Contents

Overview.............................................................................................................................................. 2
Log in/Log off........................................................................................................................................ 3
General Information ............................................................................................................................... 4
Teaching................................................................................................................................................ 5
Research/Scholarly/Creative Activity ..................................................................................................... 7
University Service .................................................................................................................................. 8
Other Service/Professional Development ............................................................................................... 9
Other Teaching, Research/Scholarly/Creative, Service Activities ....................................................... 10
Annual Review Submissions .................................................................................................................. 11
Archived CVs/Documents ....................................................................................................................... 11
How to Run Reports .............................................................................................................................. 11
Citation and Report Details ................................................................................................................... 13
Tips and Reminders .............................................................................................................................. 15
CLAS Annual Reports ............................................................................................................................ 16
**OVERVIEW**

**Before You Begin**

For a general description of the PRO database, its features, and functions, refer to the Digital Measures general resource page and to your PRO Reference Card.

For further assistance, the PRO team is available at (785) 864-5523 (8:30-5:00 M-F) or by email at akulp@ku.edu. There is also a link to the PRO Help Desk in the system which will open an email window with your name and email address automatically filled in (which you may override if you prefer to send an anonymous comment):

**How It Works**

First, enter your CV information using the Manage Activities menu in PRO. When it’s time to generate your annual report or CV, PRO generates a draft report that you can save and modify in Microsoft Word. You’ll use the Rapid Reports or Run Reports features in PRO to generate your reports.

**Joint Appointments and Department-Level Reporting**

PRO recognizes joint appointments and captures them across interdisciplinary units (such centers, institutes, surveys, labs) or among academic units. Unit directors or chairs will see that faculty with joint appointments in their units are included on summary reports.
LOG IN/LOG OFF

1. Go to KU.edu
2. Click myKU
3. Sign into the portal with your username and password
4. Scroll down and click “Faculty PRO” under Academics (left side of screen)
5. Click the blue button that says “Log into the PRO System”

To exit, hover your cursor over the “Welcome” banner at the top left of the window, and click Log Off.
GENERAL INFORMATION

When you log in, you will see a menu of sections and subsections, expanded as shown below:

- **Announcements and Instructions**
- **Personal Information, Teaching / Research Statements, BIO**
- **Administrative Data - Yearly Data**
- **Academic, Professional, and Other Employment/Experience**
- **Administrative Assignments**
- **Awards and Honors, Honor Societies**
- **Education**
- **Licensures, Certifications, and Professional Training**

Review the information on your **Personal Information, Teaching/Research Statements, BIO screen** for accuracy and save your changes. If you try to exit a screen that you have modified without saving the changes, you will receive a warning message.

Most of the other screens in PRO will require you to create and save new records such as an award, publication, licensure, creative work or professional membership. Be sure to fill in a date for your entries. The majority of undated entries will not appear on PRO reports.

Refer to the onscreen instructions or ask the PRO team for help on entering information in these screens.

At the bottom of the **Personal Information, Teaching/Research Statements, BIO screen** you’ll find a copy of the original CV received from your department to enter your data into PRO. This CV is only for historical purposes.

---

Administrative Data, Yearly Data

**Yearly Data** is managed by the PRO team. This screen is used to define access to reports. If you see an omission or error, please contact Amanda Kulp at [akulp@ku.edu](mailto:akulp@ku.edu).
Administrative Assignments
This screen captures academic administrative assignments/roles such as department chairs, division directors, assistant and associate deans, deans, and positions above deans. Record such assignments both here and in the Academic, Professional, and other Employment/Experience screen.

Awards and Honors, Honor Societies
If the recognition is ongoing, give the award date and leave the End Date blank. If the recognition is for one year only, give the year in the End Date. Fulbrights and fellowships may be recorded both here and in the Contracts, Grants, Fellowships and other Funded Activity screen.

Education
This screen is used to report post-secondary education for which you have received a degree. Postdoctoral work may be added here, but is typically reported under Academic, Professional, and Other Employment/Experience screen.

