TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO
Paul L. Foster School *of* Medicine

.:DigitalMeasures
ActivityInsight

Faculty Reference Guide

PART I:
Entering Data in the General Information Section

Office of Faculty Affairs

Table of Contents

Overview

Digital Measures makes it easy to keep track of the teaching, research, and service activities accomplished and to run reports of this information. Once information is entered just once, many needed reports can be easily prepared.

Getting Started

Helpful Information Sources for Your Faculty Profile
Faculty may find it helpful to gather the following sources of information, if available:

- Most current CV
- Texas Standardized Credentialing Application Form
- Recent T&P forms, such as
- Tenure and/or Promotion Application
- Pre-Tenure and/or Promotion Application
- Comprehensive Post-Tenure Review Application

Designate a Proxy
A faculty member may elect to designate one (1) proxy to assist in the data entry process.   Access will be granted to the proxy user (usually an administrative assistant), who will be given rights to view and edit the faculty member's profile. Faculty must sign an authorization form to grant this access, **Faculty members are responsible for the content of their faculty profile**, even if a proxy has been designated. Termination of proxy access can be requested in writing by the faculty member.

Accessing Digital Measures
Activity Insight is a web-based application compatible with most modern browsers for PC and Mac including Internet Explorer, Mozilla Firefox and Apple Safari.   Please cut and paste the link into your browser:

http://elpaso.ttuhsc.edu/digitalmeasures

You can also find the link on the Faculty Affairs website by selecting "Digital measures." Once at this page, click on the upper right corner titled, "Digital Measures Activity Insight."

Click here to access the login page.

Tip
Online tutorials are available

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

You are entering a Secure Service - please log in!

Enter your Username and Password

Username:
jamnava

Password:
••••••••

☐ Warn me before logging me into other sites.

[LOGIN] clear

Forgot password?
Forgot username?

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTUHSC is required by the State of Texas to notify you of the following: "A) Unauthorized use is prohibited, B) Usage may be subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

TEXAS TECH UNIVERSITY SYSTEM®

Emergency Preparedness | Maps & Directions | Contact Us | Jobs at TTUHSC
TTUHSC Home | TTUHSC Mobile | Texas Tech University System | Texas Tech University | Angelo State University
Online Institutional Resumes
State of Texas Website | Texas Homeland Security | SAO Fraud Reporting
General Policy Information | DMCA Compliance | Compliance Hotline | TTUHSC Energy Conservation Report
©2012 Texas Tech University Health Sciences Center | All Rights Reserved

Log in using your eRaider and Password

Getting Help

If you have any problems or questions concerning Digital Measures/Activity Insight, please contact the PLFSOM Office of Faculty Affairs.

Cindy Camarillo
Digital Measures TTUHSC El Paso Institutional Administrator
cindy.camarillo@ttuhsc.edu
(915) 215-4130

Miranda Alvarez
Digital Measures PLFSOM School Liaison
miranda.alvarez@ttuhsc.edu
(915) 215-4132

Jamal Nava
Lead Analyst, Faculty Information Systems
jamal.nava@ttuhsc.edu
(915) 215-4908

Welcome, KoKo Aung! Log Out ①

Search All Activities... 🔍

Manage Activities

Rapid Reports
PasteBoard

Run Reports

Help ②

Review a guide to manage your activities.

⌄ General Information ③

Personal and Contact Information
Interests and Faculty Profile Information
Administrative Data - Permanent Data | Yearly Data
Education
Post Doctoral Education (Including Residencies and Fellowships)
Certifications/Recertifications
Licensures
Positions
Consulting

Awards and Honors
Faculty Development Activities Attended
Media Contributions
Professional Memberships
Workload Information
Mentor Service Information
Faculty Goals
Other Information Narrative

⌄ Teaching

Scheduled Teaching
Non-Credit Instruction Taught
Education Administration
Directed Student Learning (e.g., theses, dissertations)

Three sections exist on all Digital Measures pages:

1. Running Banner

2. Left Hand Menu

3. Main Panel

⌄ Scholarship/Research

Contracts, Grants and Sponsored Research
Intellectual Contributions
Biographical Sketch - NIH | NSF
Intellectual Property (e.g., copyrights, patents)

Extramural Professional Service
Summary of Scholarly Activity
h Index

Manage Data

When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the **+ Add New Item** button.

- To import items in bulk, select the **Import Items** button (available only for the Intellectual Contributions screen).

