OU HEALTH CAMPUS | Office of Vice Provost for Faculty Development

Faculty Activity System (FAS) at the
University of Oklahoma Health Campus
User Guide

* Note, College of Medicine User Guides are found at: https://medicine.ouhsc.edu/faculty-staff/activity-insight

Table of Contents

Frequently Asked Questions

Information below is adopted from the Faculty Success by Watermark guide
Please see below for a list of common questions about FAS. If you have a question not listed here, please send an email to: Margaret-Robinson@ou.edu.

What is Faculty Activity System (FAS)?

Faculty Activity System (FAS) is a web-based tool for reporting and keeping up-to-date records of faculty professional activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as your CV, annual activity reports, promotion and tenure documents, accreditation reports and more. FAS is time efficient by eliminating the manual preparation of faculty activity reports. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Why are we using FAS?

The 2018-2022 OU Health Campus Academic Strategic Plan Implementation Team recommended implementing a campus-wide data system supporting reporting on faculty activities in support of their promotion and tenure recognition.

The Colleges of Pharmacy and Medicine as well as the OU Norman campus were already using the same FAS system.

In 2021 the Implementation Team began the process of launching the campus-wide usage of the FAS system for the remaining colleges at the OU Health Campus.

How does FAS benefit users?

FAS allows users to enter activity information once and use it for multiple purposes. For example, a user would enter a presentation only once and that information can be included in different types of reports such as a CV, annual activity report, or accreditation report. Users can enter information throughout the year and decide what information they wish to share.

FAS can also be linked to OU Health Campus website, ensuring that profiles of faculty are always current.

To reduce the amount of manual entry, Faculty will also be able to import their publications from other databases, including:

- Google Scholar
- PubMed
- Other Citation Managers

To access the OU Health Campus Faculty Activity System webpage go to: https://facdev.ouhsc.edu/Resources/OU-Health-Sciences-Faculty-Activity-System/FAS-Training

How secure is the data?

Information exchanged between your computer and Faculty Success servers are always transferred over an encrypted connection to prevent unauthorized exposure. **Faculty Success by Watermark privacy policy can be found at: https://www.watermarkinsights.com/privacy-policy/**

Is this system expected to replace my CV?

Only if you wish it to. FAS is a tool that provides faculty with a Vita template "report" that you may use if you wish to do so. If you prefer to keep a separate CV document in addition to entering data in FAS, you may continue to do so.

Are all fields in every screen required to be completed?

When a field is required, a "*" notation will appear next to the field name on that screen. Reporting requirements vary by college; contact your college administration for the requirements specific to your college.

How do I enter multiple instances of the same activity?

The "Copy" feature may be used from the summary screen to copy records within a specific section. Once copied, you need only to change the necessary data, then choose "Save and Return".

What do I do if I find errors in my records?

Go to the summary screen within each category you may edit the record by clicking on the record or you can delete an entry by checking the box next to that entry and selecting "delete" above.

Do I need to enter a date on each record?

Yes. FAS is date driven, so it is critical that you enter in the project start and end dates. When entering dates, be sure to provide at least a month and year. Items may be excluded from reports if a proper date is not entered and an error message will appear if you try to save that record without dating it appropriately.

How do I enter courses taught at another institution while employed at the OU Health Campus?

All courses or workshops taught at another institution while employed at the OU Health Campus (for instance, while on leave or over the summer), should be entered under the "Non-Credit Instruction" screen.

Logging In

To directly access FAS navigate to:
https://www.digitalmeasures.com/login/ouhsc/faculty/authentication/showLogin.do?shce_test=1672699157665
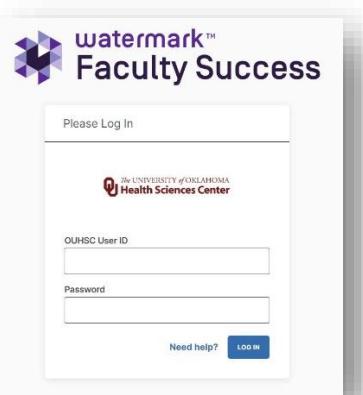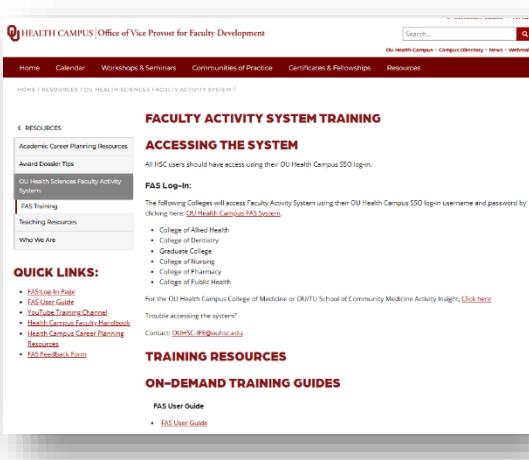
Use your OU Health Campus username and password to log-in. You will be directed to the main FAS screen.

Navigation

Navigation Bar

| Activities | CV Imports | Manage Data | Reports | Tools ▼ |

The navigation bar displays all utilities available to your account. You may have other utilities if your Faculty Success Administrator has given you security access to them.

