

Faculty Activity System (FAS) at the University of Oklahoma Health Sciences Center 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	3
What is Faculty Activity System (FAS)?	3
Why are we using FAS?	3
How does FAS benefit users?.....	3
How secure is the data?	4
Is this system expected to replace my CV?	4
Are all fields in every screen required to be completed?	4
How do I enter multiple instances of the same activity?.....	4
What do I do if I find errors in my records?	4
Do I need to enter a date on each record?	5
How do I enter courses taught at another institution while employed at OUHSC?.....	5
Logging In	6
Navigation	7
Navigation Bar	7
Activities.....	8
Screen Navigation.....	8
Summary Screen	9
Entering Faculty Activity Data:	10
Entering Information.....	11
Personal and Contact Information.....	11
Education.....	14
Academic, Government, Military and Professional Positions	16
Administrative Leadership.....	17
Awards and Honors	18
Professional Memberships.....	19

Faculty Development Activities Attended	20
Consulting	22
External Connections and Partnerships	23
Workload Information	24
Scheduled Teaching	25
HSC Interprofessional Education (IPE) Activity Reporting	27
Resident and Fellows Teaching	28
Directed Student Learning (e.g., theses, dissertations)	29
Non-Credit Instruction Taught	30
Other Student Activities	31
Other Scheduled Teaching Assignments	32
Scholarship/Research: Publications and Intellectual Contributions.....	33
Intellectual Property (e.g., copyrights, patents)	36
Presentations	37
Sponsored Research	39
Non-Sponsored Research.....	41
Media Contributions	42
Service: Department	42
Service: College.....	44
Service: University	45
Service: Professional	47
Service: Public	48
Service: Clinical	50
Saving Records.....	52
Running Reports	52
Important Reminders	53
Campus Guides	54
Contact Us	55

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: OUHSC-IPE@ouhsc.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 OUHSC 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 HSC 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 OUHSC 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 OUHSC Faculty Activity System webpage go to:

<https://facdev.ouhsc.edu/Resources/OUHSC-Faculty-Activity-System>

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 OUHSC?

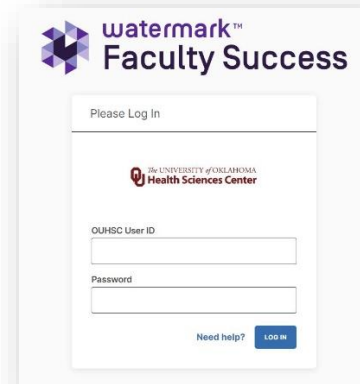
All courses or workshops taught at another institution while employed at OUHSC (for instance, while on leave or over the summer), should be entered under the “Non-Credit Instruction” screen.

Logging In

To directly access FAS navigate to:

https://www.digitalmeasures.com/login/ouhsc/faculty/authentication/showLogin.do?shce_test=1672699157665

OR Click on the OUHSC FAS Login Logo located on the upper left side of the page. You will see the secure log in page.



Use your HSC username and password to log-in. You will be directed to the main FAS screen.

Navigation

Navigation Bar



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.