- To delete a record, select the appropriate check box, then select the 🗑 button.
- To edit or view a record, click anywhere in the record row on the summary screen.
  Note: *Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A* 🔒 *icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the* **Help** *link.*

- To copy a record, select the appropriate check box, then select the **Duplicate** button.

Saving Data

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows
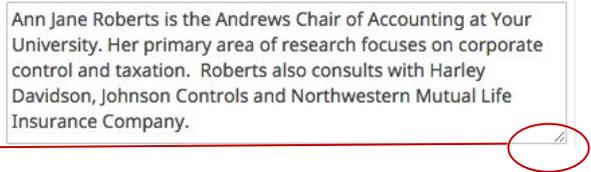
Ann Jane Roberts is the Andrews Chair of Accounting at Your University. Her primary area of research focuses on corporate control and taxation. Roberts also consults with Harley Davidson, Johnson Controls and Northwestern Mutual Life Insurance Company.

The PasteBoard

You will find the Pasteboard to be a time-saving feature. The Pasteboard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the Pasteboard. After you have pasted text into the Pasteboard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system to have it pasted into the field.

To access the Pasteboard, click the text Pasteboard in the left-hand menu under Manage Activities. The Pasteboard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the Pasteboard upon logging out will remain in the Pasteboard for future sessions.

Spell Check

There is no spell check feature in Activity Insight. Please ensure that information entered or pasted into the site, is checked for spelling errors. Google Toolbar and Yahoo Toolbar are two applications that have spell-check. These applications work with all of the websites you use, not just Activity Insight, allowing you to use the words you add to your custom dictionary with all sites you visit.

Most modern browsers also have settings or preferences which enable the browser to check your spelling as you type across all web applications.

Import Citations from Other Systems

There are two ways for you to bring citations into Activity Insight from other databases.

First, you can load BibTeX files into Activity Insight. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. For more information on BibTeX Imports, please visit this page.

Second, you can import citations directly into Activity Insight from PubMed. You can connect to PubMed from within Activity Insight to search for and import your citations, or those of the user for whom you are managing data. Visit this page for details on this feature.

Fonts Recognized by Digital Measures/Activity Insight When Entering Data

NOTE: Any font changes need to be made in the CV before pasting them over into Digital Measures. All the formatting for sub/superscripts will be seen in Digital Measures; however, when the report is run the sub/superscripts will appear as they should.

You may copy and paste special characters –such as Greek or Latin characters, accent marks or other dia-critical marks—into the system from another source as long as they are Unicode-compliant.

Unicode is an industry standard set of characters that allows computers to consistently represent and ma-nipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: http://www.unicode.org/faq/basic_q.html

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings.

If characters are not transferring to the system as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into the system. **Note that sub/superscripts will not accurately transfer over if the numbers are normal-sized numbers with formatting applied to them.**

You may use Character Map (included with Windows) or something similar to pick the appropriate symbol or sub/superscript in a Unicode font (i.e. Arial Unicode MS), then copy and paste the symbol into the web browser. We recommend using the advanced view, group by Unicode subset option to make searching for the special characters easier. If you use the Arial Unicode MS font and copy the characters from the pallet, you should be able to transfer the characters to the various fields in your data entry screens.

Another option for subscripts and superscripts is to use HTML tags within your entry. Examples:

Subscript:

_{(without spaces) and}(without spaces) to open and close the HTML tags for subscripts.

Example:

_{Type in Subscript Text}, then normal text

Resulting text look like:

Subscript text, compared to normal text.

Superscript:

Example:

^{Type Superscript Text}, then type normal text

Resulting text looks like:

Superscript Text, compared to normal text.

Once you are logged on, you will see the Main Menu page. To enter data, click on a link on this page to open the data entry screen. This reference guide covers entry of information in the General Information Section.

GENERAL INFORMATION

- Personal Information and Contact Information
- Interest and Faculty Profile Information
- Administrative Data
- Education
- Post Doctoral Education
- Certification/Recertification
- Licensure
- Positions
- Consulting
- Awards and Honors
- Faculty Development Activities Attended
- Media Contributions
- Professional Membership
- Workload Information
- Mentor Service Information
- Faculty Goals
- Other Information Narrative

Welcome, KoKo Aung! Log Out

Search All Activities...

Manage Activities

Rapid Reports
PasteBoard

Run Reports

Help

Review a guide to manage your activities.

