

Faculty Activity System: Activity Insight Data Dictionary

Section: Web Profile

Biography and Public Web Profile	<p>Screen captures biography, teaching interests, research interests and ability to link selected activities to Public Web Profile.</p> <p>Add/update: Brief Biography, Teaching Interests, and Research Interests.</p> <p>Select/link: Education records, Scheduled Teaching records, Intellectual Contribution records, Artistic and Professional Performance and Exhibits records, Grants and Sponsored Research (ORS) records, Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services), Intellectual Property, and Awards and Honors.</p>
<h3>Section: General Information</h3>	
Personal and Contact Information	<p>Screen captures name, office information, and contact information.</p> <p>Data import from IRR/PeopleSoft has populated partial screen fields:</p> <p>Review for accuracy: First Name, Middle Initial/Name, Last Name, Official Email Address, Building Where Your Office is Located; if corrections are needed please contact the Activity Insight University Administrator at activity.insight@ou.edu.</p> <p>Add/update: Prefix, Preferred First Name (if any), Suffix (if any), Alternative Name You Publish Under (if any), Name of Endowed Position and/or Professorship (if any), Preferred Email Address, Building Where Your Office is Located, Office Room Number, Office Phone, Department Phone, Fax, Website Links (if any), Language and Fluency, Gender (optional), Race/Ethnicity (optional), U.S. Citizen (optional), Attached a Photograph (if desired).</p>
Biography and Expertise (Hidden Screen)	<p>Screen captures biography, teaching interests, and research interests.</p> <p>Add/update: Brief Biography, Teaching Interests, and Research Interests.</p>
Administrative Data - Permanent Data	<p>Screen captures "milestone" events.</p> <p>Data import from IRR/PeopleSoft has populated partial screen fields: Starting Rank (if available), Start Date (if available), Tenure Decision Date (if available).</p> <p>Review for accuracy: Starting Rank, Start Date, Tenure Decision Date; if corrections are needed please contact the Activity Insight University Administrator at activity.insight@ou.edu.</p> <p>Add/update: Starting Rank, Professor Rank Attained and Date Attained; if current Ph.D. student, date of most recently completed graduate comprehensive examination.</p>
Administrative Data - Yearly Data	<p>Screen captures yearly rank information.</p> <p>Data import from IRR/PeopleSoft has populated partial screen fields: Calendar Year, Department, College, Rank, Tenure Status, and Full-Time Equivalency.</p>

	<p>Review for accuracy; if corrections are needed please contact the Activity Insight University Administrator at activity.insight@ou.edu.</p> <p>Add/update: Graduate Faculty (if applicable).</p>
Academic and Professional Employment History	<p>Screen captures employment history; NIH and NSF Biographical Reports pull Employment History information from this screen</p> <p>Add/update: Experience Type, Organization, Title/Rank/Position, City, State, Country, Brief Description, and Start and End Dates (if applicable).</p>
Administrative Assignments	<p>Screen captures administrative roles such as Dean, Director, Chair, etc.</p> <p>Data import from IRR/PeopleSoft has populated partial screen fields including: Position/Role, e.g. Dean, Associate Dean, Director, etc., Scope, Start Date.</p> <p>Add/update: Position/Role, Center Name, Scope, Approx. Number of Hours Spent Per Year, Responsibilities/Brief Description, and Start and End Dates (if applicable).</p>
Awards and Honors	<p>Screen captures awards received; for correct placement on the Annual Mini Vitae Report, “Purpose” (required field), needs to be designated.</p> <p>Add/update: Nominated or Received, Name, Organization/Sponsor, Purpose, Scope, Description, and Date Nominated or Received.</p>
Consulting	<p>Screen captures consulting work.</p> <p>Add/update: Consulting Type, Client/Organization, Location, Compensated or Pro Bono, Approx. Number of Hours Spent Per Year, Brief Description, and Start and End Dates (if applicable).</p>
Education	<p>Screen captures faculty education history; NIH and NSF Biographical Reports populate education information from this screen.</p> <p>Add/update: Degree, Institution, Location of Institution, Emphasis/Major, Supporting Areas of Emphasis, Dissertation/Thesis Title, Honor/Distinction (if applicable), Highest Degree You Have Earned, Transcript file, Date Completed, and Advisor Information.</p>
Faculty Development Activities Attended	<p>Screen captures faculty development and continuing education activities you have attended.</p> <p>Add/update: Activity Type, Title, Sponsoring Organization, City, State, Country, Number of Credit Hours, Approx. Number of Hours Spent Per Year, Brief Description, and Start and End Dates.</p>
Licensures and Certifications	<p>Screen captures any special licenses or certifications you may hold.</p> <p>Add/update: Title of Licensure/Certification, Sponsoring Organization, Scope, Description, Date Obtained, and Expiration Date (if applicable).</p>
Media Contributions, Appearances and Interviews	<p>Screen captures TV, radio, newspaper, internet, magazine, and other media contributions/appearances.</p> <p>Add/update: Media Type, Role, Media Name, Web Address, Description, and Date.</p>
Position Description and Accomplishments (University Libraries Screen)	<p>Screen captures University Libraries job responsibilities and major accomplishments.</p> <p>Add/update: Position Description, Major Accomplishments.</p>