- Activities: Add or update information about the activities you accomplish.
- CV Imports: Upload your CV to add activity information in bulk (currently de-activated for OU users)
- Manage Data: Add or update information about the activities you accomplish.
- **Reports:** Run reports that have been custom-built for your campus.
  To run a report:
  1. In FAS, select Reports from the top Navigation Bar and select the report you wish to run- Example: Vitae Report
  2. Select the desired date range of the report.
  3. Select the report file format (Word Format or PDF).
  4. Open & Save Report

- Tools:
- Help: The question mark icon allows you to submit questions about use of the system, or report system errors.

Activities
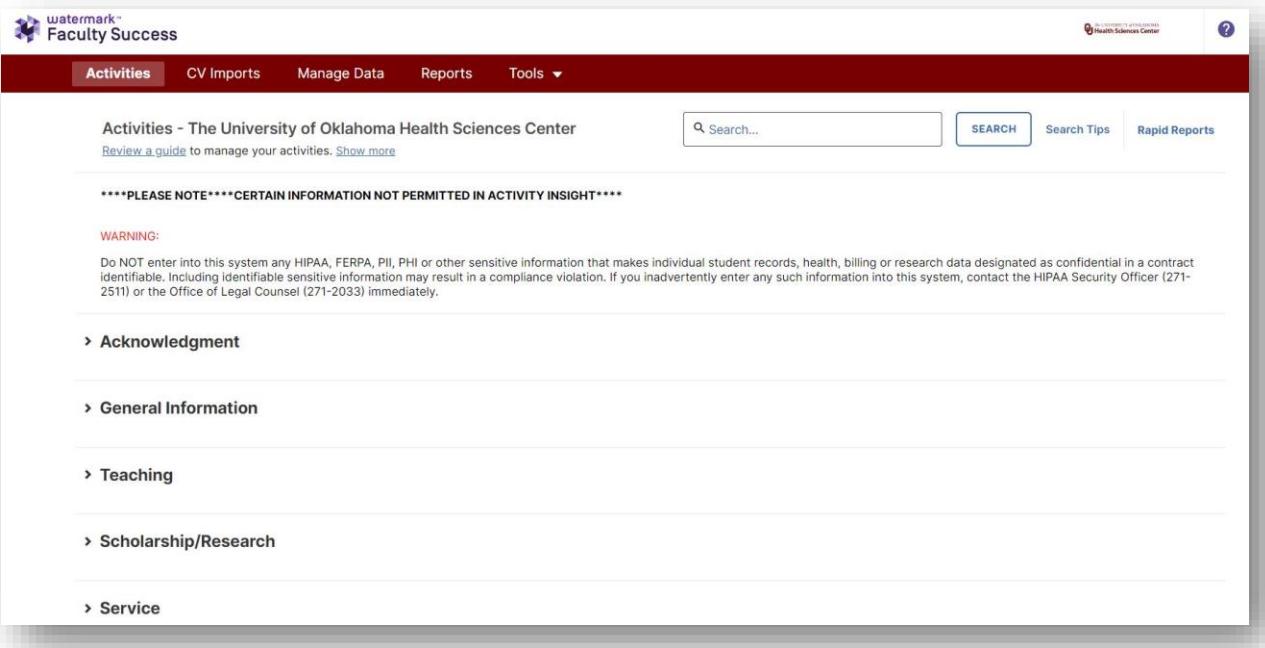
Screen Navigation

To access a screen, click its name. The resulting summary screen displays information that is 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 Publications screen).
- To delete a record, select the appropriate check box, then select the **🗑** button.
- To edit or view a record, click any record row on the summary screen. If you select a specific field, the editor will open with the field in focus.
  Note: Your Faculty Success Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A Lock icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Faculty Success Administrator using the Help link.
- To copy a record, select the appropriate check box, then select the **📋 Duplicate** button.
- To merge records which you consider duplicates, select the checkbox for each duplicate record and select Compare. The Compare and Merge feature enables users to resolve duplicates.
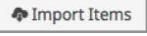
When working in the system, it is important that you save all your modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Summary Screen

The above screen shot outlines the various features available on a Summary Screen:

1. **Search:** Enables you to search for records containing the contents of the search field.
2. **Delete**: The trash can icon will be grayed out until you have selected one or more records. Once you have selected at least one record, click this button to delete the selections from the list of activities.
3. **Duplicate:** Select any entry from the summary table and click Duplicate to open the record editor for a new activity containing the content of the selected entry. This is most useful when creating an activity which is similar to one which has already been entered.
4. **Compare:** Select two or more activities to compare information and merge into a single entry (resolve duplicates).
5. **Add New**: Enables users with access to add new records for the specific screen.

