School of Social Welfare - Description of Data Entry Screens

GENERAL INFORMATION SCREENS

1) Personal Information, Teaching/Research Statements, BIO
   Required Fields:
   - CV Faculty Rank
   - Alternative Names You Have Published Under
   - Building
   - Office Room Number
   - Office Phone
   Web Page Required Fields:
   - My Preferred Web Page Name
   - Web Page Short Biography
   - Teaching Description (statement)
   - Teaching Key Words
   - Research, Scholarly, Creative Work Description (statement)
   - Research, Scholarly, Creative Work Key Words
   - Service Description [OPTIONAL]

2) Academic Professional, and Other Employment/Experience
   Note: the PRO team will keep your KU positions/ranks updated. You will need to add affiliation/courtesy appointments.

3) Administrative Assignments
   Note: the PRO team will maintain this information

4) Awards and Honors, Honor Societies
   Required Fields:
   - Name of Award or Honor/Honor Society
   - Type of Award
   - Organization/Sponsor
   - Purpose
   - Dates (End Date if only one date is applicable)

5) Education
   Required Fields:
   - Dissertation Advisors (under the Ph.D. entry) if you are using the NSF/NIH Biosketch in PRO

6) Licensures, Certifications, and Professional Training
   Required Fields:
   - Title of Licensure/Certification/Training
   - Sponsoring Organization
   - Start or End Dates
   Note: Professional Training should be substantive to be included here (prestigious)
7) **Professional Memberships**
   Required Fields:
   Name of Organization

**TEACHING SCREENS**

1) **Directed Student Learning (e.g., theses, dissertations, projects, performances)**
   Required Fields:
   - Involvement Type (your involvement)
   - Student First Name
   - Student Last Name
   - Student’s Home Campus
   - Stage of Completion
   - Dates

2) **Professional Leadership, Non-Credit Instruction Taught**
   Required Fields:
   - Instruction Type
   - Sponsoring Organization
   - Dates
   Note: For continuing education, executive education, licensure courses, etc. that you teach.

3) **Courses Taught**
   Required Fields:
   - Blended Course? Y/N
   - New course preparation? Y/N
   - New format for existing course? Y/N

**RESEARCH/SCHOLARLY/CREATIVE ACTIVITY SCREENS**

1) **Contracts, Grants, Fellowships, and Other Funded Activity**
   Required Fields:
   - Funding Type/Category
   - Fulbright or Fellowship? (if applicable)
   - Organization or University where Employed
     - Name ‘Other’ Organization if not KU
   - Title of Research
   - Sponsoring Organization
   - Funding Source is
   - Purpose
     - Name ‘Other’ Purpose if list does not provide description
   - Investigators, include your name and mark ‘KU Faculty’, ‘My Record’ for self
   - Faculty Researcher Reported Amount
   - Funding Outcomes Narrative (2-3 sentences maximum)
   - Dates
   - Engaged Scholarship? [if applicable]
2) Publications ---- See the School of Social Work Publications Guide

3) Presentations
   Required Fields:
   - Presentation Type
   - Meeting Type
   - Presentation Title
   - Conference/Meeting Name/Other
   - Location
   - Presenters/Authors, include your name and mark ‘KU Faculty’, ‘My Record’ for self
   - Was this peer-reviewed/refereed?
   - Invited or Accepted?
   - Scope
   - Start and End Dates
   - General Research Fund or NFGRF? [if applicable]
   - Engaged Scholarship? [if applicable]

4) Activity Currently in Progress
   Note: The use of this screen is evolving. It is a place to discuss topics/projects that have not yet
   produced a publication, presentation, or other outcome.
   Required Fields:
   - Title or Topic
   - Description
   - Authors/Investigator/Collaborator, include your name and mark “KU” “My Record”
   - Dates

5) Reviews/Media Coverage/Publication Citations Count
   Note: This screen is multi-purpose. Reviews of your work that are published, your work on TV, radio are included here. If you choose to cite total number of times your publications are cited by other authors/experts, include it on this screen and give the citations source (Google Scholar, Web of Science, etc.)
   Required Fields for Reviews/Media Coverage:
   - Review Type
   - Title of Review
   - Reviewer Name [if available]
   - Review Source and Date
   - OR Web Address of Review
   - Text of Review
   Required Fields for Citations:
   - Review Type
   - Comments/Citations [include count and source]

6) NSF/NIH Biographical Sketch
   Required Fields: (ALL)
   The Biographical Sketch report (once saved in this screen) is run from “Custom Reports”
SERVICE SCREENS

1) University
   Required Fields:
   Organization where employed at time of service
   Name ‘Other’ Organization if not KU
   Committee Name
   Position/Role
   Name ‘Other’ Position/Role to customize
   Dates

2) School
   Required Fields:
   Organization where employed at time of service
   Name ‘Other’ Organization if not KU
   School or College, Committee Name (give school or college if not Social Welfare)
   Position/Role
   Name ‘Other’ Position/Role to customize
   Dates

3) Publications – Service
   Required Fields:
   Service Publication Type
   Service Publication Title
   Authors, provide your name and mark ‘KU Faculty’ and ‘My Record’ for self
   Publication citation details (publisher, volume, issue, pages, URL’s, etc.)
   Direct Outcome of a GRF or NFGRF?
   Dates

4) Presentations – Service
   Required Fields:
   Service Presentation Type
   Meeting Type
   Service Presentation Title
   Presenters/Authors, provide your name and mark ‘KU Faculty’ and ‘My Record’
   Direct Outcome of a GRF or NFGRF?
   Dates

5) Public Service
   Required Fields:
   Organization/Committee/Club
   Position/Role  Dates
6) **External or International Connections and Collaborations**
This screen broadly covers Teaching, Research, and Service Activities
Required Fields:
- Is this KU-related activity?
- Type
- External or International Collaborating Organization
- City, State, Country
- Start or End Dates of Collaboration

7) **Professional Involvement/Leadership**
Include professional association activities, editorships, reviews, participation, member of professional committee or organizations, board membership, and other professional activities including professional development.
Required Fields:
- Organization/Committee
- Position/Role
- Book/Journal/Title [if your role is Editor or Reviewer, or similar to Editor/Reviewer
- City, State, Country [if organization/meeting/conference attendance]
- Scope
- Dates

8) **Consulting**
Required Fields:
- Consulting Type
- Client/Organization
- Dates

### OTHER ACTIVITY

1) **Other Activity (Narrative)**
Use this screen to describe miscellaneous activities, or for summaries of activity including:
- Languages you speak/write, Teaching/Research/Service activities not included in previous screens, list of courses you taught in your career [teaching], Intellectual property not included under the Patents screen, other interests or statements about work, and so on.

### ANNUAL REVIEW ARCHIVE
Annual review reports may be stored in PRO under this screen. A record is created for each calendar year and documents are saved to this screen. This is a permanent archive that cannot be deleted or modified once annual report deadlines have passed.

### WEB CV/ARCHIVED CV’s
This screen is under development to be used as a repository for storing your CVs.