Professional Memberships	Screen captures professional memberships. Add/update: Name of Organization, Abbreviation of Organization, Leadership Position Held, Scope of Organization, Description of the Organization, and Start and End Dates (if applicable).
Workload Information	Screen captures annual Teaching, Research and Service workload percentages. Add/update: Calendar Year and percentages for each semester.
Academic Records and Annual Information	Screen captures Research Expenditures, Mini Vitae and Academic Records file storage. Data import from Financial Services, read-only screen.
Section: Teaching	
Academic Advising	Screen captures summary number of students advised. Add/update: Year, Number of Undergraduate, Master's, Doctoral, Law and/or Post Doctoral Advisees, Approx. Number of Hours Spent for the Year, and Description of Advising Activities.
Directed Student Learning and Mentorship (e.g., theses, dissertations)	Screen captures detailed information on students advised. Data import from Graduate College has populated partial screen fields. Review for accuracy and correct if needed. Add/update: Involvement type, Student First Name, Last Name, Student ID (optional), Level, Home Department/Program, Major Code (optional), Title of Student's Work, Stage of Completion, Comments/Description, Community Engagement, Date Started and Date Completed.
Other Instructional Activities	Screen captures other Credit and Non-Credit Instructional Activities not included on the Scheduled Teaching screen, such as guest lectures or classes taught at other universities Add/update: Instruction Type, Audience, Sponsoring Organization, Number of Participants, Academic or Professional, Description, and Start and End Dates; may attach file documents
Scheduled Teaching	Screen captures scheduled teaching. Data import from IRR/Banner has populated partial screen fields including: Term and Year, Course Name, Course Prefix, Course Number, Section Number, Official Enrollment Number, Number of Credit Hour(s) or Minimum and Maximum Credit Hours, Cross-Listed Course, Course Prefix and Course Number for Cross-Listed Course, Co-Taught Course, Primary Instructor, Delivery Mode and Delivery Method. Review for accuracy. Add/update: Is this course graded, Overall Class GPA, Is this an in-load, not in-load or over-load course, Individual Mean Course Evaluation Score, Department Mean Course Evaluation Score, College Mean Course Evaluation Score, New course preparation, New format for existing course, pedagogical innovations, new teaching material, activities that enhanced student learning, if applicable and Community Engagement; may attach syllabus and other course materials.

Section: Scholarship, Research and Creative Activities

Artistic and Professional Performances and Exhibits	<p>Screen captures information about creative works, performances and exhibits</p> <p>Add/update: Type of Work, Work/Exhibit Title, Name of Performing Group, Sponsor, Location, other Performers/Exhibitors/Lecturers and Roles, Was this academic or non-academic, Scope, Was this peer-reviewed/refereed, Juried, Invited or Accepted, Was this by audition, commission, competition or invitation, Brief Description, Community Engagement, Web Address, and Start and End Dates; may attach digital documentation.</p>
Grants and Sponsored Research (Office of Research Services)	<p>Screen captures Office of Research Services grants/proposals.</p> <p>Data import from ORS has populated all screen fields except AACSB classification and Community Engagement.</p> <p>Review/update: Project start and end date.</p> <p>Review for accuracy; if corrections are needed please contact the Activity Insight University Administrator at activity.insight@ou.edu.</p>
Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services)	<p>Screen captures contracts, grants, fellowships, and other funding not imported from the Office of Research Services.</p> <p>Add/update: Type, Title, Sponsoring Organization, Awarding Organization, Investigators and Roles, Amount, Abstract, Community Engagement/Broader Impact, Award Letter file, Current Status, Submission Date, Awarded Date, and Start and End Dates of Project/Grant (must include both start and end or will not print on Mini Vitae).</p>
Intellectual Contributions (e.g., Publications)	<p>Screen captures publications such as books, book chapters, and journal articles, etc. Note that Reviewer involvement should be entered in the "Professional Service" screen and not in this section. Publications can also be added by using the "Import Items" feature. For more information see detailed user guide and Import Items link on screen.</p> <p>Add/update: Contribution Type, Current Status (required field), Title of Contribution, Title of Larger Work (name of book, only for book chapter contributions), Journal Name, Publisher/Proceedings Publisher, City and State of Journal/Publisher, Country of Journal/Publisher, Volume, Issue Number/Edition, Page Numbers or Number of Pages, Was this peer-reviewed/refereed (required field), Was this Blind Peer Review, Journal Ranking (Priced Business College only), Any other authors/editors/translators and roles, Web Address, Digital Object Identifier (DOI), ISBN/ISSN Number/Case #, PubMed Central ID Number, Audience of Circulation, Is this publicly available, Abstract/Synopsis, Community Engagement/Broader Impacts, Full-text file, Expected Date of Submission (if applicable), Date Submitted, Date Accepted/In Press, and Date Published. With multiple Publication Status dates (i.e., submitted, accepted, published), record will only print on the Mini Vitae for the year of the latest date entered.</p>