Entering Faculty Activity Data:

All Activity Screens Available in FAS

Acknowledgment

Faculty Acknowledgment

General Information

Personal and Contact Information   Faculty Development Activities Attended
Education   Licensures and Certifications
Academic, Government, Military and Professional Positions   Consulting
Administrative Leadership   External Connections and Partnerships
Awards and Honors   Workload Information
Professional Memberships

Teaching

Scheduled Teaching   Directed Student Learning (e.g., theses, dissertations)
Experiential Teaching   Non-Credit Instruction Taught
HSC Interprofessional Education (IPE) Activity Reporting   Other Student Activities
Resident and Fellows Teaching   Other Scheduled Teaching Assignments

Scholarship/Research

Biographical Sketch - NIH | NSF   Presentations
Publications and Intellectual Contributions   Sponsored Research
Intellectual Property (e.g., copyrights, patents) Non-Sponsored Research
                                                   Media Contributions

Service

Department   Professional
College   Public
University   Clinical Service

Administrative Data - Permanent Data | Yearly Data

Next, is a detailed description of each of these activity screens

Entering Information

Personal and Contact Information

Prefix

Dr.

First Name

Preferred First Name (Optional)

Middle Name (Optional)

Last Name

Suffix (Optional)

Alternative Name You Publish Under (e.g., an anglicized name), if any (Optional)

Name of Endowed Position (if any) (Optional)

E-Mail Address

Campus

Oklahoma City

College

Department

Street/PO Box

City

State

Oklahoma

Zip Code

Office Room Number (optional)

Office Phone

Office Phone Areacode	Office Phone Prefix	Office Phone Suffix

Department Phone

Department Phone Areacode (optional)	Department Phone Prefix (optional)	Department Phone Suffix (optional)

Fax

Fax Areacode (optional)	Fax Prefix (optional)	Fax Suffix (optional)

Personal Website (optional)

Gender (optional)

Female

Race/Ethnicity (optional) ⊘

White

U.S. Citizen or Permanent Resident? (optional)

Yes

Brief Biography (30 Words or Fewer) (optional)

B *I* U x² x₂ ↺ ↻ ⤢

Teaching Interest(s) (optional)

B	I	U	x²	x₂	↺	↻	⤢

Research Interest(s) (optional)

B	I	U	x²	x₂	↺	↻	⤢

Photograph (optional)

Drop file here or select to upload

Education

Degree

[▼]

Certificate Name

[ ]

Institution

[ ]

Location of Institution

[ ]

Emphasis/Major (optional)

[ ]

Supporting Areas of Emphasis (optional)

[ ]

Dissertation/Thesis Title (optional)

[ ]

Honor/Distinction (optional)

[▼]

Highest Degree You Have Earned?

[▼]

Transcript (optional)

Drop file here or select to upload

Anticipated Completion Date

Month	Day	Year
[▼]	[ ]	[ ]

Date Completed

Month	Year
[▼]	[ ]

ADDITIONS TO DEGREE LIST:
- ADN
- ASSOCIATE DEGREE
- CERTIFICATE EDUCATION
- POST GRADUATES CERTIFICATE
- LPN CERTIFICATE
- DNP

⌄ Advisor Information (1)

1st Advisor

⠿ **First Name (optional)**   **Middle Name/Initial (optional)**   **Last Name (optional)**

⊕ ADD ROW

Academic, Government, Military and Professional Positions

Experience Type

[▼]

Organization

[   ]

Title/Rank/Position

[   ]

Was/is this your own company? (optional)

[▼]

Description for Professional Positions (30 Words or Fewer) (optional)

B	I	U	x²	x₂	↺	↻	↗

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month	Day	Year
[▼]	[ ]	[ ]

End Date

Month	Day	Year
[▼]	[ ]	[ ]

Administrative Leadership

Administrative leadership roles such as Dean, Program Director, Chair, and Chief are to be entered on the Administrative Leadership screen. Do not list committee service here. Committee service should be entered in the Service screens.

Position/Role

☐ Assistant Dean
☐ Associate Dean
☐ Dean
☐ Department Chairperson
☐ Department Vice-Chair
☐ Director

Explanation of Others

Scope

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Superscript

Start Date

| Month | Day | Year |

End Date

| Month | Day | Year |

Awards and Honors

Award or Honor Name

Organization/Sponsor

Purpose

Scope

Description/Explanation (30 Words or Fewer) (optional)

| **B** | *I* | U̲ | x^2 | x_2 | ↺ | ↻ | ↗ |

Date Received

| Month | Day | Year |

Professional Memberships

This screen captures faculty membership only to professional and scientific organizations. Leadership roles held should be entered on the Professional Service screen

Name of Organization

Abbreviation of Organization (optional)

Leadership Position Held

Scope of Organization

Description of the Organization (optional)

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

| Month | Day | Year |

End Date

| Month | Day | Year |

Faculty Development Activities Attended

Activity Type

[⌄]

Title

[ ]

Sponsoring Organization

[ ]

City

[ ]

State

[ ]

Country

[ ]

Number of Credit Hours (optional)

[ ]

Approx. Number of Hours Spent Per Year (optional)

[ ]

Description (30 Words or Fewer) (optional)

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

[ ]

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

Month	Day	Year
[⌄]	[ ]	[ ]

End Date

Month	Day	Year
[⌄]	[ ]	[ ]

Title of Licensure/Certification

Sponsoring Organization

Scope

Description (optional)

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Date Obtained

Month	Day	Year

Expiration Date

Month	Day	Year

Consulting

Consulting Type

[⌄]

Client/Organization

[   ]

Location

[   ]

Compensated or Pro Bono? (optional)

