

Activity Insight
Screen Summary Reference Guide
***Text in RED notates required fields**

Section: General Information	
Personal and Contact Information	<p>Screen captures personal information such as name, office information, and contact information.</p> <p>Data import from Banner has populated partial screen fields.</p> <p>Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu.</p> <p>Add/update: Preferred Name, Personal Website.</p>
Biography, Expertise and Philosophies	<p>Screen captures Biography, Professional Interest, Teaching Interest, Fluency/Language and Statement of Philosophies.</p> <p>Add/update: Brief Biography, Areas of Specialization, Professional Interests, Other Interests, Notable Courses Taught, Teaching Philosophy, Research Philosophy, Service Philosophy, Languages.</p>
Administrative Data - Permanent Data	<p>Screen captures "milestone" events such as change in rank and tenure dates.</p> <p>Data import from Banner has populated screen fields.</p> <p>Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu.</p>
Administrative Data - Yearly Data	<p>Screen captures information that can possibly change over time, such as academic rank, graduate faculty membership, and academic qualification information (for CBA Faculty).</p> <p>Data import from Banner populated screen fields.</p> <p>Review for accuracy: If corrections are needed please contact the Dean's office</p>
Administrative Assignments	<p>Screen captures administrative roles such as Dean, Department Chair, etc.</p> <p>Data entered by Dean's office.</p> <p>Review for accuracy: If corrections are needed please contact the Dean's office.</p>
Affiliations (only applicable for Nursing, CCHS, Education)	<p>Screen captures affiliations to clinical organizations outside the University of Alabama.</p> <p>Add/update: Organization, Description of Organization, Start and End Year (if applicable).</p>
Awards and Honors	<p>Screen captures awards nominated or received; for correct placement on the Vita reports, "Purpose" needs to be designated.</p> <p>Add/update: Nominated or Received, Name, Organization/Sponsor, Purpose, Explanation of Other (if applicable), Scope, Description, and Date Nominated or Received.</p>

Consulting	<p>Screen captures consulting work.</p> <p>Add/update: Consulting Type, Explanation of Other (if applicable), Client/Organization, Location, Compensated or Pro Bono, Brief Description, Start and End Dates (if applicable).</p>
Degrees	<p>Screen captures faculty education history.</p> <p>Data import from OIRA's database for most important fields.</p> <p>Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu.</p> <p>Add/update: Emphasis/Major, Supporting Areas of Emphasis, Dissertation/Thesis Title, Honor/Distinction (if applicable), Explanation of Other (if applicable), Additional Details, Advisor Information.</p>
Graduate/Post Graduate Training	<p>Screen captures Graduate/Post Graduate Training (e.g., post-docs, fellowships, residencies).</p> <p>Add/update: Training Type, Explanation of Other (if applicable), Title, Institution/Organization, Location, Description, Start and End Dates.</p>
Faculty Development Activities Attended	<p>Screen captures faculty development and continuing education activities you have attended.</p> <p>Add/update: Activity Type, Explanation of Other (if applicable), Title, Sponsoring Organization, City, State, Country, Number of Continuing Education/Professional Credit Hours, Brief Description, Start and End Dates.</p>
Licensures and Certifications	<p>Screen captures any special licenses or certifications you may have (active and inactive).</p> <p>Add/update: Title of Licensure/Certification, License/Certification Number (if applicable), Sponsoring Organization, Scope, States where Certified or Licensed (if applicable), Description, Active or Inactive, Date Obtained, Expiration Date (if applicable).</p>
Media Appearances and Interviews	<p>Screen captures TV, radio, newspaper, internet, magazine, and other media contributions/appearances.</p> <p>Add/update: Media Type, Explanation of Other (if applicable), Article/Segment Title, Program/Media Outlet Name, Web Address, Description, Date.</p>
Professional Memberships	<p>Screen captures professional memberships.</p> <p>Add/update: Name of Organization, Abbreviation of Organization, Scope of Organization, Description of the Organization, Start and End Dates (if applicable).</p>
References	<p>Screen captures any references you would like to include.</p> <p>Add/update: Name, Title, Department, Institution/Organization, Email Address, Phone Number, Address, City, State, Zip, Country.</p>
Work History	<p>Screen captures employment history (Academic and Professional).</p> <p>Add/update: Experience Type, Title/Rank/Position, Organization, City, State, Country, Brief Description, Start and End Dates (if applicable).</p>