Biographical Sketch - NIH	Screen captures data used to create NIH and NSF biographical sketch reports and allows multiple biographical sketches to be saved. Add/update: Label for this Biographical Sketch, eRA Commons Username, Personal Statement, Relevant Publications, Link to full list of your published work, Contributions to Science, Relevant Publications or Non-Publication Research Products, and Linked Records.
Biographical Sketch - NSF	Screen captures data used to create NSF biographical sketch reports and allows multiple biographical sketches to be saved. Add/update: Label for this Biographical Sketch, Publications, Linked Records, and Synergistic Activities.
Intellectual Property (e.g., copyrights, patents)	Screen captures Copyright and Patent information. Add/update: Patent or Copyright, Title, Patent/Copyright Number/ID, Patent Type, Patent Nationality, If Patent Cooperation Treaty, List Nations, Inventors, If patent has been licensed, to whom, If patent has been assigned, to whom, Abstract, Date Submitted to University, Date of Invention Disclosure, Date of Patent Application, Date Patent Approved, Date Licensed, and Renewal Date.
Presentations	Screen captures professional conference presentations, posters, etc. Published items would need to be added to the Intellectual Contributions (Publications) screen. Add/update: Presentation Title, Presentation Type, Conference/Meeting Name, Sponsoring Organization, Location, Meeting Type, Presenters/Authors, Academic or Non-Academic, Scope, Was this peer-reviewed/refereed, Published in Proceedings, Published Elsewhere, Invited or Accepted, Abstract/Synopsis, Community Engagement/Broader Impacts, Presentation file, and Date.
Research and Creative Activities Currently in Progress	Screen captures creative activities and research in planning, on-going or writing results phase, as well as provides an opportunity to add a description of research or creative activity. (Funded grants are captured on the Grants and Sponsored Research (Office of Research Services) screen or the Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services) screen.) Add/update: Activity/Title, Description, Status, Collaborators, and Start and End Dates.
Section: Service	
Department	Screen captures departmental service. Add/update: Activity/Committee Name, Position/Role, Approx. Number of Hours Spent Per Year, Were you elected, appointed or invited, Was this compensated or pro bono, Responsibilities/Brief Description, Brief Description of Committee's Key Accomplishments, and Start and End Dates.
College	Screen captures college service. Add/update: Activity/Committee Name, Position/Role, Approx. Number of Hours Spent Per Year, Were you elected, appointed or invited, Was this compensated or pro bono, Served Ex-Officio, Responsibilities/Brief Description, Brief Description of Committee's Key Accomplishments, and Start and End Dates.

University	<p>Screen captures university service.</p> <p>Add/update: Activity/Committee Name, Position/Role, Approx. Number of Hours Spent Per Year, Were you elected, appointed or invited, Was this compensate or pro bono, Served Ex-Officio, Responsibilities/Brief Description, Brief Description of Committee’s Key Accomplishments, and Start and End Dates.</p>
Professional	<p>Screen captures professional service.</p> <p>Add/update: Organization/Committee/Journal Name, Position/Role, City, State, Country, Approx. Number of Hours Spent Per Year, Were you elected, appointed or invited, Was this compensated or pro bono, Audience, Served Ex-Officio, Responsibilities/Brief Description, Brief Description of Committee’s Key Accomplishments, Community Engagement, and Start and End Dates.</p>
Community Engagement/Outreach	<p>Screen captures community engagement (service activities that contribute to the public welfare beyond the university, drawing from the faculty member's expertise as a scholar, teacher or administrator) and community outreach (service which fulfills a role in the wider community as an active representative of the university).</p> <p>Add/update: Organization/Committee/Club, Position/Role, Is This Outreach (Actively Representing the University), City, State, Country, Approx. Number of Hours Spent Per Year, Were you elected, appointed or invited, Was this compensated or pro bono, Audience, Served Ex-Officio, Responsibilities/Brief Description, Brief Description of Committee’s Key Accomplishments, Community Engagement, and Start and End Dates.</p> <p>rev. 10/24/2018</p>