[⌄]

Approx. Number of Hours Spent Per Year (optional)

[   ]

Brief Description (30 Words or Fewer) (optional)

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

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

Month		Day	Year
[⌄]		[ ]	[ ]

End Date

Month		Day	Year
[⌄]		[ ]	[ ]

External Connections and Partnerships

Type

[▾]

Organization

[   ]

City

[   ]

State

[   ]

Contact Information (optional)

B	*I*	<u>U</u>	x²	x₂	↺	↻	↙

Description (optional)

B	*I*	<u>U</u>	x²	x₂	↺	↻	↙

Date

Month	Day	Year
[▾]	[ ]	[ ]

Workload Information

Academic Year (Historical Records) (optional)

[⌄]

Year

[   ]

Time spent in teaching (optional)

[%]

Time spent in research activities (optional)

[%]

Time spent in college and university service (optional)

[%]

Time spent in patient care service (optional)

[%]

Time spent in professional organization and related service (optional)

[%]

Time spent in administrative activities (optional)

[%]

Time spent in professional practice plan activities (optional)

[%]

Scheduled Teaching

This screen is for assigned student teaching in courses with a course number.
Do not include: (these will be collected on another screen)

- Directed teaching (e.g. independent study, graduate theses, dissertations)
- Any teaching without an associated course number

Term and Year

Term

Year

Institution

Campus

College

Course Prefix and Course Number

Course Prefix

Explanation of "other"

Course Number

Section Number (optional)

Official Enrollment Number – Tulsa Campus (optional)

Official Enrollment Number – Oklahoma City Campus (optional)
Official Enrollment Number-Norman

Number of Credit Hours

Delivery Mode

TERM:
AUGUST INTERSESSION
MAY INTERSESSION
WINTER INTERSESSION

CAMPUS:
OKC
NORMAN
TULSA
LAWTON
DUNCAN

CON SPECIFIC PROGRAMS ADDED:
DNP
DC-LPN
CD-RN

⌄ Hours spent in each activity:

Lecture (LECT) (optional)	Active Learning (AL) (optional)	Assessment (EXAM) (optional)	Support Activities (SUPP) (optional)
Student Engagement in an Online Course (OL) (optional)	Laboratory Facilitation (optional)	Laboratory Skills Based Assessment (optional)	Laboratory Exam (optional)
OSCE (optional)			

New course preparation?

[dropdown]

New format for existing course?

[dropdown]

Taught or coordinated?

☐ Taught
☐ Coordinated

If the course is taught or co-coordinated by more than one faculty member, please list the faculty name/s here:

[text field]

Role

[dropdown]

NEW ROLES ADDED:
- GTA

- PRECEPTOR COORDINATION-GRADUATION

- SITE COORDINATOR

Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) (optional)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented (optional)

| **B** | *I* | U | x^2 | x_2 | ↺ | ↻ | ⤢ |

Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.) (optional)

| **B** | *I* | U | x^2 | x_2 | ↺ | ↻ | ⤢ |

Syllabus for this course (optional)

Drop file here or select to upload

OU Health Campus Interprofessional Education (IPE) Activity Reporting

This section is helpful to record your interprofessional activities for accreditation reporting, annual evaluations, and promotion and tenure. Please add a new record for each IPE activity. Note, these may be duplicates from activities you listed elsewhere in your CV.

Faculty Role in IPE Activity

- ☐ Advisor
- ☐ Attending
- ☐ Content Expert
- ☐ Committee Member
- ☐ Curricular Author
- ☐ Curricular Contributor

Name/Title of IPE Activity:

[ ]

Did the IPE activity include students from two or more professions?

[⌄]

Did the students learn ABOUT, FROM, and WITH each other through interactive learning involving active learning?

[⌄]

Was facilitated debriefing or reflection part of the IPE activity?

[⌄]

Did the IPE activity include an assessment of student learning?

[⌄]

Does the activity fit any of these standard IPE descriptions (check all that apply):

- ☐ All Professions Day 1
- ☐ All Professions Day 2
- ☐ Bridges to Access Conference

IPE Activity Summary (100 words or less)

[ ]

Year and Semester in which the IPE Activity occurred

Term	Year
[⌄]	[ ]

Number of students involved in IPE activity (optional)

[ ]

College

- ☐ College of Allied Health
- ☐ College of Dentistry
- ☐ College of Medicine
- ☐ College of Nursing
- ☐ College of Pharmacy
- ☐ College of Public Health
- ☐ Graduate College

Department

- ☐ Allied Health
- ☐ Allied Health Sciences
- ☐ Anesthesiology
- ☐ Communication Sciences and Disorders
- ☐ Dentistry
- ☐ Department of Developmental Sciences

Degree

- ☐ Accelerated Bachelor of Science in Nursing (ABSN)
- ☐ Allied Health Sciences (MS/PhD)
- ☐ AuD - Doctor of Audiology
- ☐ Bachelor of Science degree in Dental Hygiene (B.S.D.H)
- ☐ Bachelor of Science in Nursing (BSN)
- ☐ Biochemistry and Molecular Biology (MS/PhD)

Resident and Fellows Teaching

Involvement Type

[⌄]

∨ Student Information (1)

