



Quick Reference Guide 2016-17

FOR ALL KU FACULTY AND TEACHING STAFF

Getting Started

Login through the **myKU** portal

You can find Faculty PRO on the **Academics tab** in the top menu bar of the myKU page.

A screenshot of the myKU portal navigation bar. The bar is blue with white text. From left to right, the items are: "Home", "Academics" (circled in red), "Services", "Employees", "Research", and a plus sign icon. Above the navigation bar is a search bar with the text "Enter search terms" and a magnifying glass icon. Below the navigation bar, a red arrow points to a callout box. The callout box has a title "Faculty PRO" and an "Options" dropdown. The text inside the callout box reads: "The Faculty Professional Record Online (PRO) system is for faculty use to manage professional information on teaching, research, and service; to generate a curriculum vitae, print annual reports, and other university forms or applications; to update web sites; and to expand collaboration." Below this text is a blue button with white text that says "Log in to the PRO system".

Tips for Working in PRO

Be sure to save your work before moving to another page in PRO.

You can copy and paste information from other sources/documents into PRO. This is the **best way** to ensure special characters/alphabets carry over into PRO.

How PRO Works

DATES: PRO organizes your records by date, so it is important to **enter all relevant dates** in your records, such as publication dates and periods of

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2016"/>



Information Entered by the PRO Staff:

Information in COURSES TAUGHT comes from Enroll & Pay.

Information under CONTRACTS, GRANTS, AND OTHER FUNDED ACTIVITIES comes from data gathered by the KU Office of Research.

You should review this information to ensure its accuracy and to delete any information you don't wish to retain in your records.

Entering Your Information

Enter the information you would normally include on your professional CV.

Not all fields in a record need to be filled out – enter only what information makes the most sense to you.

Tips for Entering RESEARCH Information

Enter your name in the author/presenter/PI lines for each record and be sure to check the **MY RECORD** and **KU FACULTY** boxes for yourself.

First Name	Middle Name/Initial	Last Name	Suffix	KU Fac Staff/Stu	My Record
<input type="text" value="K."/>	<input type="text" value="U."/>	<input type="text" value="jayhawk"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



NSF Collaborators: If you use PRO to generate a NSF Biosketch, be sure to include your co-authors' information in your records.

Major/Minor, Scope, and Peer-Reviewed/Refereed:

PRO can organize your publications, creative works, and presentations with these categories. If your Department uses these categories, please be sure to mark them in each record.

Tips for Entering **TEACHING** Information

Which screens to use for student advising:

*Dissertation/thesis supervision
(including committee service)*



Directed Student

*Summary of advising
activities for the year*



Academic Advising

*Enrollment or program advising of
INDIVIDUAL students*



Academic Advisees

Directed Student Learning: Recording a student once per level (undergrad, MA, doctoral) is preferable. PRO will organize this information based on your committee responsibilities/role, not by student.

Tips for Entering **SERVICE** Information

Service activity external to University service, such as editorships, professional development, board memberships, and advisory committees, should be entered on the **PROFESSIONAL SERVICE/LEADERSHIP/DEVELOPMENT** screen.

Creating Documents (CVs, Annual Reports, etc.)

Running Reports

1. Click **Run Reports** on the left side menu.

2. Select the **Report Type**.

3. Set the **Date Range**.

4. Select the **Citation Style**.

5. Click **Run Report**. The document will download to your computer.

The screenshot shows the 'Run Reports' interface with the following details:

- Report Type:** CLAS Comprehensive Vita
- Date Range:** Start Date: Jan 01, 2015; End Date: Dec 31, 2015
- Report Options:** * a) Select citation style: APA
- File Format:** Microsoft Word (.doc)
- Page Size:** Letter

Frequently Asked Questions

Can I use PRO on my KU webpage?

YES! By activating PRO to pull to your faculty webpage, you can have **direct editorial control** over the contents of your page. Visit pro.ku.edu for more information.

Can I customize my reports in PRO?

PRO uses reports customized on a University, School, or Department level. Individuals cannot design their own. However, you can pick the **CITATION STYLE (MLA, Chicago, etc.)** of your report to generate a draft of your CV in the citation style of your choosing. You can then easily edit this draft into the design and layout you want.

Who has access to the data in PRO?

Faculty members have exclusive read/write privileges. Deans, department chairs, and other administrators may run reports or download data for faculty in their unit but they **cannot** access, view, or edit individual faculty data.

Please contact us if you have any questions working in PRO.

Amanda Kulp, Program Manager
akulp@ku.edu
864-8258 (direct) 864-5523 (help desk)

For more information on using PRO to create

ANNUAL REPORTS

PROMOTION AND TENURE DOCUMENTS

CONTENT FOR YOUR FACULTY WEBPAGE

please visit:

pro.ku.edu