

PRO Instructions

School of Journalism and Mass Communications Annual Report

QUICK TIPS

- ✓ **Date all entries/records**
If the start date of an activity is entered, but no end date, “- to present” will be substituted for no end date. If a presentation/event occurs on one day only, the end date is all that is required. Undated records will not appear in the annual report (but they will print on the vita).
- ✓ **Choose items to display on your web page**
Review all publications, presentations, contracts/grants, and awards and mark them “Display on Web Page” = ‘Yes’ if you want them visible your faculty web page. Contact Julie Adam to set up the link from PRO to your faculty web page. Choose substantial publications that best represent your work.
- ✓ **NEW in 2015**
Add your yearly teaching, research, and service narratives on the screen called “Journalism/Mass Communications Annual Report Summary (Narratives)”. See p.9 for instructions. They will print on your annual report.
- ✓ **Use Rapid Reports**
Run “Rapid Reports” to generate the School of Journalism and Mass Communications Annual Report – it helps if you run the report often as you key so you can see how your entries appear as you type/format them.
- ✓ **EDIT vs. DUPLICATE**
Click directly on an item to edit it. Don’t confuse “EDIT” and “DUPLICATE.” Remember that the ‘**duplicate**’ function creates a NEW record from an old one. This is particularly useful for adding new publications. Duplicate an existing publication that is the same ‘contribution type’ and write-over the old fields then save. Click the box to the far right of the item, then click the Duplicate button.
- ✓ Refer to the Reference Card for navigation tips. Don’t have one? [Get it online](#) or email lowrance@ku.edu.
- ✓ See page 2-9 of these instructions for an outline of the approved School of Journalism and Mass Communications Annual Report.

Updating your CV and Preparing Your Annual Report

- 1) First use “Rapid Reports” to update and review your School of Journalism & MC Vita. When your vita looks correct and complete, THEN begin running the Annual Report. Use “Rapid Reports” to select and run reports.
- 2) Save the School of Journalism and Mass Communications Annual Report to your folder or computer desktop as an .rtf or .doc file in WORD and name it:

Your name – annual report 2016

- 3) Review the document and adjust headings or information to cross page breaks.
Please email your final annual report to Penny Hodge.
- 4) You may also save your annual report in PRO as follows:

In PRO, locate the “Save Annual Review” screen. Click on the “Calendar Year, January 1, 2016 - December 31, 2016” record.

- a. Click on “Store File” and then “Browse”
- b. Locate your final annual report on your computer, and click on it
- c. Your annual report should appear in the “File Store” slot
- d. Click on “SAVE AND RETURN” to save the screen/record.

Note: You may delete the file and re-load as many times as necessary. You’re only saving your report to the PRO “Annual Review Archive” screen. **It isn’t being submitted/transmitted anywhere else.**

1) Running Rapid Reports

The “Rapid Reports” feature is used by the School of Journalism and Mass Communications because your default editorial style is APA. Other editorial styles can only be accessed through “Custom Reports”.

Click on Rapid Reports:



Configure the options to run your report:

Rapid Reports ✕

Select a report template, date range and file format, then run the report.

Rapid Reports are generated using data only from the user you are currently managing.

Report

Start Date

End Date

File Format

Note: Changes to Microsoft Word reports do not change data in the system.

If you’re running the CV, choose a date span that is comprehensive.

When running the annual report, run only for the year you are reporting (Ex. January 1, 2015 – December 31, 2015).

2) Annual Report Preparation

When preparing/running your annual report, you are using a pre-programmed annual report. Information in the database screens will appear in different places in the report. The tables below are a simplified description of where items on the annual report are found in PRO. Use this as a guide for where to enter in or revise existing information.