1st Student Name			[Actions ⌄]

Student First Name   **Student Last Name**   **Student Type**   **Contact Time (optional)**

[   ] [   ] [⌄] [   ]

Notes (optional)

⠿ | **B** *I* U̲ x² x₂ ↺ C ↗ |

ADD ROW

Type of Experience

[⌄]

Stage of Completion

[⌄]

Title of Student's Work or Activity

[   ]

Comments (optional)

| **B** *I* U̲ x² x₂ ↺ C ↗ |

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Date Started

Month   **Day**   **Year**

[⌄] [   ] [   ]

Date Completed

Month   **Day**   **Year**

[⌄] [   ] [   ]

Directed Student Learning (e.g., theses, dissertations)

This screen captures the directed student learning and mentorship.
Activities may include "Mentoring" or "Graduate/Research Committee Membership."

Role

Student Information (1)

1st Student Name

Actions

| Student First Name | Student Last Name | Student Type | Institution |

College

Student Program

⊕ ADD ROW

Number of Credit Hours (optional)

Title of Student's Work

Stage of Completion

Comments (optional)

B *I* U x² x₂

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Date Started

| Month | Day | Year |

Date Completed

| Month | Day | Year |

NEW ROLES:
- DNP COMMITTEE MEMBER
- DNP COMMITTEE CHAIR
- DNP COMMITTEE CO-CHAIR
- QUALIFYING EXAM CHAIR
- QUALIFYING EXAM CO-CHAIR
- RESEARCH MENTOR
- TEACHING MENTOR

NEW ITEM:
STUDENT PROGRAM:
- FULL LIST OF CON PROGRAMS

STUDENT TYPE:
- DNP STUDENT

Non-Credit Instruction Taught

Screen Information

Use this screen to document student teaching that has no associated course number.

Types of teaching reported here might include student seminars or workshops for organizations.

Indicate if the content is:

- Academic (e.g., how to study or how to present data in a poster)
- Professional (e.g., applying for residency or professional leadership beliefs)

Instruction Type

[dropdown]

Audience

[dropdown]

Sponsoring Organization

[text field]

Number of Participants (optional)

[text field]

Academic or Professional?

[dropdown]

Description (optional)

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

[text area]

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Start Date

| Month | Day | Year |

End Date

| Month | Day | Year |

Other Student Activities

Screen Information

Use this screen to document time spent mentoring students, writing letters of recommendation, or performing other activities for students not captured elsewhere.

☐ Interprofessional / Interdisciplinary Education("IPE") ⦿

Start Date

Month	Day	Year
⌄		

End Date

Month	Day	Year
⌄		

Title of Activity

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Approx. Number of Hours Spent for the Year

Description of Advising Activities

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

Other Scheduled Teaching Assignments

Name of Institution

[   ]

Term

[⌄]

Year

[   ]

Course Name

[   ]

Course Prefix

[   ]

Course Number

[   ]

Number of Credit Hours

[   ]

Number of Students Enrolled (optional)

[   ]

Course Taught or Coordinated

[⌄]

Scholarship/Research: Publications and Intellectual Contributions

‹ **Import Publications**

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file ❓

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

[Choose File...]

Import from a Third Party ❓

Select a service   PubMed ▾

Search criteria:

Name: Author ▾   Sharif-Sandel R

Add search criteria

[Search PubMed ›]

Import from a Third Party allows for direct import publication citations from: PubMed, Web of Science, and Scopus. Start by providing the needed information in search criteria, select the needed citations (a) and import via FAS Import Publications screen. Import from a BibTeX file by creating a BibTeX file already stored in another software system such as a reference manager or database — for example, EndNote, Mendeley, Google Scholar, RefWorks, or Scopus. Those software systems enable you to pick records and then export them into a BibTeX file.

Or Add Manually:

Contribution Type

[⌄]

New or Revised?

[New   ⌄]

Current Status

[⌄]

Title of Contribution

[   ]

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work (optional)

[   ]

2nd Author   Actions ⌄

People at The University of Oklahoma   First Name   Middle Name/Initial   Last Name

If a student, what is his/her level?

⊕ ADD ROW

Journal/Publisher/Proceedings Publisher (optional)

City and State of Journal/Publisher (optional)

Country of Journal/Publisher (optional)

Volume (optional)

Issue Number/Edition (optional)

Page Numbers or Number of Pages (optional)

Web Address (optional)

Editor(s) (optional)

ISBN/ISSN Number/Case # (optional)

PubMed Central ID Number (optional)

Audience of Circulation (optional)

Was this peer-reviewed/refereed? (optional)

Is this publicly available? (optional)

Impact factor (optional)

Number of citations (optional)

Abstract/Synopsis (optional)

| B | I | U | x² | x₂ | ↺ | ↻ | ⤢ |

Full-text of this item (optional)

Drop file here or select to upload

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Month **Day** **Year**

Date Submitted

Month **Day** **Year**

Date Accepted

Month **Year**

Date Published

Month **Day** **Year**

Intellectual Property (e.g., copyrights, patents)

Patent or Copyright

[dropdown ▼]

Patent Title

[text field]

Patent/Copyright Number/ID (optional)

[text field]

