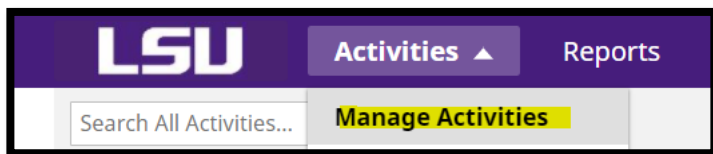


PS-36 CV Data Entry Guide

This guide provides instructions on how to enter your PS-36 CV activities into the Faculty360 database. After you have entered and saved your activities, you can generate a PS-36 CV as well as other types of reports that encompass the faculty activities listed on your CV.

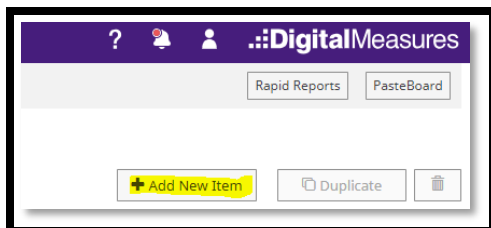
General Instructions:

- 1.) To begin, log into the system through MyLSU and click on the Manage Activities link at the top of the screen. This will direct you to the screens where your faculty activities can be entered.



For the remaining sections of this document:

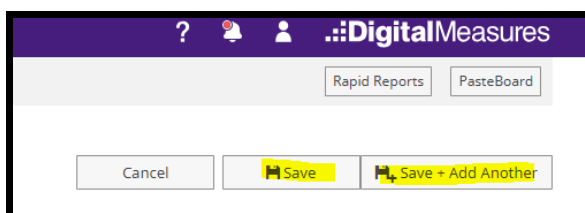
- 2.) Click on the appropriate screen
- 3.) Click "Add item" in the top right corner.



- 4.) Enter information into the appropriate fields. To help you identify which information is required to generate your CV, all PS-36 fields have been marked with black asterisks.

- 5.) Fields marked with red asterisks must be populated in order to save your activities.

- 6.) After all information is entered, click "Save" in the top right corner or click "Save + Add Another" to enter another item on the same screen.



Detailed instructions for entering specific faculty activities into the database are listed on the following pages.

Education:

Instructions:

- 1.) Click on the *Education* screen.
- 2.) Most education information is imported into the database for you from the Workday source system. The fields with imported information are marked with a red R, which stands for “Read-Only”. Review these fields to ensure your information is correct. If changes are needed, please contact the Faculty Technology Center at ftc@lsu.edu.

The screenshot shows three input fields within a black-bordered box. The first field is a dropdown menu labeled "R Degree*" with a small downward arrow. The second field is a text input box labeled "R Explanation of 'Other'*". The third field is a text input box labeled "R Institution*".

Licenses and Certifications:

Instructions:

- 1.) Click on the *Licensures and Certifications* screen.
- 2.) Enter information into the fields marked with black asterisks.
- 3.) Click “Save.”

Professional Experience:

Instructions:

- 1.) Click on the *Academic, Government, Military and Professional Positions* screen.
- 2.) Enter information into the fields marked with black asterisks.
- 3.) Click “Save.”

1 Documentation

1.1 History of Assignments:

Note: This is a report prepared by your unit leader describing assignments for teaching, scholarship, and service. Therefore, you do not need to enter information into the Faculty360 database for this section of the CV.

1.2 Teaching:

1.2.1 Documentation of teaching activities. Provide summary data only.

1.2.1.1 Teaching Evaluations: results of student evaluations of teaching.

Instructions:

- 1.) Click on the *Scheduled Teaching and Student Evaluations* screen.
- 2.) Most teaching evaluation information is periodically imported into the database for you from the student evaluation source system by ITS. Fields within imported information are marked with a red R, which stands for “Read-Only”. Review these fields to ensure your information is correct. If changes are needed, please contact the Faculty Technology Center at ftc@lsu.edu.

12.12 Teaching history

- * Courses taught, including interdisciplinary and off-campus courses. (Course number, title, location, semester, and enrollment)
- * New courses developed. (Course number, title, location, semester, and enrollment)

Instructions:

- 1.) Click on the *Scheduled Teaching and Student Evaluations* screen. Most course information is periodically imported into the database for you from the Registrar's source system by ITS. Fields with imported information are marked with a red R, which stands for "Read-Only". Review these fields to ensure your information is correct. If changes are needed, please contact the Faculty Technology Center at ftc@lsu.edu.
- 2.) Click on the field titled "*New course preparation?**" If the course was newly developed, select "yes" from the drop-down menu. This will ensure that new courses are grouped properly on your CV and separated from existing courses.
- 3.) Click "Save."