Licensures, Certifications, and Professional Training
Includes non-degree-seeking post-secondary education in addition to professional licensures and certifications. In the creative fields, list work with recognized artists, teachers, studios, or mentors here.

TEACHING

Academic Advising Summary
Do not key dissertation, thesis, postdoctoral, research supervising, etc. here—go to Directed Student Learning. This screen pertains only to enrollment or program advising and asks for counts of students advised. If required for your department’s annual review, indicate approximately how many undergraduate or graduate students you have advised in a semester or year per department instructions.

Academic Advisees
Do not key dissertation, thesis, postdoctoral, research supervising, etc. here—go to Directed Student Learning. This screen pertains only to enrollment or program advising. One record per student per level (UG or GR) is the easiest way to maintain your list. Add the End Date only when you are no longer advising the student.
Achievements of Distinction of Current/Former Students
This screen may be used to record student or alumni achievements. This information does not print on Faculty Activity Reports or the PTTR/P&T candidate CVs.

Please create one record per student and use the "ADD" to note new awards in future years on the same record. You may have two records per student if they were a "Former" student and now are a "Current" student.

Courses Taught
Course numbers and other details are automatically loaded every semester from Enroll & Pay. Beginning with Spring 2009, courses are loaded approximately 2 weeks following 20th day official enrollment counts. Every section for which you are listed as the instructor of record will appear here with its section number. For team-taught courses, your teaching percentage is calculated. Grade distributions are loaded approximately eight weeks following the end of the semester. Courses taught prior to 2009 or at other institutions may be listed in the Summary List of Courses Taught screen. If changes to course information are needed, contact akulp@ku.edu.

Directed Student Learning
Use this screen to record your committee responsibilities and activities directing student work (undergrad, graduate/doctoral, independent study, internships, mentoring.) Record postdoctoral researcher mentoring here. Use the Experiential Learning screen to describe directed group activities/projects (capstone, service learning, community-based projects, etc.) You will find additional explanation in the screen’s online instructions and in the PRO Reference Card.

Professional, Leadership, Non-Credit Instruction Taught
Use this section to describe any instruction, such as professional education, that you’ve provided beyond your normal teaching responsibilities with the exception of guest class lectures which are recorded on the Presentations - Service screen.

Summary List of Courses Taught
Record your own list of courses with a unique record for each institution. You may incorporate minimal HTML <i>, </i> to create italicized subheadings to organize your information.

Refer to the onscreen information on the Courses Taught screen and on this screen for details on recording your pre-2009 and/or non-KU courses.
RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

Research/Scholarly/Creative Activity

Activity Currently in Progress
This screen is used to generally describe new or ongoing projects in a preliminary phase. Dates are required for the information to print.

This screen is used to record research or topics that have not been submitted or published. In your description, please respond to the question, “What do you need to accomplish your activity currently in progress?”

Artistic Works, Residencies, Compositions, Performances/Conducting
If the work results in a publication, record it separately under the Publications screen.

This screen is primarily used by individuals creating or performing original works. Record artist in residence experiences here.

Contracts, Grants, Fellowships, and Other Funded Activity
As of January 1, 2015, the PRO Team is loading externally funded grants/contracts proposals and awards on a monthly basis from KUCR, but you will need to review the information and make changes as required. All grants records must include dates. Enter only one record and total amount per multi-year award.

Record fellowships and Fulbright grants here and in the Awards and Honors, Honor Societies screen. Always type your name as the investigator, even if you are the only one.

Exhibitions
This screen is used across various disciplines to describe activity creating exhibitions or having work permanently displayed in collections.

Field Research
This screen records activity carried out in the natural world to collect cultural or natural artifacts or specimens, or to conduct museum collections research.

Patents and Copyrights
For reasons of confidentiality, only approved or public patents are recorded in PRO. Copyrights are prevalent and should be listed only if of substantial importance.
Presentations

Include conference, symposium, meeting, workshop, panel, poster, paper presentations and, in a few cases, readings of creative work. For more information, see the onscreen help and your PRO Reference Card.