⌄ General Information

Personal and Contact Information	Awards and Honors
Interests and Faculty Profile Information	Faculty Development Activities Attended
Administrative Data - Permanent Data | Yearly Data	Media Contributions
Education	Professional Memberships
Post Doctoral Education (Including Residencies and Fellowships)	Workload Information
Certifications/Recertifications	Mentor Service Information
Licensures	Faculty Goals
Positions	Other Information Narrative
Consulting	

Click on text to start the section.

⌄ Teaching

Scheduled Teaching	Mentoring and Advising
Non-Credit Instruction Taught	Innovations in Education
Education Administration	Extramural Educational Committees
Directed Student Learning (e.g., theses, dissertations)	

⌄ Scholarship/Research

Contracts, Grants and Sponsored Research	Research Currently in Progress
Intellectual Contributions	Extramural Professional Service
Biographical Sketch - NIH | NSF	Summary of Scholarly Activity
Intellectual Property (e.g., copyrights, patents)	h Index

You are currently managing data for John Bartlet.

‹ Edit Personal and Contact Information

Prefix	Dr.
First Name	John ▲
Preferred First Name	John ▲
Middle Name	Christopher ■
Last Name	Bartlet ▲
Suffix	III ■
Alternative Name You Publish Under (e.g., an anglicized name), if any	■
Name of Endowed Position (if any)	Rick and Ginger Francis Endowed Chair ■
E-Mail Address	jamal.nava@ttuhsc.edu
Campus	El Paso ▲
Explanation of "Other"	■
Business Street Address	5001 El Paso Dr. ▲
Business City/State/Zip	El Paso , TX 79905 ▲
Mail Stop	■
Building/Site Where Your Office is Located	El Paso ▲
Explanation of "Other"	■
Office Room Number	ASB 1102 ▲
Office Phone	915 - 555 - 1111 ext. ▲
Department Phone	915 - 555 - 5555 ext. ▲
Fax	915 - 555 - 5511
Personal Website	http:// www.johncbartlet.com ●
Date of Birth	September 17 , 1968 ▲
Gender	Male ▲

> Enter if applicable. For instance, Rick and Ginger Francis Endowed Chair.

▲ Required   ■ Required, if applicable   ● Optional

Personal and Contact Information

Race (AAMC Definitions)

American Indian or Alaska Native — ☑ American Indian or Alaska Native ●

Enrolled or Principal Tribe [   ] ●

Asian ●
- ☑ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Pakistani

Explanation of "Other Asian" [   ] ●

Black or African American — ☑ Black ●

Native Hawaiian or Other Pacific Islander ●
- ☑ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander

Explanation of "Other Pacific Islander" [   ] ●

White — ☑ White ●

Other Race(s) (please specify) [   ] ●

Decline to Respond ☐ ●

Hispanic Origin (AAMC Definitions)

Hispanic Origin ●
- ☑ Not Hispanic
- ☐ Cuban
- ☐ Mexican, Mexican American, Chicano/Chicana
- ☐ Puerto Rican
- ☐ Other

Explanation of "Other" [   ] ●

Decline to Respond ☑ ●

▲ Required   ■ Required, if applicable   ● Optional

Personal and Contact Information

This should be written in 3rd person and include the following components: faculty's education and credentials, notable achievements (publications, research, teaching interests), recognition and/or awards and closing statement (e.g. current interest and/or upcoming projects). No longer than 500 words.

U.S. Citizen or Permanent Resident? Yes ▲

Alternate Language(s) ▲
- ☐ Afrikaans
- ☐ American Sign Language (ASL)
- ☐ Arabic
- ☐ Azerbaijani
- ☐ Bahasa
- ☐ Bangla

Brief Biography ▲
Lorem ipsum dolor sit amet consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa

Show on Faculty Profile ☐ ●

he following brief descriptions of your research and teaching interests will be shown on your faculty profile page.

our selections will be shown in TTUHSC's *Experts Guide* and other institutional searches.

Areas of Research and/or Clinical Interests (Please check all that apply.) ▲
- ☐ Acne
- ☐ Acute care
- ☐ ADD/ADHD
- ☐ Addiction
- ☐ Adolescent care
- ☐ Adult reconstruction

Faculty **MUST** upload a recent photo. This photo will appear on your faculty profile.