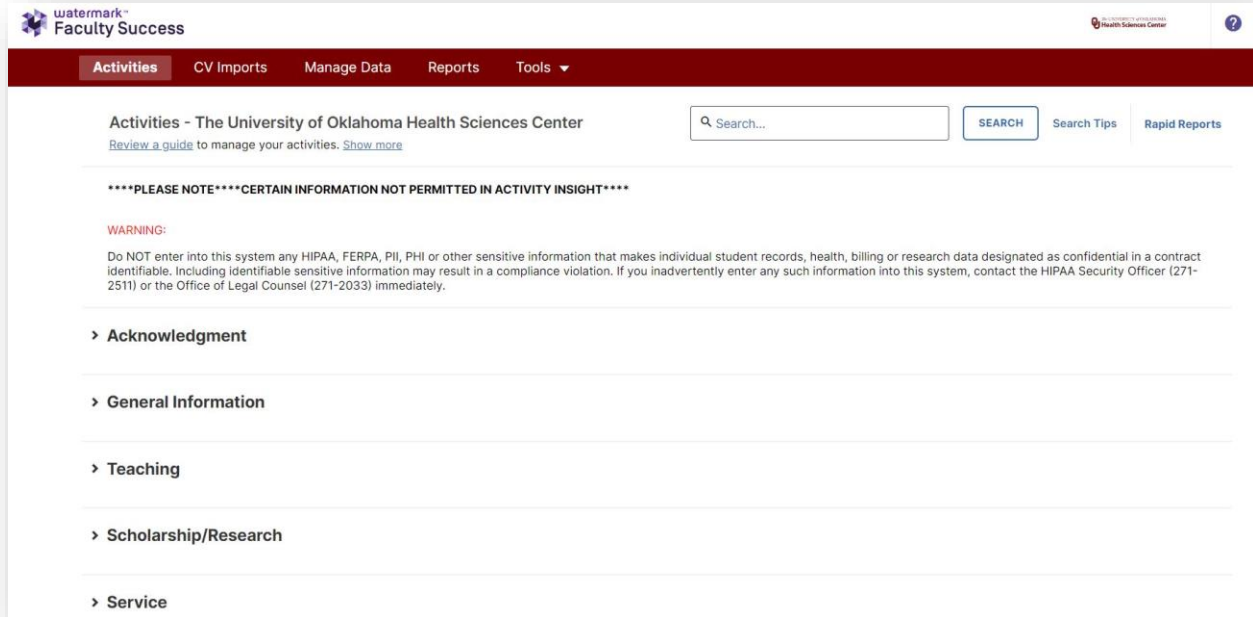
- **Activities:** Add or update information about the activities you accomplish.
- **CV Imports:** Upload your CV to add activity information in bulk (currently de-activated for OU users)
- **Manage Data:** Add or update information about the activities you accomplish.
- **Reports:** Run reports that 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

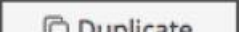
To access a screen, click its name. The resulting summary screen displays information that is stored for that screen.

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  button.
- To import items in bulk, select the  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.

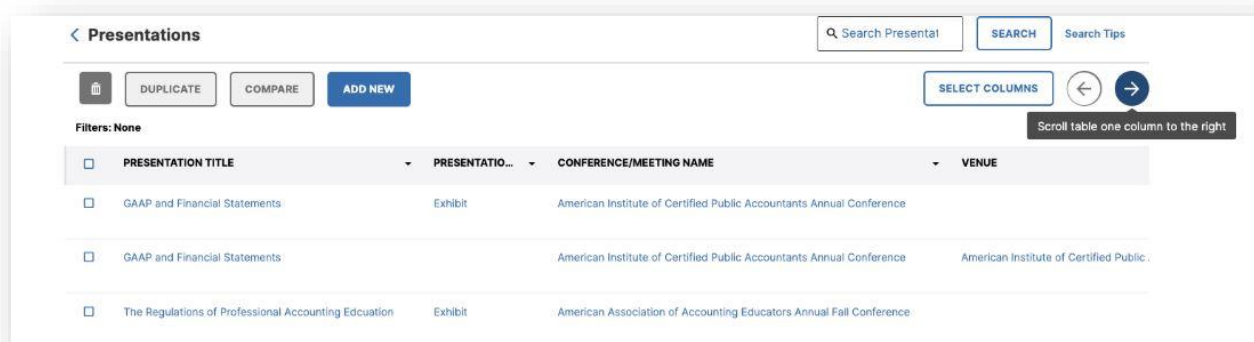
Note: Your Faculty Success Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A Lock icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Faculty Success Administrator using the Help link.