Publications

Record publications that are the result of research, scholarly, or creative activity, but not service publications that are entered elsewhere in PRO.

This screen is interpreted broadly to include a variety of material available in print or online. It is to the discretion of your department whether you should record the date of print publication or the date of electronic publication. PRO does not distinguish between online and print journals. For all records which you manually add or import, indicate peer-reviewed/refereed and major or minor, and check "My Record" next to YOUR name only.

Authors are now able to upload accepted manuscripts of journal articles within PRO. The Office of Scholarly Communication & Copyright will deposit in KU ScholarWorks those copies when allowed by publishers.

Reviews

This screen is used for including the highlights of a critical review article published in the news about your artistic work/performance.

Reviews of your publications, inclusion of your artistic work (e.g., visual art) in books or brochures, etc., or references to your work are captured in the References to my Work/Interviews screen.

You will find more information about this topic in the screen’s online instructions and help.

UNIVERSITY SERVICE

The P&T candidate CV requires the separation of service into these three categories. Service rendered in Research Institutes, Centers, Surveys, or Labs under the Research and Graduate Studies organizational chart should be located under University Service.
### Artistic Works-Service
Pertains primarily to faculty in the Arts, giving service such as donation or time, effort, materials, or art work to support fundraising or community outreach for the arts.

### Consulting
Unpaid or paid work outside the university where you contribute or exercise your expertise.

### Presentations – Service
Your service to the schools (P-12) including in-service training for teachers, expert testimony as a witness, legislative testimony, guest class lectures outside of your assigned classes, community presentations, or outreach may be listed here. This information will be generally used to inform the campus strategic plan of the extent of outreach and service provided by faculty to the community or in support of partnership/outreach initiatives. See the screen’s online help for tips on entering data.

### Professional Service/Leadership/Development
All service activity external to KU is recorded in this screen. Also use this screen to record professional development activities, whether elsewhere or at KU, such as through the Center for Teaching Excellence. For professional development, identify your role as 'Participant' or 'Attendee.'

Contains all activity external to the university such as editorial or review work, external reviews, board memberships, professional association committee activities, adjudication, offices held and participation in professional development. Your position/role is required for each activity and the organization should be named. For more information, see and the screen’s online instructions and help and your [PRO Reference Card](#).

### Professional Memberships
This screen includes professional organizations of which you are a member. Dates are optional. List honorary organizations or societies of which you are a member in [Honors and Awards/Honor Societies screen](#).
Public Service
Use this screen to record your service to organizations or community groups taking place outside of a higher education or professional setting.

See this screen’s online instructions for more information on entering data.

Publications – Service
Use this screen to record publications that you author or contribute to in support of volunteer or community outreach, especially those intended for consumption by a lay audience.

See the online instructions and help for more information on entering data.

OTHER TEACHING, RESEARCH/SCHOLARLY/CREATIVE, SERVICE ACTIVITIES

External or International Connections and Collaborations
Information that you provide on this screen will be used publicly to inform the university strategic plan Bold Aspirations. Record domestic and international collaborations or partnerships which provide significant networking opportunities for you and the University of Kansas.

See the onscreen instructions for this screen for help on entering data into fields.

Biographical Sketch – NIH / NSF
Detailed instructions for building Biographical Sketches are found in PRO, as well as links to further agency instructions and information for a KU contact who can provide assistance or training. For information about how identifying Collaborators affects NSF Biosketches, see your PRO Reference Card.

Other Activity (Languages/Narratives)
This is a screen used to record information that does not fit previous screens. Language proficiency and expertise, general statements about your activities or lengthy job descriptions and other information you wish to have on your CV may be included here.
References to My Work/Interviews

Use this screen to record citations by other authors or references about your work. Include interviews you have given as interviewee.

See the onscreen instructions for this screen for help on entering data.

ANNUAL REVIEW SUBMISSIONS

Save Annual Report

You may use this screen to save annual reports for your own purposes, but it’s entirely OPTIONAL.

Instructions for this screen are found online.