*Graduate committees: chair or member

Instructions:

- 1.) Click on the *Directed Student Learning* screen.
- 2.) Click on the field titled *Involvement Type* and select appropriate option from the drop-down list. Only options containing the word "committee" will appear on your CV.
- 3.) Click "Save."

12.2 Listing of publications concerning instruction [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.

12.2.1 Textbooks

- * Entire books
- * Laboratory manuals
- * Portion of a book (specify exactly what portion)

12.2.2 Shorter Works

- * Chapters or essays in books, except for textbooks
- * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
- * Other Publications

12.2.3 Edited books with scholarly introductions or notes by the editor

- * Collections of previously unpublished material, correspondence and diaries
- * Collections of scholarly essays
- * New editions of previously published works
- * Translation

Instructions:

Importing

Before manually entering your publications, it is recommended that you consider importing your information from external sources such as [Google Scholar](#) and the [LSU Libraries Discovery System](#). Also available to assist you with importing is the [Pasteboard](#) function. This feature enables you to copy up to 4,000 bytes of text from another document and paste it into the Pasteboard window. Click on the hyperlinks within this section (listed above) to access the individual importing guides.

Manual Entry

- 1) Click on the *Publications* screen.
- 2) Click on the field titled *Contribution Type* and select the publication category (e.g. Journal Article, Textbook, etc.):
 - o The field toward the bottom of the screen titled *Is this a new or revised edition of previously published work* should indicate "yes" if applicable.
- 3) Click on the field titled *Current Status* and select "published."
- 4) Type in the *Title of Contribution*.
- 5) Click on the field *Was this peer-reviewed/refereed?* and select "yes or no".
- 6) Click on the field titled *Classification* and select "related to teaching."
- 7) Enter *Date Published*.
- 8) Click "Save."

1.2.2.4 Recordings

- * Video or audio recordings produced for presentation on radio or television.
- * Video or audio recordings produced for public distribution.

Instructions:

- 1) Click the *Media Appearances and Interviews* screen.
- 2) Select the media type of either “TV” or “radio.”
- 3) Click on the field titled *Classification* and select “related to teaching.”
- 4) If for public distribution, make sure the contribution type contains one of the substrings “multimedia.”
- 5) Enter *Publication/Air Date*.
- 6) Click “Save.”

1.2.2.5 Instructional material—multimedia, electronic, etc.

Instructions:

- 1) Click the *Publications* screen.
- 2) Click on the field *contribution type* and select “instructional material.”
- 3) Select the *current status* of “published” and enter the *Title of Contribution*.
- 4) Click the field titled *Classification* and select “related to teaching.”
- 5) Enter *Date Published*.
- 6) Click “Save” at the top of the screen.

1.2.2.6 Miscellaneous—Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

Instructions:

All remaining activities saved on the *Publications* screen with the *Classification* of “related to teaching” and a *Current Status* of “published” will appear in this section of your CV.

1.2.3 Listing of publications concerning instruction accepted for publication but not yet published: Include all available pertinent information.

Instructions:

All remaining activities saved on the *Publications* screen with the *Classification* of “related to teaching” and a *Current Status* that **does not read** “published” will appear in this section of your CV.

1.2.4 Participation in:

1.2.4.1 Professional Meetings, Symposia, Workshops, and Conferences on teaching (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.

Instructions:

Faculty development activities:

- 1) Click the *Faculty Development Activities and Meetings* screen.
- 2) Select the appropriate *Activity Type*.
- 3) Click the field titled *Classification* and select “related to teaching.”
- 4) Enter the date.
- 5) Click “Save.”

Speaking engagements:

- 1) Click the *Scholarly Presentations and Speaking Engagements* screen.
- 2) Select the appropriate *Presentation Type* and enter the *Presentation Title*.
- 3) Click the field titled *Classification* and select “related to teaching”
- 4) Click the field titled *Scope* and select either “national” or “international.”
- 5) Enter the date.
- 6) Click “Save.”

1.24.2 Local instructional activities (guest lectures, etc.)

Instructions:

Guest Lectures:

- 1.) Click the *Non-Credit Instructional Activities* screen.
- 2.) Click on the field *Instruction Type* and select “guest lecture.”
- 3.) Enter the date.
- 4.) Click “Save.”

Other Speaking engagements:

- 1.) Click the *Scholarly Presentations and Speaking Engagements* screen.
- 2.) Click the field titled *Classification* and select “related to teaching”
- 3.) Enter the date.
- 4.) Click “Save.”

1.25 Other instructional activities or other contributions to the profession:

1.25.1 Membership in professional organizations;

1.25.2 Administrative duties;

1.25.3 New teaching methods/material developed, etc.

Instructions:

All remaining data on the *Non-Credit Instructional Activities* screen should be entered into this section.