Workload Information	Screen captures annual Teaching, Research, Service, and Administrative workload percentages. Data entered by Dean's office including Workload Information and Supplemental Pay (if applicable). Review for accuracy: If corrections are needed please contact the Dean's office.
Section: Teaching/Mentoring	
Academic Advising (not applicable for CBA)	Screen captures summary number of students advised. Add/update: Term and Academic Year, Number of Undergraduate, Number of Graduate Students Advised, and Description of Advising Activities.
Directed Student Learning and Mentorship (e.g., theses, dissertations)	Screen captures detailed information on students advised. Add/update: Involvement type, Explanation of Other (if applicable), Student First Name, Last Name, Level, Title of Student's Work, Stage of Completion, Comments, Student Placement, Start and End Dates.
Mentoring	Screen captures student mentoring activities not listed in Directed Student Learning. Add/update: Mentee First Name, Mentee Last Name, Mentee Level, Description, Start and End Dates.
Non-Credit Instruction Taught	Screen Non-Credit Instructional Activities not included on the Scheduled Teaching screen, such as guest lectures or classes taught at other universities. Add/update: Instruction Type, Explanation of Other (if applicable), Internal or External, Sponsoring Organization, Number of Participants, Audience, City, State, Country, Venue, Compensated or Pro Bono, Description, Start and End Dates.
Scheduled Teaching	Screen captures basic data on the classes you teach. Data import from OIRA for all screen fields except Innovations. Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu . Add/update: Innovations; may attach syllabus.
Student Opinions of Instruction	Screen captures information from the Student Opinions of Instruction survey for each course you teach. Data import from OIRA for all screen fields. Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu .
Clinical/Field Teaching (only applicable to Nursing, CCHS, Social Work, Education)	Screen captures all Clinical or Field teaching. Add/update: Instruction type, Explanation of Other (if applicable), Course Name or Session Topic, Role, Explanation of Other (if applicable), Primary Learner Audience, Explanation of Other (if applicable), Start and End Dates.

Teaching Innovation and Curriculum Development	Screen captures Innovations and Development in Teaching or Curriculum. Add/update: Activity Type, Explanation of Other (if applicable), Course or Program Name, Description, Compensated or Pro Bono, Start and End Dates.
CAEP Faculty Qualifications (only applicable for Education)	Screen captures CAEP accreditation information. Data entered by Dean's office. Review for accuracy: If corrections are needed please contact the Dean's office.
ASDE P-12 Experience (only applicable for Education)	Screen captures activities for ASDE in P-12. Add/update: Activity Type, Explanation of Other (if applicable), School System or Organization, School Name, School City, State and Country, Number of Hours Spent in Activity, Organizational Contact Person, Description, Start and End Dates.
Section: Scholarship/Research	
Contracts, Fellowships, Grants and Sponsored Research	Screen captures information on all grants/proposals routed through the Office of Sponsored Programs. Data import from OSP has populated all screen fields except AACSB classification. Data entered by Dean's office for AACSB classification. Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu .
Other Funded Projects	Screen captures contracts, grants, fellowships, and other funding not filtered through the Office of Research Services. Add/update: Type, Title, Sponsoring Organization, Is This an Extramural Grant, Awarding Organization, Current Status, Total Amount, Abstract, Investigators and Roles, Award Letter file, Proposal Number (if applicable), Research Initiatives, Diversity and Inclusion, Service Learning, Submission Date, Start and End Dates of Funding.
Exhibits and Performances	Screen captures information about creative works, performances and exhibits. Add/update: Type of Work, Explanation of Other (if applicable), Work/Exhibit Title, Name of Performing Group, Sponsor, Venue, City, State, Country, Description, Other Performers/Exhibitors/Lecturers and Roles, Invited or Accepted, Was This Peer Reviewed/Refereed, Web Address, Was This Academic or Non-academic, Scope, Start and End Dates.
Intellectual Property (e.g., copyrights, patents)	Screen captures Copyright and Patent information. Data import from Office of Technology Transfer for most important fields. Add/update: Abstract, If Patent Licensed, To Whom, Date Disclosed, File Date, Date Issued, Date licensed. Review for accuracy: If corrections are needed please contact the Activity Insight University Administrator at dmhelp@ua.edu .