ARCHIVED CVS/DOCUMENTS

Curriculum Vitae/Documents Archive

This screen may be used to store files such as CV's or reports. It is entirely OPTIONAL. Please create/add a new record for each saved document or report, provide a "Title of Document" and a date.

See the onscreen instructions for adding documents to the Archive.

HOW TO RUN REPORTS

PRO has two ways to generate reports, Rapid Reports and Run Reports, found on the left-pane menu.
Rapid Reports can be selected while you are in any menu, screen or record, and will present you with a new temporary foreground window for choosing a report, setting a date range, and choosing an output file format. Rapid Reports are automatically generated only in the APA citation style. After viewing the report you can merely close it, click to exit the temporary foreground window and return to your place in PRO. The advantage of Rapid Reports is quickly checking the content and formatting of new entries as you add or edit PRO records, without losing your place.

The Run Reports option can also be chosen from anywhere within PRO but it then redirects you to a different screen, allowing you to choose a report, set a date range, choose a citation style, set a file format and a page size. After viewing the generated report document, you can return to the PRO main menu. An advantage of Run Reports is its choice of citation styles.
Using the Run Reports feature, you can generate PRO reports in a variety of citation styles. You can format your publications, presentations and grants using one of the following styles:

- American Chemical Society
- APA
- Bluebook
- Chicago
- Chicago B
- Council of Science Editors
- MLA
- Reviews of Modern Physics (APS)

Digital Measures provides a report code-generator and shows the details of how any report corresponds to PRO screens. You can generate the details of any report by choosing Run Reports in the left pane of the PRO window, clicking Download this report’s template.

On the next page you’ll find a sample from the CLAS Annual Report Humanities details.
College of Liberal Arts and Sciences
Annual Activities Report

Name:  [Alternative Name Used in<br />Curriculum Vitae (CV) Heading,<br />if different than name shown above]

TEACHING

I. Summary of Courses Taught
   
   A. KU Course List
      
      Note: Cross-listed courses are listed separately and enrollment counts may not
      represent the total number of students in attendance during a class session

      ![Course Information Table]

      Teaching Other Activities

      ![Activity Table]

      B. Professional or Non-Credit Instruction

      ![Instruction Table]

      II. Graduate Studies

      A. Doctoral/Dissertation Committees Chaired

      ![Committee Information Table]

      CLAS Annual Activities Report Run Date formatted as: Mid1233
TIPS AND REMINDERS

Refer to your PRO Reference Card and the Digital Measures general resource page for information on Internet browsers that support PRO, general rules for data entry, navigation tips and PRO’s built-in functions.

The Announcements and Instructions screen of PRO’s General Information section contains links to the PRO Reference Card, text and HTML editing tips, and unit-specific instructions for using PRO.

Remember:

- The publication date is required if the item is published. However, items designated as ‘in preparation, submitted, accepted/in press, and revising to resubmit’ do appear in the report without dates.
- Undated records generally do not appear on most reports. They do appear on the CLAS Comprehensive Vita.
Many CLAS units will continue to use their departmental annual report formats while others will use the exact reports produced by PRO. Either way, PRO can help with your annual report preparation. Information generated from PRO can be easily moved or pasted into departmental documents with fully formatted citations for publications or presentations. PRO can produce standardized formats for service and other information. Ask your department chair what is expected for your annual review submission.

CLAS Annual Report templates are available for each CLAS Division:
• CLAS Annual Report Humanities
• CLAS Annual Report International & Interdisciplinary Studies
• CLAS Annual Report Social and Behavioral Sciences
• CLAS Annual Report School of the Arts

In the Natural Sciences & Mathematics division, report templates are specified by department:
• CLAS – EEB Annual Report
• CLAS – Molecular Biosciences Annual Report
• CLAS – Math Annual Report
• CLAS Annual Report Chemistry, Geography, Geology & Physics & Astronomy

Also, a specific annual report template is available for the School of Public Affairs & Administration:
• CLAS Public Affairs & Admin Annual Report

Following is an annual report template with information on the PRO data that populate each section.
CLAS Annual Activity Report Preparation REMINDERS
[Start Year] - [End Year]

The report start and end dates will be populated with the report date parameters you select in PRO when you use the Run Reports feature. The report template is designed to accommodate any start and end dates you wish (e.g., one or multiple academic years or calendar years).

