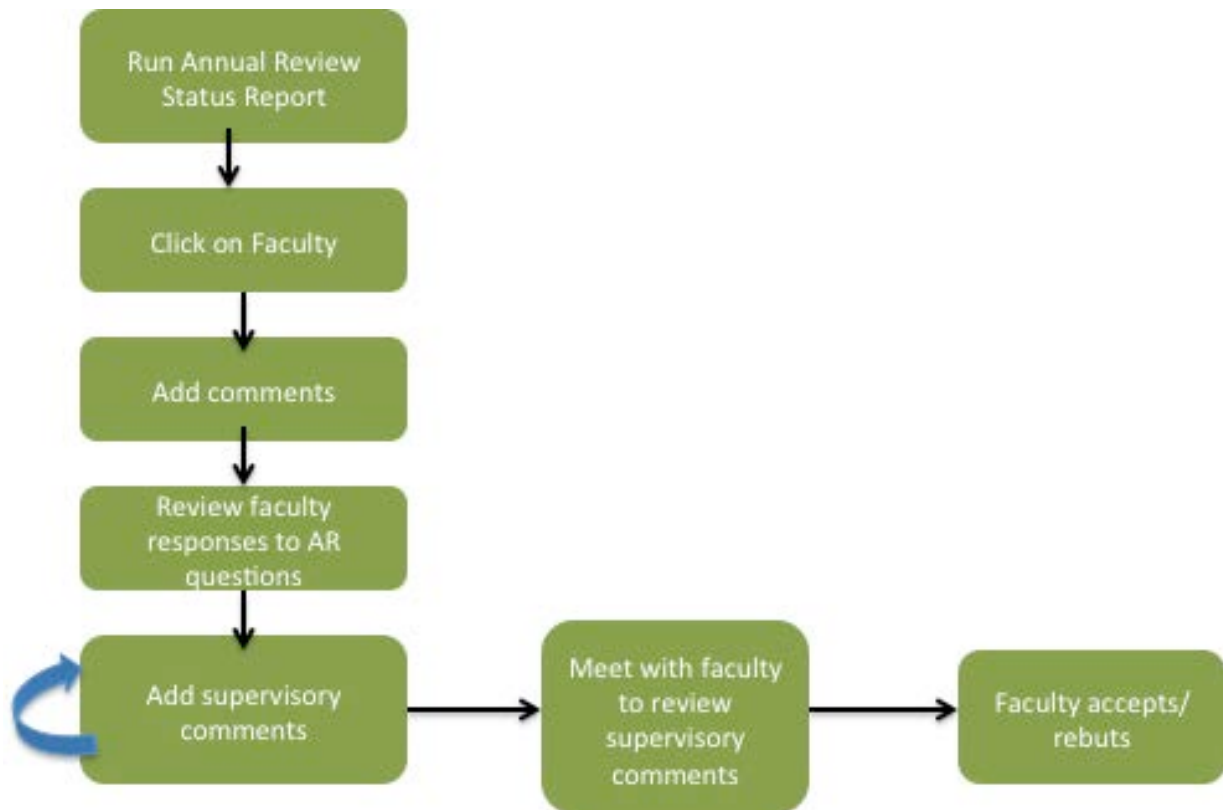
At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in blue, and a blue arrow points from the text 'click on Submit' above to the button.

The review status will change to “Faculty Review Completed” after your submission.

