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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 to 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 how to 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.
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

User whose content you are currently viewing

Primary Menu

Home Page

Menu on the right-side of the page
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.

![Search Bar Image]

**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.

![Search Results Image]
Try Different Types of Search

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

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

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.
6. Faculty Administration

Understand Headings
The Faculty Administration menu contains nine headings.

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographic</td>
</tr>
<tr>
<td>Contacts</td>
</tr>
<tr>
<td>Academic</td>
</tr>
<tr>
<td>Appointments</td>
</tr>
<tr>
<td>Administrative</td>
</tr>
<tr>
<td>Appointments</td>
</tr>
<tr>
<td>Special</td>
</tr>
<tr>
<td>Appointments</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>Certifications</td>
</tr>
<tr>
<td>Work Experience</td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution*: The University of Chicago</td>
</tr>
<tr>
<td>Degree Type*: Graduate</td>
</tr>
<tr>
<td>Degree*: MS</td>
</tr>
<tr>
<td>Program: Psychology</td>
</tr>
<tr>
<td>Start Term: Fall 1994</td>
</tr>
<tr>
<td>End Term*: Fall 1996</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Minor</td>
</tr>
<tr>
<td>Thesis</td>
</tr>
<tr>
<td>Additional Details</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
</tr>
<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Books</td>
</tr>
<tr>
<td>Book Chapters</td>
</tr>
<tr>
<td>Scholarly Editorships</td>
</tr>
<tr>
<td>Work in Progress</td>
</tr>
<tr>
<td>Grants</td>
</tr>
<tr>
<td>Patents</td>
</tr>
<tr>
<td>Creative Works</td>
</tr>
</tbody>
</table>

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.

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

**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**

<table>
<thead>
<tr>
<th>Title</th>
<th>Publication Name</th>
<th>Authors</th>
<th>Publication Type</th>
<th>Contribution Year</th>
<th>Contribution Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A DSS to Manage Platelet Production Supply Chain for Regional Blood Centers</td>
<td>Decision Support Systems</td>
<td>Panviz Ghand foroush and Tarun Sen</td>
<td>Journal</td>
<td>2012</td>
<td>8</td>
</tr>
</tbody>
</table>

**Publication Detail Page**

![Publication Detail Page](image.png)
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.
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.

---

<table>
<thead>
<tr>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Publication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Publication Name</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association between perceived union connection and upper body musculoskeletal pains among unionized construction apprentices</td>
<td>Am J Ind Med</td>
<td>Kim S-S, Perry MJ, Okech</td>
</tr>
</tbody>
</table>
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.

   ![Image of a drop-down menu with “Non-Refereed Journal” selected]

   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.

---

![Image of a table with contributions and checkboxes]
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.

![Image of the Publications page](image)

**Table of Publications**

<table>
<thead>
<tr>
<th>Title</th>
<th>Publication Name</th>
<th>Authors</th>
<th>Publication Type</th>
<th>Conf Year</th>
</tr>
</thead>
</table>


**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.

   See Appendix A for details on each heading.
Advising

a. **Add Advising Contribution**
   Click on Teaching | Advising | Add Advising

   ![Advising Form](image)

   **Advising Contribution**
   - Start Term
   - Degree Type
   - Number Of Students
   - Additional Details
   - Url
   - Comments

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

<table>
<thead>
<tr>
<th>Instructional Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Name*</td>
</tr>
<tr>
<td>Contribution Type*</td>
</tr>
<tr>
<td>Start Year*</td>
</tr>
<tr>
<td>Start Month</td>
</tr>
<tr>
<td>Additional Details</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Research Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name*</td>
</tr>
<tr>
<td>Student Department</td>
</tr>
<tr>
<td>Start Term</td>
</tr>
<tr>
<td>End Term</td>
</tr>
<tr>
<td>Degree Type*</td>
</tr>
<tr>
<td>Thesis</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Placement Type</td>
</tr>
<tr>
<td>Placed At</td>
</tr>
<tr>
<td>Additional Details</td>
</tr>
</tbody>
</table>

b. **Enter required fields**
   Add Student Name, Start Term, Degree Type

c. **Save record**

For use by George Washington Faculty & Staff Only
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:

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

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.