- Membership in professional organizations should be entered on the *Professional Memberships* screen with the *classification* of “related to teaching.”
- Administrative Duties should be entered on the *Administrative Assignments* screen with the *Assignment Type* of “teaching.”
- New teaching methods/materials developed should be entered on the *Teaching Innovation and Curriculum Development* screen.

1.26 Awards, lectureships, or prizes that show recognition of teaching achievement.

Instructions:

- 1) Click the *Awards, Honors, and Prizes* screen.
- 2) Select the appropriate *type* from the drop-down list.
- 3) Click the field titled *Classification* and select “related to teaching”
- 4) Enter the date.
- 5) Click “Save.”

1.27 Research Support/Grant Activities aimed at advancing one's ability to teach: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

Instructions:

- 1) Click the *Contracts, Fellowships, Grants, Gifts, and Sponsored Research* screen.
- 2) Select the appropriate *type* from the drop-down list.
- 3) Click the field titled *Classification* and select “related to teaching”
- 4) Select the appropriate *Funding Status*.
- 5) Click “Save.”

1.28 Other teaching activities (not listed above)

Instructions:

- All remaining entries on the *Directed Student Learning* and the *Media Appearances and Interviews* screen with the *Classification* of “related to teaching” should be entered here.
- Biography and Expertise should be entered on the *Biography and Expertise* screen.
- Academic Advising should be entered on the *Academic Advising* screen.

13 Scholarship:

13.1 Listing of research publications [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.

13.1.1 Books and Monographs: include place, publisher, and date of publication.

13.1.2 Shorter Works

- * Chapters or essays in books, except for textbooks
- * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
- * Other Publications

13.1.3 Edited books with scholarly introductions or notes by the editor

13.1.4 Collections of previously unpublished material, correspondence and diaries

- * Collections of scholarly essays
- * New editions of previously published works
- * Translations

Instructions:

Importing

Before manually entering your publications, it is recommended that you consider importing your information from external sources such as [Google Scholar](#) and the [LSU Libraries Discovery System](#). Also available to assist you with importing is the [Pasteboard](#) function. This feature enables you to copy up to 4,000 bytes of text from another document and paste it into the Pasteboard window. Click on the hyperlinks within this section (listed above) to access the individual importing guides.

Manual Entry

- 1) Click the *Publications* screen.
- 2) Select *Contribution Type*.
- 3) For *Current Status* select “published.”
- 4) Click on the drop down next to *Was this peer-reviewed/refereed?* and make a selection.
- 5) Click the field titled *classification* and select any option **except** “related to teaching.”
- 6) Enter the date.
- 7) Click “Save.”
 - **Notes:**
 - Electronic dissemination of research entries should have the section *Is this an e-journal (not available for print)?* indicate “yes.”
 - Edited books with scholarly introductions or notes by the editor entries require *Is this a new or revised edition of a previously published work?* to indicate “yes.”

13.1.5 Recordings

- * Video or audio recordings produced for presentation on radio or television.
- * Video or audio recordings produced for public distribution.

Instructions:

- 1) Click the *Media Appearances and Interviews* screen.
- 2) Click the field titled *classification* and select any option **except** “related to research/creative activity.”
- 3) Select *Media Type* of “TV” or “radio.”
- 4) Enter the *contribution type* with one the substrings “multimedia” and ensure *Is this publicly available?* indicates “yes.”
- 5) Enter the date.
- 6) Click “Save.”

1.3.16 Miscellaneous—Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

1.3.17 Electronic dissemination of research.

1.3.2 Listing of other publications accepted for publication but not yet published:
Include all available pertinent information.

Instructions:

- 1) Click the *Publications* screen.
- 2) Select the appropriate Contribution Type.
- 3) Select the *Current Status* of “accepted for publication.”
- 4) Click on the drop down next to *Was this peer-reviewed/refereed?* and make a selection.
- 5) Click the field titled *Classification* and select any option except “related to teaching.”
- 6) Enter the date.
- 7) Click “Save.”

1.3.3 Other creative and artistic contributions: Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their significance. Dates and places should be designated. Creative activities should be listed in order of importance as follows:

1.3.3.1 Original works presented: plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)

1.3.3.2 Other creative activities: contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.

Instructions:

- 1) Click the *Artistic Performances and Exhibits* screen.
- 2) Select the appropriate *Type of Work* from the drop-down list.
 - a. *Original works presented* should indicate “art, dance - choreograph, music composition, nonfiction, novel, poetry, short fiction, or theatre - write play” to appear in section 1.3.3.1 of your CV.
 - b. All other entries will appear under section 1.3.3.2 (other creative activities) when you generate your CV.
- 3) Enter the date.
- 4) Click “Save.”

1.3.4 Participation in Other Professional Meetings, Symposia, Workshops, and Conferences (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.