## 12. Annual Review Process for Supervisors

### a. Understand the Annual Review Process

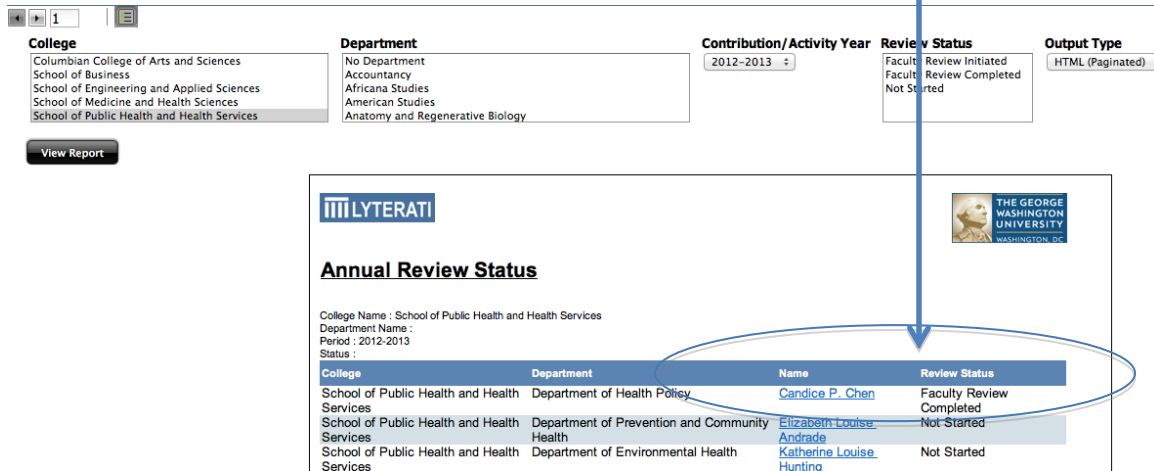
For **supervisors** the process is shown in the diagram below. The supervisor will run a report in Lyterati to select faculty by college and department, add comments to the faculty’s annual review and then submit the annual report to the next person in the supervisory chain. When all supervisory comments are recorded, Lyterati will allow the faculty to answer the Faculty Acceptance questions.



## b. Locate and Annual Review

Run the Annual Review Status Report for your college and/or department depending on your responsibility.

This report will show you the annual review status for each faculty in the selected college and/or department including the one that we just created above.



**College**  
Columbian College of Arts and Sciences  
School of Business  
School of Engineering and Applied Sciences  
School of Medicine and Health Sciences  
School of Public Health and Health Services

**Department**  
No Department  
Accountancy  
Africana Studies  
American Studies  
Anatomy and Regenerative Biology

**Contribution/Activity Year**  
2012-2013

**Review Status**  
Faculty Review Initiated  
Faculty Review Completed  
Not Started

**Output Type**  
HTML (Paginated)

**View Report**

---

**Annual Review Status**

College Name : School of Public Health and Health Services  
Department Name :  
Period : 2012-2013  
Status :

College	Department	Name	Review Status
School of Public Health and Health Services	Department of Health Policy	<a href="#">Candice P. Chen</a>	Faculty Review Completed
School of Public Health and Health Services	Department of Prevention and Community Health	<a href="#">Elizabeth Louise Andrade</a>	Not Started
School of Public Health and Health Services	Department of Environmental Health	<a href="#">Katherine Louise Huntino</a>	Not Started

Click on the faculty member you want to edit. The application will take you to the annual review page for that faculty member. Click Edit on the annual review line.

This will bring you to the annual review page with a split screen. The supervisor's questions show in the left split and the prior responses show in the right split. When you hold your mouse in between the right and left splits, it will change to an arrow and then you can drag to make the splits wider or narrower.

Auto Save  Toggle Spilt Screen

Department Head Review

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**Department Head**

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A. Evaluation of faculty member's report in relation to goals of the department

Annual Review

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**Research**

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A. Publications

- i. Articles Categorized by Publication Type
- ii. Conferences
- iii. Books
- iv. Book Chapters
- v. Scholarly Editorship
- vi. Work in Progress
- vii. Creative Works and Patents

Publication:

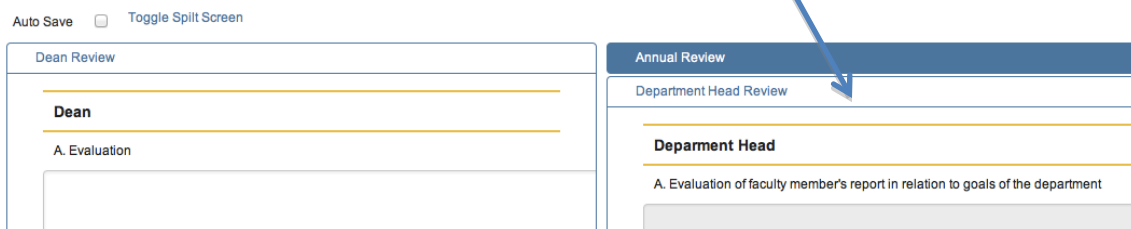
Conference:

### c. Answer supervisor questions

On the left side of the split screen you will see the questions that you need to answer.

Answer your questions. You can save and exit at any time. To continue editing, click on Progression | Annual Reviews | and then edit the annual review that is already in progress.

If you are the Dean, click on the Annual Review label in the right split to reveal the Department Head responses.



Note: The next version of Lyterati will allow formatting of answers with bullets, italics, and bolding. The current version does not support this feature.

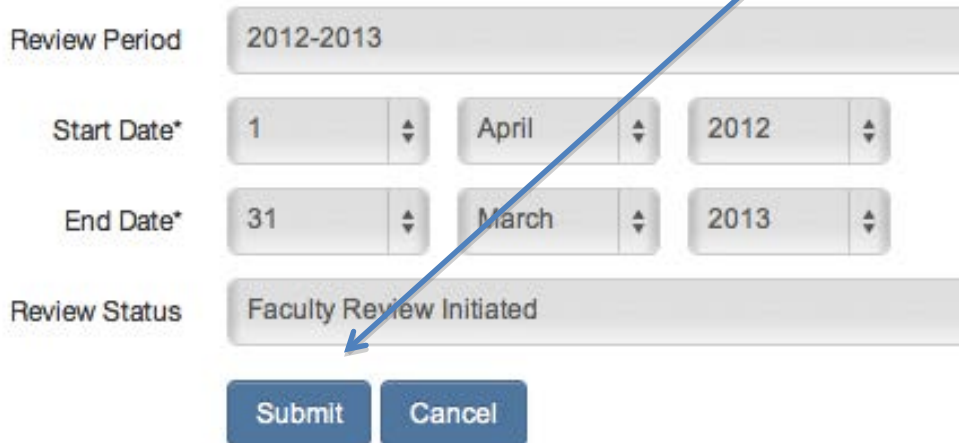
### d. Review your answers

Click on Export to PDF on the top right to view your answers if you wish to.



### e. Submit your Annual Review

When you are satisfied with your responses, click on Submit on the top of the page to send the annual review electronically to your supervisor



Review Period 2012-2013

Start Date\* 1 April 2012

End Date\* 31 March 2013

Review Status Faculty Review Initiated

Submit Cancel

The review status will change to “Department Head Review Completed” or Dean Review Completed depending on your responsibility.

### f. Meet with Faculty (Department Head)

If you are a department head and the dean’s review is completed, meet with the faculty to review the supervisor comments.

*Tip: In case a user prematurely submits an annual review to their supervisor, the supervisor can “release” the annual review by.*

## Appendix A: Lyterati Heading Crosswalk

## Description of Administration Headings

<b>Heading</b>	<b>Content</b>	<b>Initial Source</b>	<b>Time Dimension</b>
Demographic	Full name, college, and department affiliations	Banner, not editable	N/A
Contacts	Home and work contact information	Your CV	N/A
Academic Appointments	Chronological history of your academic appointments at GW	Your CV, confirmed against most current academic appointment in Banner	Range – Start Term and End Term
Administrative Appointments	Chronological history of your administrative appointments at GW	Your CV	Range – Start Term and End Term
Special Appointments	Chronological history of your joint and honorific appointments at GW	Your CV	Range – Start Term and End Term
Education	Chronological history of your degrees	Your CV	Range – Start Term and End Term
Training	Any training courses you have taken prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Certifications	Any certifications you have received prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Work Experience	Your employment history prior to coming to GW or concurrent external appointments	Your CV	Range – Start Year/Month and End Year/Month or Start Term and End Term