Photograph (maximum file size 10 MB) ▲   No File Stored   Choose File...

Willing to talk to media ☑ ●

▲ Required   ■ Required, if applicable   ● Optional

Interests and Faculty Profile Information

Clinical Interests ▲
```
Tuberculosis
Hepatitis
Infectious Disease
```

Clinical Info Graph ●
(This is a figure, cartoon or other image that is representative of your area of work that you would like to see on your faculty profile).
No File Stored   Choose File...

> Enter areas of interest using keywords in the fields of Clinical Interests, Research Interest and Teaching Interest. Queries can be created from these fields using keywords.

Research Interests ■
```
Postoperative infections
Public Health
HIV/AIDS
```

Research Info Graph ●
(This is a figure, cartoon or other image that is representative of your area of work that you would like to see on your faculty profile).
No File Stored   Choose File...

Teaching Interests ■
```
Public Health
Infectious Diseases
General Medicine
```

Teaching Info Graph ●
(This is a figure, cartoon or other image that is representative of your area of work that you would like to see on your faculty profile).
No File Stored   Choose File...

Interest and Info Graph to use in my Faculty Profile ●
Select the Primary interest/info graph to be used for the Departmental faculty profile. The full view of your faculty profile will display all areas of interest and info graphs.
Clinical ⊙

Related Links for Faculty Profile ●
This could be a link to your Facebook, Twitter or webpage.

Link

URL Link   http://www.ttuhsc.edu/fostersom/facdevelopment/

Link Description

Show on Faculty Profile ☑

Select the number of link rows to add: 1 ⊙   ✚Add

▲ Required   ■ Required, if applicable   ● Optional

Administrative Data: Permanent Data| Yearly Data

‹ Edit Permanent Data

Cancel   ⊞ Save

Starting Rank at Texas Tech University Health Sciences Center	Assistant Professor ○
Explanation of "Other"	
ᴴ Full-time/Part-time (SACSCOC)	▾
Start Date at TTUHSC	July ○ 1 , 2001
Start Date at Paul L. Foster School of Medicine	November ○ 1 , 2007
Date Attained Rank of Assistant Professor at TTUHSC	July ○ 1 , 2001
Date Attained Rank of Associate Professor at TTUHSC	September ○ 1 , 2008
Date Attained Rank of Full Professor at TTUHSC	▾ ,
Tenure Decision Year	▾ ,
Separation Date	▾ ,

> Please **SKIP** this section.
>
> The Office of Faculty Affairs will populate this section with your data.

‹ Yearly Data ▲

➕ Add New Item   ⧉ Duplicate   🗑

> Click on the year to edit Yearly Data Information. Please enter data for year 2014.

Item	
	☐
2016-2017	☐
2015-2016	☐
2014-2015	☐
2013-2014	☐
2013-2014	☐
2012-2013	☐
2012-2013	☐
2011-2012	☐
2010-2011	☐
2009-2010	☐

▲ Required   ■ Required, if applicable   ● Optional

Administrative Data: Permanent Data| Yearly Data

This screen is STRICTLY for data from TTUHSC . External Appointments will be entered on the Positions screen.

List the primary department you are in.

If you have an appointment in multiple departments at Paul L. Foster School of Medicine, please call the Office of Faculty Affairs at 215-4135

Salary Information is not required, leave this blank.

This applies if you have a joint appointment with another school or institution within the TTUHSC System.

▲ Required   ■ Required, if applicable   ● Optional

Education

< Edit Education

Cancel | Save | Save + Add Another

List all earned and honorary college degrees you have received (BS, MS, MD, PhD, etc.)

Field	Value
Degree	MD ▲
Explanation of "Other"	■
Degree Description	Doctor of Medicine ▲
Institution	University of Texas Southwestern, School of Medicine ▲
Location of Institution (City, State, Country if outside US) - Do NOT use abbreviations	Dallas, Texas ▲
Major/Emphasis/Specialty	▲
Subspecialty/Supporting Areas of Emphasis	
Dissertation/Thesis Title	■
Honor/Distinction	■
Explanation of "Other"	■
Highest Degree You Have Earned?	Yes ▲
Highest Degree Rank Order (The ranking will be the order the degrees will print on a report)	1st ▲
Date Completed	1996 ▲
Transcript (maximum file size 10 MB)	No File Stored Choose File... ●
Diploma (maximum file size 10 MB)	No File Stored Choose File... ●

After you have entered education data for one degree, click on "Save and Add Another" to add a different degree.