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.
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.

![Annual Review Header](image)

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

Turn on Auto Save to automatically save your responses

![Auto Save](image)

**Responses in shaded boxes are pulled directly from Lyterati**

**Annual Report Question**

- Publication:

For use by George Washington Faculty & Staff Only
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 review status will change to “Faculty Review Completed” after your submission.


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.

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.
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.

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

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

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

<table>
<thead>
<tr>
<th>Heading</th>
<th>Content</th>
<th>Initial Source</th>
<th>Time Dimension</th>
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<tbody>
<tr>
<td>Advising</td>
<td>Count of students by degree type</td>
<td>None</td>
<td>Point in Time - Start Term</td>
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<tr>
<td>Courses Taught (CV)</td>
<td>As you want courses taught to appear in your CV</td>
<td>Your CV</td>
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<tr>
<td>Teaching Innovation</td>
<td>New methodologies that you have developed related to teaching</td>
<td>Your CV</td>
<td>Point in Time = Start Year and Month</td>
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<tr>
<td>Research Supervision</td>
<td>Students you have advised along with their placement information</td>
<td>Your CV</td>
<td>Range - Start Term and End Term</td>
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<tr>
<td>Courses Taught (SIS)</td>
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## Description of Outreach Headings

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<th>Heading</th>
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<th>Contribution Type</th>
<th>Time Dimension</th>
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<tbody>
<tr>
<td>Award/Honors</td>
<td>Awards and Honors within and outside the university</td>
<td>Your CV</td>
<td>Research, Conference Service, Editorial Service, Government, Outreach, Teaching, NAS, ACLS, Carnegie, etc.</td>
<td>Point in Time – Year and Month</td>
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<tr>
<td>Editorial Boards and Reviews</td>
<td>Journal editorship and service on review panels</td>
<td>Your CV</td>
<td>Academic, Other</td>
<td>Range – Start Year/Month and End Year/Month</td>
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<td>Committees</td>
<td>Committee participation within and outside the university</td>
<td>Your CV</td>
<td>Department, College, University, External, Conference, Expert Panel, Professional Organization</td>
<td>Range – Start Year/Month and End Year/Month</td>
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<tr>
<td>Professional</td>
<td>Membership in</td>
<td>Your CV</td>
<td>Academic, Government, Honor</td>
<td>Range – Start Year/Month and</td>
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<tr>
<td>Heading</td>
<td>Content</td>
<td>Initial Source</td>
<td>Contribution Type</td>
<td>Time Dimension</td>
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<td>Memberships</td>
<td>professional organizations</td>
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<td>Society, NGO, Professional, Other</td>
<td>End Year/Month</td>
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<tr>
<td>Media Contributions</td>
<td>Media appearances</td>
<td>Your CV</td>
<td>Internet, Radio, TV, Digital Media, Print Media</td>
<td>Point in Time – Year/Month</td>
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<tr>
<td>Presentations</td>
<td>Presentations to other organizations</td>
<td>Your CV</td>
<td>Academic, Government, Honor Society, NGO, Professional, Other</td>
<td>Point in Time – Year/Month</td>
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<tr>
<td>Consulting Engagements</td>
<td>Consulting projects</td>
<td>Your CV</td>
<td>Executive Education, Board Service, Design Report, Export Advice, Research, Software Service, Corporate Ownership</td>
<td>Point in Time – Year/Month</td>
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<tr>
<td>Other Outreach</td>
<td>All other types of service not captured in the above headings</td>
<td>Your CV</td>
<td>Not Applicable</td>
<td>Point in Time – Year/Month</td>
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