<p>Presentations</p>	<p>Screen captures professional conference presentations, posters, etc. (Published items need to be added to the Publications screen).</p> <p>Add/update: Presentation Title, Presentation Type, Explanation of Other (if applicable), Conference/Meeting Name, Sponsoring Organization, Venue, City, State, Country, Meeting Type, Explanation of Other (if applicable), AACSB Classification (CBA ONLY), Presenters/Authors, Scope, Invited or Accepted, Academic or Non-Academic, Was this peer reviewed/refereed, Published in Proceedings, Published Elsewhere, Research Initiatives, Diversity and Inclusion, Service Learning, Abstract/Synopsis, Presentation File, Presentation Materials, Date.</p>
<p>Publications</p>	<p>Screen captures publications such as books, book chapters, and journal articles, etc. Publications can also be added by using the "Import Items" feature. For more information see detailed user guide and Import Items link on screen.</p> <p>Add/update: Contribution Type, Explanation of Other (if applicable), Current Status, Title of Contribution, Title of Larger Work (name of book, only for book chapter contributions), Journal Name, Journal Category (CBA only – Dean’s office enters), Publisher/Proceedings Publisher, City and State of Journal/Publisher, Country of Journal/Publisher, Volume, Issue Number/Edition, Page Numbers, Number of Pages, Was This Peer-Reviewed/Refereed, AACSB Classification (CBA ONLY), Any Other Authors/Editors/Translators and Roles, Digital Object Identifier (DOI), ISBN/ISSN Number/Case #, PubMed ID, PubMed Central ID Number, Audience of Circulation, Is This Publicly Available, Research Initiatives, Diversity and Inclusion, Service Learning, Abstract/Synopsis, Web Address, Full-text file, Expected Date of Submission (if applicable), Date Submitted, Date Accepted/In Press, Date Published.</p>
<p>Research Activity</p>	<p>Screen captures creative activities and research in planning, on-going or writing results phase, as well as provides an opportunity to add a description of research or creative activity. Funded grants are captured on the Contracts, Fellowships, Grants and Sponsored Research screen or Other Funded Projects (Non-Office of Research Services) screen.</p> <p>Note that “Working Paper” is an option on the Publications Screen and may be a better option for some projects.</p> <p>Add/update: Activity/Title, Description, Status, Show on Vita, Collaborators, Start and End Dates.</p>
<p>Section: Service</p>	
<p>Clinical (applicable for only Nursing, CCHS, Social Work)</p>	<p>Screen captures clinical service.</p> <p>Add/update: Position/Role, Organization/Committee, Responsibilities/Brief Description, Were You Elected or Appointed, Served Ex-Officio, Compensated or Pro bono, Start and End Dates.</p>

<p>University</p>	<p>Screen captures service at levels within the university, including University, College, Department, and Program.</p> <p>Data Import: Some colleges will import committee and other service roles. Check with your college Activity Insights contact for more information.</p> <p>Add/update: Service Scope, Institution (if not UA), Position/Role, Organization/Committee, Responsibilities/Brief Description, Were You Elected or Appointed, Served Ex-Officio, Compensate or Pro bono, Start and End Dates.</p>
<p>Professional</p>	<p>Screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.</p> <p>Add/update: Position/Role, Explanation of Other (if applicable), Organization/Committee/Journal, City, State, Country, Responsibilities/Brief Description, Were You Elected or Appointed, Audience, Served Ex-Officio, Compensated or Pro bono, Start and End Dates.</p>
<p>Public</p>	<p>Screen captures 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) and community outreach (service which fulfills a role in the wider community as an active representative of the university).</p> <p>Add/update: Position/Role, Explanation of Other (if applicable), Organization/Committee, City, State, Country, Responsibilities/Brief Description, Were You Elected or Appointed, Audience, Served Ex-Officio, Compensated or Pro bono, Start and End Dates.</p>