Patent Type

[dropdown ▼]

Patent Nationality

[dropdown ▼]

If Patent Cooperation Treaty, List Nations (optional)

[**B** *I* U x² x₂ ↺ ↻ ↗]

2nd Inventor				Actions ▾
⠿ People at The University of Oklahoma	First Name	Middle Name/Initial	Last Name	
[dropdown ▼]	[text]	[text]	[text]	

⊕ ADD ROW

Date Submitted to University

Month	Day	Year
[▼]	[ ]	[ ]

If patent has been licensed, to whom? (optional)

[text field]

Date of Patent Application

Month	Day	Year
[▼]	[ ]	[ ]

If patent has been assigned, to whom? (optional)

[text field]

Date Patent Approved

Month	Day	Year
[▼]	[ ]	[ ]

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Renewal Date

Month	Day	Year
[▼]	[ ]	[ ]

Date Licensed

Month	Day	Year
[▼]	[ ]	[ ]

Presentations

This screen captures original presentations delivered to audiences that are not your regular students or departmental colleagues and are not part of a formal curriculum.

Presentation Type

[⌄]

Conference/Meeting Name

[   ]

Sponsoring Organization

[   ]

Event Attendance

[⌄]

Location

[   ]

Presentation Title

[   ]

NEW PRESENTATION TYPES:
- ORAL PRESENTATION
- MEETING ABSTRACT

NEW EVENT ATTENDANCE ITEM:
- VIRTUAL

2nd Presenter/Author   [Actions ⌄]

People at The University of Oklahoma (optional)   **First Name**   **Middle Name/Initial (optional)**   **Last Name**

[⌄]   [   ]   [   ]   [   ]

Role   **If a student, what is his/her level?**

[⌄]   [⌄]

⊕ ADD ROW

Meeting Type

[⌄]

Academic or Non-Academic?

[⌄]

Scope

[⌄]

Was this peer-reviewed/refereed?

[▾]

Published in Proceedings? (optional)

[▾]

Published Elsewhere? (optional)

[▾]

Invited or Accepted? (optional)

[▾]

Abstract/Synopsis (30 Words or Fewer) (optional)

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

Presentation (optional)

Drop file here or select to upload

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ⊘

Date

Month	Day	Year
[▾]	[ ]	[ ]

Sponsored Research

Funding Type

[▼]

NEW FUNDING TYPE:
- EXTRAMURAL FUNDING
- INTRAMURAL FUNDING

Title

[ ]

Project Number (optional)

[ ]

Grant Number

[ ]

Sponsoring Organization

[ ]

NEW ROLES:
- CO-INVESTIGATOR
- CO-PRINICIPAL
- RESEARCH ASSISTANT
- SITE PRINCIPAL INVISTIGATOR
- STUDY COORDINATOR

Awarding Organization Is

[▼]

NIH

[▼]

2nd Investigator   [Actions ▼]

People at The University of Oklahoma	First Name	Middle Name/Initial (optional)	Last Name
[▼]	[ ]	[ ]	[ ]

Role	If a student, what is his/her level?	Organization	Total Direct Cost (optional)
[▼]	[▼]	[ ]	[$]

Total Indirect Cost (optional)	Total Cost (optional)	Subcontract received from parent project? (optional)	Percent Effort (optional)
[$]	[$]	[▼]	[%]

⊕ ADD ROW

Federal Funding Agency

[▼]

Non-Federal Funding Agency

[▼]

NEW LIST OF FEDERAL & NON-FEDERAL FUNDING AGENCIES

Award Letter (optional)

Drop file here or select to upload

ADDITIONS TO CURRENT STATUS ITEM:
- SUBMITTED BUT NOT FUNDED

Current Status

[▼]

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Date Submitted for Funding

Month	Day	Year
⌄		

Start Date of Funding

Month	Day	Year
⌄		

End Date of Funding

Month	Day	Year
⌄		

Non-Sponsored Research

Title

Description (optional)

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ⤢ |

2nd Investigator

Actions ⌄

People at The University of Oklahoma (optional)

First Name

Middle Name/Initial (optional)

Last Name

Institution/Company (optional)

Role

Percent Effort (optional) %

If a student, what is his/her level?

⊕ ADD ROW

Status

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ⍰

Start Date

| Month | Day | Year |

End Date

| Month | Day | Year |

Media Contributions

Media Type

[⌄]

Media Name

[   ]

Description (optional)

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Date

Month   **Day**   **Year**

[⌄]   [   ]   [   ]

Service: Department

Committee Name

[   ]

Position/Role

[⌄]

Institution

[   ]

Campus

[   ]

Approx. Number of Hours Spent Per Year (optional)

[   ]

Were you elected or appointed? (optional)

[dropdown]

Was this compensated or pro bono? (optional)

[dropdown]

Schedule (optional)

[dropdown]

Category

[dropdown]

Responsibilities/Brief Description (30 Words or Fewer) (optional)

| **B** | *I* | U | x² | x₂ | ↺ | ↻ | ↗ |

Brief Description of Committee's Key Accomplishments (optional)

| **B** | *I* | U | x² | x₂ | ↺ | ↻ | ↗ |

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Start Date

Month	Day	Year
[dropdown]		

