

## Faculty Activity System

### Screen Quick Reference

Website login: <http://www.ou.edu/provost/faculty-activity-system/>

Fields highlighted in **red** populate the Annual Mini Vitae Report

| Faculty Function   | FAS Screen   |
|--|--|
| Biography, teaching interests, research interests.<br>Link selected activities to populate Public Web Profile  | <b>Biography and Public Web Profile</b>  |
| <b>Name</b> , contact information, office location, <b>endowed and/or professorship name</b> . Languages spoken, may attach cv, photograph and website links | <b>Personal and Contact Information</b>  |
| Milestones of academic career; data import on Tenure Decision Date   | <b>Permanent Data</b>  |
| <b>Yearly rank information</b> , graduate faculty and tenure status. Partial import screen   | <b>Yearly Data</b>   |
| Employment history   | <b>Academic and Employment History</b>   |
| <b>Administrative assignment</b> : department head, director, dean, etc.   | <b>Administrative Assignments</b>  |
| <b>Awards and/or honors nominated and/or received</b>  | <b>Awards and Honors</b>   |
| <b>Consulting</b> : academic, government, litigation, non-governmental organization  | <b>Consulting</b>  |
| Educational history; data import if available  | <b>Education</b>   |
| External connections and partnerships, contact information   | <b>External Connections and Partnerships (<i>Liberal Studies Screen</i>)</b>         |
| <b>Faculty development activities attended</b>   | <b>Faculty Development Activities Attended</b>                                       |
| Licensures and certifications, e.g., law license, teaching certificate, engineering license, CPA, LMSW, IACUC, etc.  | <b>Licensures and Certifications</b>   |
| <b>Audio/video, documentaries, podcasts, interviews</b>  | <b>Media Contributions, Appearances and Interviews</b>                               |
| <b>University Libraries job responsibilities and major accomplishments</b>   | <b>Position Description and Accomplishments (<i>University Libraries Screen</i>)</b> |
| <b>Membership in professional organizations</b>  | <b>Professional Memberships</b>  |
| <b>Teaching, research and service workload percentages</b>   | <b>Workload</b>  |
| Administrative imported information, <b>FY expenditure number</b>  | <b>Academic Records and Annual Information</b>                                       |
| <b>Number of students advised</b>  | <b>Academic Advising</b>   |

Cont'd

| <b>Faculty Function</b>   | <b>FAS Screen</b>  |
|---|--|
| <b>Detailed information on thesis/dissertation committees, independent studies, internships, postdoctoral research supervision.</b>   | Directed Student Learning and Mentorship   |
| <b>Guest lectures, classes at other universities, items not included in Scheduled Teaching, etc.</b><br>May attach documents  | Other Instructional Activities   |
| <b>Banner Credit courses</b> imported once a semester from IRR; Partial import screen additional course information may be added. May attach syllabus and other course materials, indicate overload and new course prep, etc. | Scheduled Teaching   |
| <b>Artistic and professional creative activities</b> , may attach digital documents   | Artistic and Professional Performances and Exhibits  |
| <b>Grants, contracts, and sponsored research; proposals/awards imported data from Office of Research Services</b>   | Grants and Sponsored Research (Office of Research Services)                                |
| <b>Contracts, fellowships, grants, and sponsored research, not captured by Office of Research Services import</b>   | Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services) |
| <b>Books, book chapters, journal articles, law review articles, textbooks, conference proceedings, etc.</b> May attach publication  | Intellectual Contributions (e.g., Publications)  |
| Data for creating NIH biographical sketch reports   | Biographical Sketch - NIH  |
| Data for creating NSF biographical sketch reports   | Biographical Sketch - NSF  |
| <b>Copyrights, patents, etc.</b>  | Intellectual Property (e.g., copyrights, patents)  |
| <b>Presentations</b> , may attach presentation  | Presentations  |
| <b>Research and creative activities in planning, on-going, or writing results phase; awarded grants are not recorded on this screen</b>   | Research and Creative Activities Currently in Progress                                     |
| <b>Service activities for home department</b>   | Department Service   |
| <b>Service activities for home college</b>  | College Service  |
| <b>Service activities for University of Oklahoma</b>  | University Service   |
| <b>Committee member, editorships, reviewer, officer in professional organizations, etc.</b>   | Professional Service   |
| <b>Outreach and Community engagement:</b> Service activities that contribute to the public welfare beyond the university, drawing from the faculty member's expertise as a scholar, teacher or administrator.                 | Outreach and Community Engagement  |

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10.25.2018