This draft report has been created to assist you in preparation of annual reports. This report is a work in progress and if you note a problem, please communicate with Amanda Kulp, PRO Program Manager, akulp@ku.edu.

IMPORTANT CODING
Coding in PRO screens enables information to appear correctly in the CLAS Annual Activity Report. Below is a checklist of PRO classifications you need to enter along with activities to generate this and other PRO reports correctly.

The following codes need to marked/selected when you enter activities in these screens:

Awards and Honors
- Purpose (Teaching, Research/Scholarly/Creative Work, Service, etc.)

Directed Student Learning Committees (thesis, dissertation, etc.)
- Stage of completion

All Research/Scholarly/Creative Work
- Major or Minor
- Peer-reviewed (if applicable)
- Invited (if applicable)

Professional Service
- Scope (international, national, regional, state, local)
Name:

Your Official Name, or Alternative Name, populates from the Personal Information, Teaching/Research Statements, BIO screen.

Manage Activities > General Information > Personal Information, Teaching/Research Statements, BIO

TEACHING

I. Summary of Courses Taught

A. KU Course List

*Note: Cross-listed courses are listed separately and enrollment counts may not represent the total number of students in attendance during a class session*

Your course list populates from the Courses Taught screen.

Manage Activities > Teaching > Courses Taught

Teaching Other Activities

This is for faculty members wishing to include Teaching Activity information in narrative form. It derives from the Other Activity screen if the Activity Type is “Teaching,” or “Other” and is labeled with a phrase containing the word “Teaching.” The teaching narrative will be included in this report only if the years you assign to the teaching activity record correspond or overlap with the date parameters you use to produce your annual in the Run Reports feature. You can delete the previous years’ “Teaching” entries if they are no longer useful.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Services > Other Activity (Languages/Narratives)
B. Professional or Non-Credit Instruction

If you teach professional courses for licensing or certification purposes, you can enter that information in the Professional, Leadership, Non-Credit Instruction Taught screen. This heading appears in the Annual Report only if information is entered in PRO and is dated for the years selected for the report.

Manage Activities > Teaching > Professional, Leadership, Non-Credit Instruction Taught

II. Graduate Studies

The following committee responsibilities and activities directing student work (A – E) populates from the Directed Student Learning screen.

Manage Activities > Teaching > Directed Student Learning

A. Doctoral/Dissertation Committees Chaired

B. Master's/Thesis Committees Chaired

C. Additional Graduate Student Committee Service
   1. Doctoral Committees (both within and outside unit)
   2. Master's Committees (both within and outside unit)

D. Examinations or Orals
   1. PhD Examinations/Orals
   2. Master's Examinations/Orals
   3. Other Examinations/Orals

E. Graduate Studies/Research

F. Other Graduate/Postdoctoral Advising
1. Graduate Student Academic Advisees

Enrollment or program advising of graduates students populates from the Academic Advising Summary and the Academic Advisees screen.

Manage Activities > Teaching > Academic Advising Summary and Academic Advisees

2. Postdoctoral Advisees

Advisement of postdoctoral fellows populates from the Academic Advisees and the Directed Student Learning screens.

Manage Activities > Teaching > Academic Advisees and Directed Student Learning

III. Undergraduate Studies/Research

The following committee responsibilities and activities directing student work (A-C) are populated from the Directed Student Learning screen.

Manage Activities > Teaching > Directed Student Learning

A. Undergraduate Honors Student Committees Chair/Advisor

B. Undergraduate Research

C. Other Undergraduate Studies/Research

D. Undergraduate Academic Advising Summary

Enrollment or program advising of undergraduate students populates from the Academic Advising Summary and Academic Advisees screens.