## Description of Research Headings

Heading	Content	Initial Source	Associated Contribution Types	Time Dimension
Publication	Publications in journals – both refereed and non-refereed, monographs, essays, reviews, etc.	Your CV	Refereed Journal, Essay, Monograph, Non-Refereed Journal, Report, Review, Critique, Other	Point in time – Year and Month
Conferences	Conference presentations and papers	Your CV	Panel, Poster, Presentation, Proceeding, Refereed Conference Proceeding, Other	Point in time – Year and Month
Books	Book publications	Your CV	Fiction, Non-Fiction, Academic, Case Study, Textbook, Reference Book, Manual, Play, Short Story, Biography, Other	Point in time – Year and Month
Book Chapters	Chapters published in books	Your CV	Book, Collection, Encyclopedia, Series, Research Paper, Other	Point in time – Year and Month
Scholarly Editorship	Editing of books, series, anthologies; not editorship of journals (that is in Service)	Your CV	Book, Collection, Series, Research Paper, Other	Point in time – Year and Month
Work in Progress	All research currently in progress	Your CV	Book, Chapter, Conference Paper, Essays, Journal Articles, Monographs, Reports, Reviews, Other	Point in time – Year and Month
Grants	All grant information – pre-award/proposal and awarded	Your CV	Federal, Commercial, State and Local, PHS, Institutional, Other	Point in time – Year and Month
Patents	Patents applied for and granted	Your CV	Design, Device, Music, Software, Theatre, Drug	Point in time – Year and Month
Creative Works	Plays, music, software,	Your CV	Design, Device, Music,	Point in time –



devices etc.	Software, Theatre, Drug	Year and Month
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### Description of Teaching Headings

Heading	Content	Initial Source	Time Dimension
Advising	Count of students by degree type	None	Point in Time - Start Term
Courses Taught (CV)	As you want courses taught to appear in your CV	Your CV	None
Teaching Innovation	New methodologies that you have developed related to teaching	Your CV	Point in Time = Start Year and Month
Research Supervision	Students you have advised along with their placement information	Your CV	Range - Start Term and End Term
Courses Taught (SIS)	Information from Banner	Banner	N/A

### Description of Outreach Headings

Heading	Content	Initial Source	Contribution Type	Time Dimension
Award/Honors	Awards and Honors within and outside the university	Your CV	Research, Conference Service, Editorial Service, Government, Outreach, Teaching, NAS, ACLS, Carnegie, etc.	Point in Time – Year and Month
Editorial Boards and Reviews	Journal editorship and service on review panels	Your CV	Academic, Other	Range – Start Year/Month and End Year/Month
Committees	Committee participation within and outside the university	Your CV	Department, College, University, External, Conference, Expert Panel, Professional Organization	Range – Start Year/Month and End Year/Month
Professional	Membership in	Your CV	Academic, Government, Honor	Range – Start Year/Month and

<b>Heading</b>	<b>Content</b>	<b>Initial Source</b>	<b>Contribution Type</b>	<b>Time Dimension</b>
Memberships	professional organizations		Society, NGO, Professional, Other	End Year/Month
Media Contributions	Media appearances	Your CV	Internet, Radio, TV, Digital Media, Print Media	Point in Time – Year/Month
Presentations	Presentations to other organizations	Your CV	Academic, Government, Honor Society, NGO, Professional, Other	Point in Time – Year/Month
Consulting Engagements	Consulting projects	Your CV	Executive Education, Board Service, Design Report, Export Advice, Research, Software Service, Corporate Ownership	Point in Time – Year/Month
Other Outreach	All other types of service not captured in the above headings	Your CV	Not Applicable	Point in Time – Year/Month