End Date

Month	Day	Year
[dropdown]		

Service: College

Committee Name

[   ]

Position/Role

[⌄]

Institution

[   ]

Campus

[   ]

Approx. Number of Hours Spent Per Year (optional)

[   ]

Were you elected or appointed? (optional)

[⌄]

Was this compensated or pro bono? (optional)

[⌄]

Served Ex-Officio? (optional)

[⌄]

Schedule (optional)

[⌄]

Category

[⌄]

Responsibilities/Brief Description (30 Words or Fewer) (optional)

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Brief Description of Committee's Key Accomplishments (optional)

B	*I*	U	x²	x₂	↺	↻	↗

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Start Date

Month	Day	Year
⌄		

End Date

Month	Day	Year
⌄		

Service: University

Committee Name

Position/Role

⌄

Institution

Campus

Approx. Number of Hours Spent Per Year (optional)

Were you elected or appointed? (optional)

⌄

Was this compensated or pro bono? (optional)

[⌄]

Served Ex-Officio? (optional)

[⌄]

Schedule (optional)

[⌄]

Category

[⌄]

Responsibilities/Brief Description (30 Words or Fewer) (optional)

B	*I*	U̲	x²	x₂	↺	↻	↗

Brief Description of Committee's Key Accomplishments (optional)

B	*I*	U̲	x²	x₂	↺	↻	↗

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Start Date

Month	Day	Year
[⌄]	[ ]	[ ]

End Date

Month	Day	Year
[⌄]	[ ]	[ ]

Service: Professional

Organization/Committee/Club

[ ]

Position/Role

☐ Attendee, Meeting
☐ Board of Advisors of a Company
☐ Board of Directors of a Company
☐ Chairperson
☐ Committee Chair
☐ Committee Member

Explanation of "Other"

[ ]

Approx. Number of Hours Spent Per Year (optional)

[ ]

Were you elected or appointed? (optional)

[⌄]

Was this compensated or pro bono? (optional)

[⌄]

Audience

[⌄]

Served Ex-Officio? (optional)

[⌄]

Schedule (optional)

[⌄]

Category

[⌄]

Responsibilities/Brief Description (30 Words or Fewer) (optional)

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

Brief Description of Committee's Key Accomplishments (optional)

B	I	U	x²	x₂	↺	↻	↗

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.

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

Start Date

Month	Day	Year

End Date

Month	Day	Year

Service: Public

Organization/Committee/Club

Position/Role

Approx. Number of Hours Spent Per Year (optional)

Were you elected or appointed? (optional)

Was this compensated or pro bono? (optional)

Audience (optional)

Served Ex-Officio? (optional)

[⌄]

Schedule (optional)

[⌄]

Category

[⌄]

Responsibilities/Brief Description (30 Words or Fewer) (optional)

B	*I*	U	x²	x₂	↺	↻	↗

Brief Description of Committee's Key Accomplishments (optional)

B	*I*	U	x²	x₂	↺	↻	↗

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

College and Department of IPE Collaboration(optional)

☐ College of Nursing - Master of Science in Nursing (MS): Administration/Management Pathway

☐ College of Nursing - Master of Science in Nursing (MS): Clinical Nursing Specialist

☐ College of Nursing - Master of Science in Nursing (MS): Education

☐ College of Nursing - Master of Science in Nursing (MS): Nurse Practitioner (NP)

☐ College of Nursing - Doctor of Nursing Practice (DNP)

☐ College of Nursing - PhD in Nursing

IPE Narrative (optional)

B	*I*	U	x²	x₂	↺	↻	↗

Start Date

Month	Day	Year
[⌄]	[ ]	[ ]

End Date

Month	Day	Year
[⌄]	[ ]	[ ]

Service: Clinical

Practice Name

Description of Services and General Time on Service (optional)

| **B** | *I* | U | x² | x₂ | ↺ | ↻ | ↗ |

Annual Hours on Service (optional)

Annual Funding generated through clinical billing (optional)

$

Annual clinical funding generated through contracts (optional)

$

Annual FTE support through external department (optional)

%

Number of patient visits or patient consults for the year (optional)

Please include here a summary of clinical outcomes related to service (optional)

| **B** | *I* | U | x² | x₂ | ↺ | ↻ | ↗ |

Relevant Document (optional)

Drop file here or select to upload

☐ Interprofessional / Interdisciplinary Education("IPE") (optional) ❓

End Date

| Month | Day | Year |

Saving Records

> ## The #1 data entry error is forgetting to hit save.

When working in the system, it is important that you save all your 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.