Manage Activities > Teaching > Academic Advising Summary and Academic Advisees
IV. Teaching Awards

Teaching awards populate from the Awards and Honors, Honor Societies screen if the record’s purpose is “Teaching.”

Manage Activities > General Information > Awards and Honors, Honor Societies

RESEARCH

I. Publications (submitted/in review, accepted/in press, or published)

Major and minor Publications populate from the Publications screen. Marking your publications as major or minor will allow them to appear in the proper categories on this report. For the Humanities and International/Interdisciplinary Studies divisions, marking the field for “Is this creative work?” will separate scholarly publications from creative works on this report.

“Contribution Type” and Current Publication Status’ fields must be filled in, and publications with a publication date during the date range for Annual Report will appear on the report. Publications that are designated as “submitted/in review,” “accepted/in press,” or “revising to re-submit” will appear on the report without a publication date.

Manage Activities > Research/Scholarly/Creative Activity > Publications

A. Major Publications

1. Books
2. Refereed Journal Articles
3. Book Chapters
4. Other Major Publications

B. Minor Publications

1. Proceedings
2. Articles
3. Chapters in Textbooks

4. Reviews/Book Reviews

5. Published Abstracts

6. Other Minor Publications

II. Major Creative Work/Scholarship

Major Creative Work Publications

Major creative works publications populate from the Publications screen if the record’s “Is this creative work?” field is set to “Yes,” and if the record’s “Major/Minor” field is marked “Major.”

Manage Activities > Research/Scholarly/Creative Activity > Publications

Major Artistic Works

Major artistic works populate from the Artistic Works, Residencies, Compositions, Performances/Conducting screen if the record’s “Major/Minor” field is marked “Major” and the “Type of Work” field is not set to “Film Screening.”

Manage Activities > Research/Scholarly/Creative Activity > Artistic Works, Residencies, Compositions, Performances/Conducting

Film Screenings

Major film screenings populate from the Artistic Works, Residencies, Compositions, Performances/Conducting screen if the record’s “Major/Minor” field is marked “Major” and the “Type of Work” field is set to “Film Screenings.”

Manage Activities > Research/Scholarly/Creative Activity > Artistic Works, Residencies, Compositions, Performances/Conducting
Exhibitions

Major exhibitions populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Major” and the “Exhibition Category” field is “Exhibition,” “Installation/Performance” or “Other.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions

Traveling Exhibitions

Major traveling exhibitions populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Major” and the “Exhibition Category” field is “Traveling Exhibition.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions

Permanent Collections

Major permanent collections populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Major” and the “Exhibition Category” field is “Permanent Collections.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions

Field Research

Field research populates from the Field Research screen.

Manage Activities > Research/Scholarly/Creative Activity > Field Research
III. Minor Creative Work/Scholarship

Minor Creative Work Publications

Minor creative works publications populate from the Publications screen if the record’s “Is this creative work?” field is set to “Yes,” and if the record’s “Major/Minor” field is marked “Minor.”

Manage Activities > Research/Scholarly/Creative Activity > Publications

Minor Artistic Works

Minor artistic works populate from the Artistic Works, Residencies, Compositions, Performances/Conducting screen if the record’s “Major/Minor” field is marked “Minor” and the “Type of Work” field is not set to “Film Screenings.”

Manage Activities > Research/Scholarly/Creative Activity > Artistic Works, Residencies, Compositions, Performances/Conducting

Film Screenings

Minor film screenings populate from the Artistic Works, Residencies, Compositions, Performances/Conducting screen if the record’s “Major/Minor” field is marked “Minor” and the “Type of Work” field is set to “Film Screenings.”

Manage Activities > Research/Scholarly/Creative Activity > Artistic Works, Residencies, Compositions, Performances/Conducting

Exhibitions

Minor exhibitions populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Minor” and the “Exhibition Category” field is “Exhibition,” “Installation/Performance” or “Other.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions
Traveling Exhibitions

Minor traveling exhibitions populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Minor” and the “Exhibition Category” field is “Traveling Exhibition.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions

Permanent Collections

Minor permanent collections populate from the Exhibitions screen if the record’s “Major/Minor” field is marked “Minor” and the “Exhibition Category” field is “Permanent Collections.”

