

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

Faculty Function	FAS Screen
Guest lectures, classes at other universities, items not included in Scheduled Teaching, etc. May attach documents	Other Instructional Activities
Banner Credit courses 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
Artistic and professional creative activities , may attach digital documents	Artistic and Professional Performances and Exhibits
Grants, contracts, and sponsored research; proposals/awards imported data from Office of Research Services	Grants and Sponsored Research (Office of Research Services)
Contracts, fellowships, grants, and sponsored research, not captured by Office of Research Services import	Contracts, Fellowships, Grants and Other Funding (Non Office of Research Services)
Books, book chapters, journal articles, law review articles, textbooks, conference proceedings, etc. May attach publication	Publications
Data for creating NIH biographical sketch reports	Biographical Sketch - NIH
Data for creating NSF biographical sketch reports	Biographical Sketch - NSF
Copyrights, patents, etc.	Intellectual Property (e.g., copyrights, patents)
Presentations , may attach presentation	Presentations
Research and creative activities in planning, on-going, or writing results phase; awarded grants are not recorded on this screen	Research and Creative Activities Currently in Progress
Service activities for home department	Department Service
Service activities for home college	College Service
Service activities for University of Oklahoma	University Service
Committee member, editorships, reviewer, officer in professional organizations, etc.	Professional Service
Outreach and 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.	Outreach and Community Engagement

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