Personal Information	Screen: Personal Information, Teaching/Research Statements, BIO Primary Administrative Role (Chairs/Directors titles only) University Distinguished Professor Title *CV Faculty Rank – <i>review your faculty rank for correctness</i> Named Professorship Title
Licensures, Certifications, and Professional Training	Screen: Licensures, Certifications and Professional Training All records on this screen will print in the annual report.
Experience	Screen: Academic, Professional, and Other Employment/Experience Work experience. Include all KU work history including affiliate or courtesy faculty roles under the one “University of Kansas” record – by adding them – See the ADD button at the bottom of the KU work record.
Administrative Assignments	Screen: Administrative Assignments Ignore this screen unless you are assigned an administrative role such as Director, Chair, Assistant/Associate Dean, etc. [Check with Dean Brill if you have questions about including an assignment on this screen.]
Professional Memberships	Screen: Professional Memberships Current professional and association memberships. Include dates.
Honors/Awards/Honor Societies	Screen: Honors/Awards/Honor Societies Calendar Year 2016 awards and honors must be dated 2016 if they are to appear on the annual report. Please mark “type of award” in PRO (individual, group, etc)
Teaching Interests (Statement)	Screen: Personal information, Teaching/Research Statements, BIO Teaching Description (Statement)

Research Interests (Statement)	Screen: Personal information, Teaching/Research Statements, BIO Research Description (Statement)
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Research/Scholarly Work

Publications	<p>Screen: Publications</p> <p>Contribution Type and Current Publication Status are required. All publications (published) with a publication year = 2016 will print on the annual report. Mark yourself “KU Faculty/Staff/Stu” and “My Record”. Mark KU co-authors -- “KU Faculty/Staff/Stu” if applicable or “If a student, choose level” if applicable. Ignore “NSF Collaborator Institution” unless you plan to generate an NSF Biosketch.</p> <p>All publications ‘in preparation, submitted, in review, accepted/in press’ <u>will print WITHOUT the presence of publication date.</u></p>
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Exhibits	<p>Screen: Exhibitions</p> <p>Creative work exhibits only (Ex. Photography/visual art)</p>
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[Invited] Presentations/Lectures	<p>Screen: Presentations</p> <p>This screen is for recording academic/research/scholarly/creative work presentations only. (Ex. Presentations for K-12 levels, university clubs, and community organizations are recorded as service presentations.)</p>
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Research Funding/Fellowships

Research Funding	<p>Screen: Contracts, Grants, Fellowships, and Other Funded Activity</p> <p>Grants dated 2016 or including 2016 in the start to end date range will print to the annual report. Only one record per multi-year grant is required in PRO. Please provide the total funded amount of the award in the <u>Faculty Research Reported Amount</u> field. <u>Current status</u> is required.</p> <p>Please indicate the ‘institution’ of co-investigators external to KU. Mark yourself “KUFaculty” and “My Record.” Mark KU co-investigators as “KU Faculty/Staff/Stu” or “If a student, choose level” ONLY if the student appears on the grant, but not if they are working on the grant with you.</p>
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Activity Currently in Progress	<p>Screen: Activity Currently in Progress</p> <p>Activity dated 2016 will print. If you have more than one activity/topic to describe, create a separate record for each activity. Please respond to the question: "What do you need to accomplish your activity...?"</p>
Dissertation/Thesis Supervision	<p>Screen: Dissertation/Thesis Supervision</p> <p>Add a record for each student you have advised, indicate the student's stage of progress/completion, and <u>date</u> the record. Your 'involvement Type' is required—if the drop-down values do not adequately describe your role in directing the student, you may customize a description by choosing 'Other' and typing in a description in the box below the drop-down list. You may choose to create one record per student and record all your activity with the one student in the 'Comments' field. Choose your current involvement type, and list other responsibilities in the 'comments' field (Ex. Comprehensive Exam member, Oral Exam Committee,) with date in the comments.</p>
University of Kansas Courses Taught	<p>Screen: Courses Taught</p> <p>Courses are automatically loaded from 20th day course schedules. If there is an error, notify Amanda Kulp at akulp@ku.edu to make corrections.</p>
Professional or Non-Credit Instruction	<p>Screen: Professional, Leadership, Non-Credit Instruction Taught</p> <p>This screen is a catch-all for other teaching instruction activity. You may include guest lectures in other faculty courses here. Continuing education or professional /executive education courses may be listed here.</p>
Achievements of Distinction of Current/Former Students	<p>Screen: Achievements of Distinction of Current/Former Students</p> <p>Provide current/former student achievements (optional). Use the Title/Distinction field to note recent achievements. Use the "Comments" field to record or list past achievements. Date the record 2016 so it will appear in the calendar year 2016 annual report. Each year, new students may be added OR the information updated on existing student records.</p>
Consulting	<p>Screen: Consulting</p> <p>Questions about what to include under consulting should be addressed with your Dean. You may choose to report consulting activity similar to that included previously on your CV.</p>