Manage Activities > Research/Scholarly/Creative Activity > Exhibitions

IV. Research Funding/Fellowships

Research funding/fellowships populates from the Contracts, Grants, Fellowships, and other Funded Activity screen.

Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and other Funded Activity

V. Patents

Patents populate from the Patents and Copyrights screen.

Manage Activities > Research/Scholarly/Creative Activity > Patents and Copyrights

VI. Copyrights

Copyrights populate from the Patents and Copyrights screen.

Manage Activities > Research/Scholarly/Creative Activity > Patents and Copyrights
VII. Invention Disclosures

If you have invention disclosures, you’ll have to manually type them in to your MS Word document after you run your report. This information is not yet captured in PRO. This heading is a placeholder until that information becomes available.

VIII. Invited Presentations/Lectures

Invited presentations/lectures populate from the Presentations screen if the record’s “Invited” field is selected.

Manage Activities > Research/Scholarly/Creative Activity > Presentations

IX. Presentations/Lectures

Presentations/lectures populate from the Presentations screen if the record’s “Invited” field is not selected.

Manage Activities > Research/Scholarly/Creative Activity > Presentations

X. Research Awards

Research awards populate from the Awards and Honors, Honor Societies screen if the record is marked with a Purpose of “Scholarship/Research.”

Manage Activities > General Information > Awards and Honors, Honor Societies
SERVICE

I. Service to the University

The following, A-C, derive from their respective screens for records where the “Organization where employed at the time of service” is marked as “University of Kansas.” Service given to an organization (center, institute, survey, lab) listed under Research and Graduate Studies should be reported as University Service.

Manage Activities > University Service > Department, School/College, University

A. Department/Unit

B. College

C. University

II. Professional Service Outside the University (e.g., Editorial Service, Offices Held)

Professional service outside the University populates from the Professional Service/Leadership/Development screen, excluding records marked as “Attendee” or “Participant” which indicates professional development activities.

Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development

III. Other Service

A. Service Publications

Service publications populates from the Publications - Service screen.

Manage Activities > Other Service/Professional Development > Publications - Service
B. Service Presentations

Service presentations populates from the **Presentations - Service screen**.

Manage Activities > Other Service/Professional Development > Presentations - Service

C. Public Service

Public service populates from the **Public Service screen**.

Manage Activities > Other Service/Professional Development > Public Service

D. Service Artistic Works

Service artistic works populates from the **Artistic Works - Service screen**, excluding records where the Type of Work is “Film Screenings.”

Manage Activities > Other Service/Professional Development > Artistic Works - Service

E. Service Film Screenings

Service film screenings populates from the **Artistic Works - Service screen** if the Type of Work is “Film Screening.”

Manage Activities > Other Service/Professional Development > Artistic Works - Service

IV. Honors or Awards for Professional Service / Other Recognition

Honors of awards for professional service/other recognition populates from the **Awards and Honors, Honor Societies screen** for records whose Purpose is other than “Teaching” or “Scholarship/Research.”

Manage Activities > General Information > Awards and Honors, Honor Societies
V. Connections and Collaborations

A. External or International Connections and Collaborations: Bold Aspirations Strategic Plan Information

External or international connections and collaborations: Bold Aspirations Strategic Plan information populates from the External or International Connections and Collaborations screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > External or International Connections and Collaborations

ADDITIONAL GENERAL INFORMATION

Activity Currently in Progress

Activity currently in progress populates from the Activity Currently in Progress screen.

Manage Activities > Research/Scholarly/Creative Activity > Activity Currently in Progress

References to My Work

References to my work populates from the References to My Work/Interviews screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > References to My Work/Interviews

Interviews

Interviews populate from the References to My Work/Interviews screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > References to My Work/Interviews
Reviews

Reviews populate from the **Reviews screen**.

Manage Activities > Research/Scholarly/Creative Activity > Reviews