Dissertation/Thesis Title is only required if entering data for MSc, MPH, Ph.D., etc. degrees, not M.D.

Remember, please complete the field Highest Degree Rank Order if you would like this degree printed after your name in reports. For it to print you **MUST** set the field "Highest Degree Earned" to Yes (e.g. If you want to have your name on reports as Jane Doe, MD, PhD—put MD as your 1st degree, PhD as 2nd degree and check Yes on Highest Degree Earned for both degrees).

Uploading a diploma or transcript is not required.

▲ Required   ■ Required, if applicable   ● Optional

Post-Doctoral Education (Including Residencies and Fellowships)

< **Edit Post Doctoral Education (Including Residencies and Fellowships)**

Cancel | Save | Save + Add Another

List the postdoctoral education that you have completed (including residencies and fellowships)

Title of Position	Fellowship ▲
Source of Funding	●
Field	Infectious Diseases ▲
Name of Institution	University of California ▲
Location of Institution	San Francisco, California ▲
Was it Peer Reviewed?	Yes ⊘ ▲

Please list all Post Doctoral Education including, Internship, Residencies, and Fellowships in this section.

Mentors ■

Mentor

First Name	Middle Name/Initial	Last Name
Merle		Sande

Select the number of mentor rows to add: 1 ⊘   **+Add** ■

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date	July ⊘ 1 , 1999	■
End Date	July ⊘ 1 , 2001	■

▲ Required   ■ Required, if applicable   ● Optional

Certifications/Recertifications

⟨ Edit Certifications/Recertifications

Cancel | Save | Save + Add Another

List each board or other professional organization by which you have been certified/recertified.

Title of Certification: Infectious Disease ▲

Sponsoring Organization: American Board of Internal Medicine ▲

Are you Meeting the Requirements for Maintenance of Certification?: Yes ▲

Original Date of Certification: June 1, 2001 ▲

Recertification Date: January 1, 2009 ■

Expiration Date: December 31, 2019 ■

At a minimum, please list all active Board Certifications on this screen.

Licensures

⟨ Edit Licensures

Cancel | Save | Save + Add Another

List the states in which you are licensed to practice.

Title of License: Texas Medical Board ▲

State: Texas ▲

License Issued Date: July 15, 1999 ▲

License #: 12345 ▲

Active?: Yes ▲

At a minimum, please list all active licenses on this screen.

▲ Required ■ Required, if applicable ● Optional

Positions

< **Edit Positions**   Cancel   Save   Save + Add Another

Title/Rank/Position	Assistant Professor ▲
Explanation of "Other"	●
Experience Type	Academic - Post-Secondary ▲
Name of Clinic/Dept/Division/Office or Program	Internal Medicine ▲
Name of Institution/Organization	Texas Tech University Health Sciences Center ▲
Explanation of "Other"	▲
Scope	School of Medicine ▲
Location	El Paso
Show on Faculty Profile	☑ ●
Were you Graduate Faculty?	Yes ▲
Tenured?	No ▲
Was/is this your own company?	No ▲
Approx. Number of Hours Spent Per Week	40 ●
Responsibilities/Brief Description (30 Words or Less)	●
Start Date	September 1 , 2012 ▲
End Date	▢

This screen is a combination of the previous "Academic, Government, Military and Professional Positions" and "Administrative Assignments" screen.

Use this section to enter **ALL** employment history outside of TTUHSC El Paso. Enter all academic, government, military or professional positions held.

Also, enter any **Administrative Assignments** here, including, Vice-Chair, Department Chair, Associate Dean, Assistant Dean, etc., including positions at the PLFSOM.

This section is **NOT** for Program Directors, Clerkship Directors, Residency Directors, College Masters, etc. Those assignments will be listed in the Teaching Section, under Education.

Leave this box checked if you would like the position to appear on your faculty profile.

▲ Required   ▢ Required. if applicable   ● Optional

General Information

Consulting

< Edit Consulting   Cancel   Save   Save + Add Another

Consulting Type	Non-Profit Organization
Explanation of "Other"	
Client/Organization	Blue Cross Blue Shield of Texas
Location	Austin, Texas
Approx. Number of Hours Spent Per Week	2
Brief Description (30 Words or Less)	

If you've had any external consulting activities, complete this section. Consulting activities include activities with private organizations, government, etc.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date November , 2012
End Date November , 2012

Awards and Honors

< Edit Awards and Honors   Cancel   Save   Save + Add Another

List the honors and awards you have received.

