

Winston-Salem State University Faculty Success

Guidelines for Individual Screens

Section 1 - General Information

- **Personal and Contact Information** - Your name and contact information are populated from Banner. Please consult with Office of Faculty Affairs to request data changes in locked fields.
- **Permanent Data** - Enter starting rank as well as start, promotion, and tenure date information.
- **Yearly Data** - Current employment information is uploaded from the Banner system. List dual appointments.
- **Administrative Assignments** - List administrative assignments (Director, Dept. Chair, Coordinator etc.). include the scope and brief description of responsibilities and duration of assignment.
- **Workload Information** - Workload goals and percent effort information can be added to this section.
- **Biography and Expertise** - A summary of faculty teaching experience, research expertise, and other relevant interests can be added or copied from other resources. You can add information about your experience with other languages (fluency levels, etc.).
- **Degrees** - Listed degree information is uploaded from Banner maintained by Office of Faculty Affairs. If a listed degree is incorrect or you have received additional degrees, please contact Office of Faculty Affairs Administrator (Senneca Giles-Stanback CASBE or Donna Miller SOHS) to make corrections or additions.
- **Graduate/Post-Graduate Training**- List any non-degree training.
- **Licensures and Certifications** - Professional certifications or licensures (e.g., PE, MD, or CPA) should be listed along with the location(s) and whether they are currently active.
- **Awards and Honors** - Awards received should be entered on this screen. Please indicate the purpose (leadership, teaching, research, service, etc.) and scope of the award (University, College, National, etc.).

- **Media Appearances and Interviews** - Enter any appearances in print, TV, radio, or internet related media.
- **Faculty Development Activities Attended** - Enter any faculty development activities you participated in.
- **Professional Positions** - Add details about your current academic position (e.g., professor).
- **Consulting** - Enter details about all paid and unpaid consulting activities for academic, for-profit, governmental, and non-governmental entities. This listing does NOT replace the official consulting approval form that faculty must submit to their respective deans, but it should be consistent with the information submitted for approval.
- **Professional Memberships** - List all professional memberships. List details of service undertaken for these organizations under the service section.

Section 2 - Teaching

- **Yearly Advising Summary** - Enter information on advising for the current year.
- **Directed Student Learning** - Enter information you are directing and supervising their work including graduate students.
 - Add thesis and dissertation titles if desired.
 - If you are serving on a committee for a non-WSSU student, please add information.
- **Teaching Innovation and Curriculum Development** - Add information on the review or development of new degree program, courses, teaching methods, or curricula.
- **Mentoring** - Enter information about mentoring faculty (teaching or research mentoring), staff (student advising) or students (assisting a student apply for major fellowships). For graduate student mentoring related to research activities or graduate committee, list them under *Directed Student Learning*
- **Scheduled Teaching** - Fall, Spring, and Summer courses have been loaded from Banner. If you taught a course that is not listed, please contact the Registrar's

office at gravesmj@wssu.edu.

- **Non-Credit Instruction Taught** - Enter professional development and non-degree type courses, including seminars, guest lectures, workshops, and continuing education courses.

Section 3 - Scholarship/Research

Publications - Use data import tools in Digital Measures to import scholarly works. A BibTex file listing faculty publications can be exported from multiple sources, including Google Scholar, EndNote, Mendeley Desktop, RefWorks, Scopus, Web of Science, and Zotero. The BibTeX file can be uploaded into Digital Measures using the *Import* tab on the *Publications* screen. You will be asked to confirm the presence of duplicate articles if data is already entered on the *Publications* screen. The software also identifies the presence of other WSSU faculty on the articles and enter the references on both yours and their Digital Measures page. Additionally, you can manually assign co-authors to current WSSU faculty accounts if the spelling of their name did not exactly match WSSU Digital Measures records (e.g., J. Doe instead of John Doe or a name change due to marriage).

- **Presentations** (optional) - Enter information about any academic or nonacademic presentations given at national, regional, or local meetings.
- **Contracts, Fellowships, Grants and Sponsored Research** - In the future, data will be entered automatically from the contracts and grants office.
- **Exhibits and Performances** (Mandatory if applicable) - Enter all exhibits and performances you have given.
- **Intellectual Property** (Mandatory, if applicable) - List all intellectual property.
- **Research Activity** (Mandatory, if applicable) - Add any research activity that did not fit in any other category.

Section 4 - Service

- **Clinical** (Mandatory, if applicable) - Enter information on all clinical services
- **University Service** (Mandatory, if applicable) - Enter information about all

departmental, college and university service.

- **Professional Service** - Enter information about all professional service activities you participated in service activities (e.g., editor, session chair or moderator, conference chair, proposal reviewer, or paper reviewer).
- **Public Service** - Enter information about all public service activities.