Running Reports

1. Users can run reports and download data at any time.
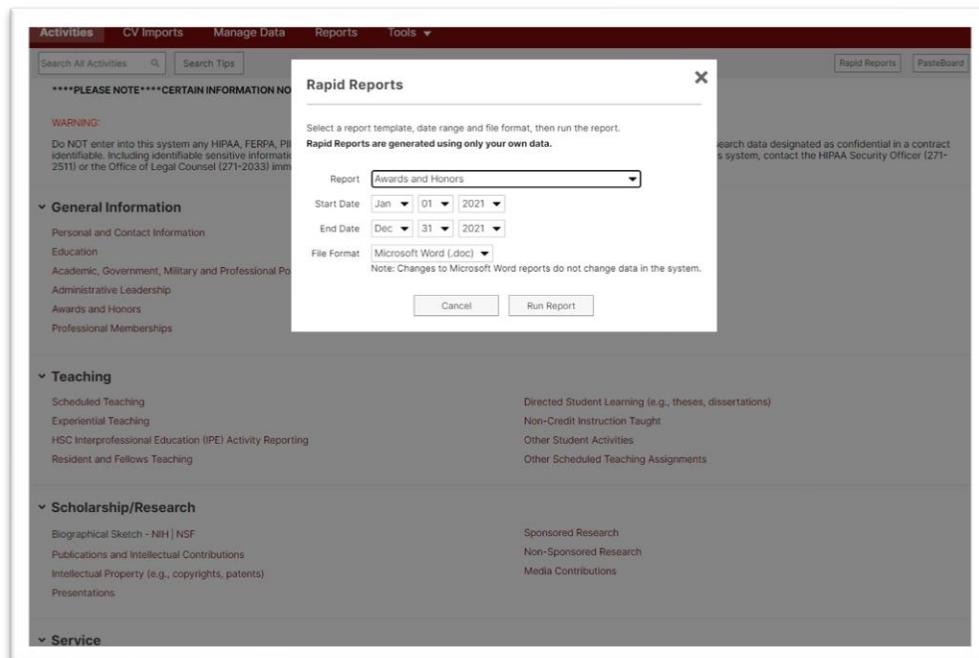
Common reports include:
- Faculty Annual Report
- Vita

Documents will download as a word document. Users can edit those documents as necessary after download.

Important Reminders
- Reports have been created for the whole OU Health Campus according to the CV template and annual review processes
- Each college/department may provide additional directions to their faculty

Campus Guides

https://facdev.ouhsc.edu/Resources/Academic-Career-Planning-Resources
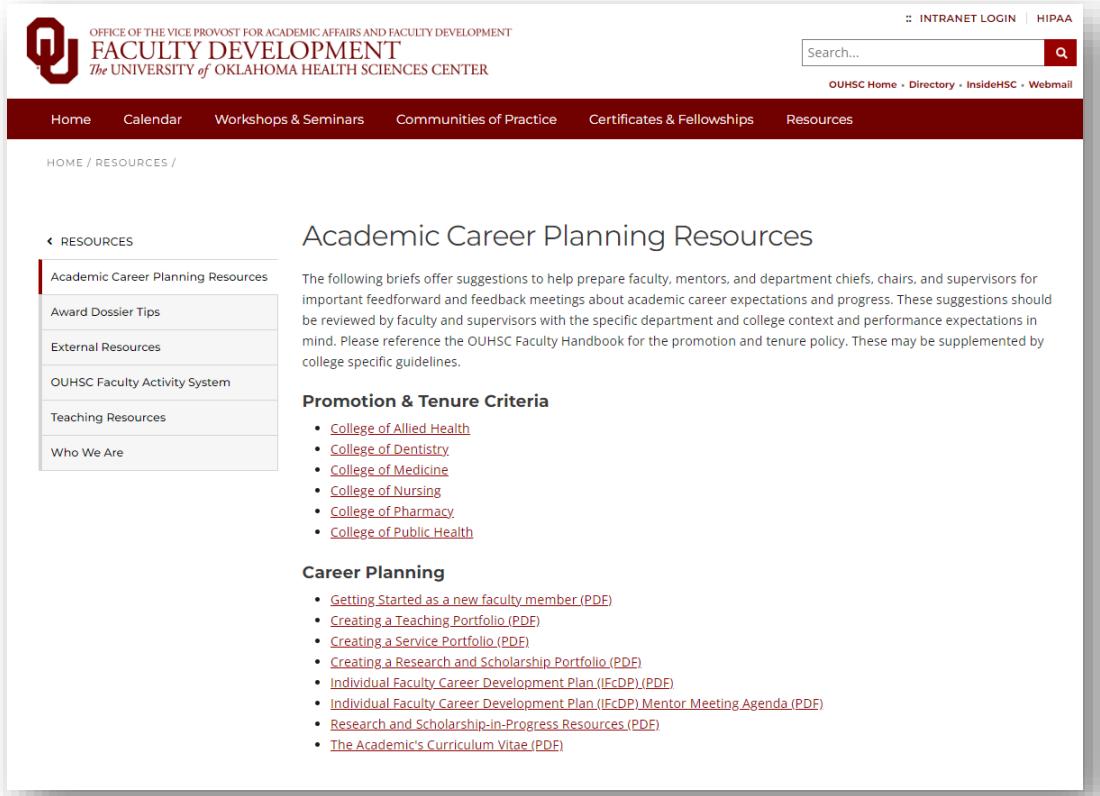
- Common resources are posted on the Faculty Development website regarding promotion & tenure
- The approved OU Health Campus CV template is available under Career Planning
- The FAS CV should align with the OU Health Campus CV template

Contact Us

For more information or to schedule a departmental FAS training session contact the OU Health Campus FAS Administrator:

Margaret Robinson
Margaret-Robinson@ou.edu