SERVICE

Service Interests (Statement)	Screen: Personal Information, Teaching/Research Statements, BIO
University Service	Screen: University Service Note: Service performed for Centers under Research/Graduate Studies is considered university service (Ex. Hall Center for Humanities, Center for Teaching Excellence). <u>Participation</u> in activities Centers such as CTE is recorded under the Professional Involvement screen as 'Participant'
School Service	Screen: School Service Add all service for the KU School of J&MC under "School Service" (not Department Service)
Department Service	Screen: Department Service Department Service is used to record service if you have been employed at another institution where journalism and related disciplines were located in a department rather than a school. Use this screen if you have performed <u>service in other KU departments</u> outside the School of Journalism.
Journalism and Mass Communication Events	Screen: Journalism and Mass Communication Events (REQUIRED) (Indicate your role and participation in special school events 2016 – only those events already listed under this screen). Do not add other records/events.
Professional Service	Screen: Professional Involvement/Leadership Include all professional activity, professional development, editorial responsibilities, external professional service in this screen. See the "My Position Role" codes on the drop-down to view the various roles often reported in the School. You may also create a custom role if needed.
Public Service	Screen: Public Service
Service Publications	Screen: Publications – Service APA Style rules are applied

Service Presentations	<p>Screen: Presentations – Service</p> <p>There is university-wide interest in understanding KU’s outreach to schools. Please record work/presentations with school-age children. Use this screen to record outreach presentations and guest class lectures if appropriate.</p>
Reviews/Media Coverage	<p>Screen: Reviews/Media Coverage/Publications Citation Count</p> <p>This screen is used to record reviews/media coverage pertaining to Research/Scholarly/Creative activities. Reviews in this context are professional/critical reviews of work. Include the text of the critical review, or a URL link. Media coverage of research/scholarly/creative activity OR teaching should be recorded here (see exceptions as described below).</p> <p>Interviews/media coverage about J&MC activities are School Service. If you’ve received media coverage for KU-related service activities, use the Presentations-Service screen to record the information. Interviews/media coverage for organizations external to KU may be “Public Service”.</p>
Citations (Publications Counts Cited from online sources)	<p>Screen: Reviews/Media Coverage/Publication Citations Count</p> <p>Optional (Note – few KU faculty presently are reporting citations counts)</p> <p>To report total number of citations of your work from a source such as Google Scholar, Web of Science, or other sources, record the information in the Comments/Citations field on this screen and choose “Citations” as the Review Type.</p>
Other Activity	<p>Screen: Other Activity (Narrative)</p> <p>Record information that doesn’t fit into other PRO screens. (Ex. Language expertise, student recruitment activities, list of courses taught over span of your career, etc.)</p>

NEW in 2015: These items used to be completed (typed) in manually in your Microsoft Word report, but now you will enter these sections directly into PRO. Please add your responses in PRO before you submit your final Microsoft Word copy of your annual report to Penny Hodge.

1. Click on the Journalism/Mass Communications Annual Report Summary Screen (Narratives) in PRO:

▼ Annual Review Submissions

Journalism/Mass Communications Annual Report Summary Screen (Narratives)

Save Annual Report

2. Then, click “Add New Record.”
3. Enter 2016 in as the “Annual Report Calendar Year”:

Annual Report Calendar Year

4. Add your narrative directly into the PRO fields in accordance with each question. You can copy/paste from another document into PRO, but be aware that your formatting (bold, italics, tabs) might be lost.
5. Under the Assessment of Courses section, click the drop-down arrow and select the course you want to add a narrative about. Then, type in your narratives into the two boxes.

Course Assessed

Course Assessed

Specific Direct and Indirect Measures

Use of Measures to Improve Course

Select the number of course assessed rows to add:

If you want to add more courses, adjust the number of course assessed rows you want to add, and click +Add.

6. **When you are done, SAVE the record.**

Assistance

The PRO Team is available for group or individual assistance 8:30-5:00 Monday through Friday. Please schedule a session in advance by calling 864-5523. For technical problems, please email akulp@ku.edu.