Instructions:

Faculty Development Meetings

- 1) Click the *Faculty Development Activities and Meetings Attended* screen.
- 2) Select the appropriate type.
- 3) Click the field titled *Classification* and select any option **except** “related to teaching.”
- 4) Enter the date.
- 5) Click “Save.”

Speaking Engagements

- 1) Click the *Scholarly Presentations and Speaking Engagements* screen.
- 2) Select the appropriate type.
- 3) Click the field titled *Classification* and select any option **except** “related to teaching.”
- 4) Enter the *Scope* as either “national” or “international.”
- 5) Enter the date.
- 6) Click “Save.”

1.3.5 Other scholarly or creative activities or other contributions to the profession:

1.3.5.1 Membership in professional organizations;

1.3.5.2 Administrative duties;

1.3.5.3 New standard testing methods, new design of equipment, etc.

Instructions:

- Membership in professional organizations should be entered on the *Professional Memberships* screen with a *classification* that **does not equal** “related to teaching.”
- Administrative Duties should be entered on the *Administrative Assignments* screen with a *classification* that **does not equal** “teaching.”
- New standard testing methods, etc. should be entered on the *Research Innovation and Development* screen.

1.3.6 Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement.

Instructions:

- 1) Click the *Awards, Honors, and Prizes* screen.
- 2) Select the appropriate *Type* and enter the *Award, Honor, or Prize Name*
- 3) Click on the field titled *Classification* and select “related to research/creative activity.”
- 4) Enter the date.
- 5) Click “Save.”

1.3.7 Other research Support/Grant Activities: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

Instructions:

- 1) Click the *Contracts, Fellowships, Grants, Gifts, and Sponsored Research* screen.
- 2) Select the appropriate *type* from the drop-down list.
- 3) Click the field titled *Classification* and select anything **except** “related to teaching”.
- 4) Select *Funding Status*.
- 5) Enter the date.
- 6) Click “Save.”

1.3.8 Major areas of research interest. (This item submitted for university purposes ONLY.)

Instructions:

- 1) Click the *Biography and Expertise* screen.
- 2) Enter information in the *Major Areas of Research Interest* section.
- 3) Enter the date.
- 4) Click “Save.”

1.3.9 Other scholarly activities (not listed above)

Instructions:

- 1) Click the *Publications* screen.
- 2) Select the appropriate *type*.
- 3) Click the field titled *Classification* and select any option **except** “related to research/creative activity”.
- 4) Click on the field titled *current status* and select “in preparation; not yet submitted, submitted, working paper, revising to resubmit” or leave the field blank.
- 5) Enter the date.
- 6) Click “Save.”

1.4 Service:

1.4.1 Student organizations advised.

1.4.2 Recruitment of students and faculty.

1.4.3 University service: department, college, university, and Faculty Senate committees.

Instructions:

- 1) Click the *University* screen.
- 2) Select the appropriate *Position/Role* from the drop-down list.
- 3) Enter the date.
- 4) Click "Save."

1.4.4 Professional service:

1.4.4.1 Advisory boards, commissions, or agencies.

1.4.4.2 Journals edited, manuscripts refereed, books and proposals reviewed.

Instructions:

- 1) Click the *Professional* (e.g. *editorial/review boards, conference organizer, session chair*) screen.
- 2) Select the appropriate *Position/Role* from the drop-down list.
- 3) Enter the date.
- 4) Click "Save."

1.4.5 Other external service:

1.4.5.1 Art shows/science fairs judged.

Instructions:

- 1) Click the *Public/Community* or *Consulting* screen.
- 2) Select the appropriate *Position/Role* or *Consulting Type* from the drop-down list.
- 3) Enter the date.
- 4) Click "Save."

1.4.6 Awards, honors, or prizes that show recognition of service activities

Instructions:

- 1) Click the *Awards, Honors, and Prizes* screen.
- 2) Select the appropriate *type* from the drop-down list.
- 3) Click the field titled *Classification* and select "related to service."
- 4) Enter the date.
- 5) Click "Save."

2. Supporting Material

These materials remain in the department until the review process is finalized, but may be requested by a reviewer at any subsequent stage of the review process. Such material may include:

1.1 Teaching portfolios, including course syllabi, teaching philosophy, instructional material developed, etc.;

1.2 Comments and letters of commendation from students, peers, etc.;

1.3 Copies of papers and evidence of other scholarly activities;

1.4 Examples of creative and artistic work;

1.5 Appointment letters to commissions, review panels, etc.

Instructions:

- 1) Click the *Supporting Documentation* screen.
- 2) Type in the appropriate *Calendar Year*.
- 3) Select the appropriate *File Type* from the drop-down list.
- 4) Click *Choose File* to upload an attachment.
- 5) Click "Save."