Award or Honor Name	President's Excellence in Teaching Award
Explanation of "Other"	
Show on Faculty Profile	☑
Organization/Sponsor	Family Medicine Residency Program
* Purpose	Teaching
Scope	Department
Description/Explanation (30 Words or Less)	The Best Faculty Teaching Award given by the Residents of the Department of Family Medicine.
Award or Honor (maximum file size 10 MB)	No File Stored Choose File...
Date Received	May , 2006

Enter awards or honors received. Important to enter data into the Award or Honor Name, Organization/Sponsor, Purpose, Scope, and Date Received field. These are the fields used on reports.

▲ Required   ■ Required, if applicable   ● Optional

Paul L. Foster School of Medicine Faculty Digital Measures Guide, Part 1   Revised 3/1/2017   20

Faculty Development Activities Attended

< Edit Faculty Development Activities Attended   Cancel   Save   Save + Add Another

List any development courses you have **attended**.

Field	Value
Activity Type	Conference Attendance
Explanation of "Other"	
Title	Teaching Gastroenterology to the Millennial Student
*Area	Teaching
Sponsoring Organization	American Gastroenterology Association
City	Toronto
State	Ontario
Country	Canada
Number of Credit Hours	1
Description (30 Words or Less)	
Development Activity (maximum file size 10 MB)	No File Stored Choose File...

Include the CME credits you have earned each year since 2012 to the present. For conferences, include specific workshop or course names attended at the conferences.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Field	Value
Start Date	May , 2008
End Date	May , 2008

Media Contributions

< Edit Media Contributions   Cancel   Save   Save + Add Another

Field	Value
Media Type	TV
Explanation of "Other"	
Media Name	Fox Channel
Description	Provided public information on the flu season's impact on the work force.
Media (maximum file size 10 MB)	No File Stored Choose File...
Date	December 13 , 2013

Enter Media Contributions here, such as written editorial and blog contributions, or interviews on TV or radio, particularly in educating the lay public.

▲ Required   ■ Required, if applicable   ● Optional

Professional Memberships

Make certain that you accurately specify if this is an elected or non-elected membership.

Elective Society is where a faculty applies or is nominated for a membership and then is elected to join the membership.

Non-Elected Membership is where a faculty's only requirement is to pay dues to become a member.

If you held additional positions with this organization, please add positions here to be able to record all of your roles.

Workload Information

This screen will need to be completed every year.

This information should be discussed with your chair during Annual Faculty Evaluations.

▲ Required   ■ Required, if applicable   ● Optional

Mentor Service Information

< **Edit Mentor Service Information**   Cancel   💾 Save

Complete if you are currently a faculty mentor or interested in serving as a faculty mentor.

Are you currently involved in mentoring?   Yes ⊙ 🔺

If Yes, in what area(s)?
🟧
- ☑ Mentor/Students
- ☑ Mentor/Faculty
- ☑ Mentor/Post Docs, Residents, Fellows
- ☐ Other

Explanation of "Other"   [   ] 🟧

If Yes, in what role(s)?
🟧
- ☑ Research
- ☐ Promotion and Tenure
- ☑ Teaching
- ☑ Career
- ☑ New Faculty
- ☐ Other

Explanation of "Other"   [   ] 🟧

Are you interested in serving as a mentor?   Yes ⊙ 🔺

If Yes, in what area(s) are you interested?
🟧
- ☑ Mentor/Students
- ☑ Mentor/Faculty
- ☑ Mentor/Post Docs, Residents, Fellows
- ☐ Other

Explanation of "Other"   [   ] 🟧

If Yes, in what role(s) would you be comfortable?
🟧
- ☑ Research
- ☐ Promotion and Tenure
- ☑ Teaching
- ☑ Career
- ☑ New Faculty
- ☐ Other

Explanation of "Other"   [   ] 🟧

> Please complete this section if you are currently a mentor or interested in serving as a mentor.

🔺 Required   🟧 Required, if applicable   🔵 Optional

Faculty Goals

Following completion of your Annual Faculty Evaluation with your departmental Chair, please populate your future goals for the upcoming calendar year.

Other Information Narrative

Completion of this section not required.

▲ Required   ■ Required, if applicable   ● Optional