- To copy a record, select the appropriate check box, then select the  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:

- Search:** Enables you to search for records containing the contents of the search field.
- 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.
- 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.
- Compare:** Select two or more activities to compare information and merge into a single entry (resolve duplicates).
- 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

<ul style="list-style-type: none"> Personal and Contact Information Education Academic, Government, Military and Professional Positions Administrative Leadership Awards and Honors Professional Memberships 	<ul style="list-style-type: none"> Faculty Development Activities Attended Licensures and Certifications Consulting External Connections and Partnerships Workload Information
--	---

▼ Teaching

<ul style="list-style-type: none"> Scheduled Teaching Experiential Teaching HSC Interprofessional Education (IPE) Activity Reporting Resident and Fellows Teaching 	<ul style="list-style-type: none"> Directed Student Learning (e.g., theses, dissertations) Non-Credit Instruction Taught Other Student Activities Other Scheduled Teaching Assignments
--	--

▼ Scholarship/Research

<ul style="list-style-type: none"> Biographical Sketch - NIH NSF Publications and Intellectual Contributions Intellectual Property (e.g., copyrights, patents) 	<ul style="list-style-type: none"> Presentations Sponsored Research Non-Sponsored Research Media Contributions
---	--

▼ Service

<ul style="list-style-type: none"> Department College University 	<ul style="list-style-type: none"> Professional Public 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

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

College

Department

Street/PO Box

City

State

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)

Race/Ethnicity (optional) 



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

Brief Biography (30 Words or Fewer) (optional)

B	I	U	x^2	x_2			

Last Update: June 17, 2024
Next Scheduled: Fall 2024

Teaching Interest(s) (optional)

B	<i>I</i>	<u>U</u>	x^2	x_2			

Research Interest(s) (optional)

B	<i>I</i>	<u>U</u>	x^2	x_2			

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

ADDITIONS TO DEGREE LIST:

- ADN
- ASSOCIATE DEGREE
- CERTIFICATE EDUCATION
- POST GRADUATES
CERTIFICATE
- LPN CERTIFICATE
- DNP

Anticipated Completion Date

Month

Day

Year

Date Completed

Month

Year

Last Update: June 17, 2024
Next Scheduled: Fall 2024

▼ **Advisor Information (1)**

1st Advisor		
⌘ First Name (optional)	Middle Name/Initial (optional)	Last Name (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="⊕ 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 x^2 x_2 ↺ ↻ ↶ ↷

Superscript

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Awards and Honors

Award or Honor Name

Organization/Sponsor

Purpose

Scope

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

B *I* U x^2 x_2 ↶ ↷ ↲ ↳

Date Received

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↶ ↷ ↸ ↹

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title of Licensure/Certification

Sponsoring Organization

Scope

Description (optional)

B I <u>U</u> x^2 x_2 ↶ ↷ ↲ ↳

Date Obtained

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expiration Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 x^2 x_2 ↺ ↻ ↶

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

External Connections and Partnerships

Type

Organization

City

State

Contact Information (optional)

B *I* U x² x₂ ↺ ↻ ↶ ↷

Description (optional)

B *I* 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

TERM:
 AUGUST INTERSESSION
 MAY INTERSESSION
 WINTER INTERSESSION

Institution

Campus

CAMPUS:
 OKC
 NORMAN
 TULSA
 LAWTON
 DUNCAN

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

**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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Engagement in an Online Course (OL) (optional)	Laboratory Facilitation (optional)	Laboratory Skills Based Assessment (optional)	Laboratory Exam (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OSCE (optional)	<input type="text"/>		

New course preparation?

New format for existing course?

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:

Role

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 x² x₂ 

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 x² x₂ 

Syllabus for this course (optional)

Drop file here or select to upload

NEW ROLES ADDED:

- GTA
- PRECEPTOR COORDINATION-GRADUATION
- SITE COORDINATOR



HSC 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
<input type="text"/>	<input type="text"/>

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes (optional)

⋮ **B I U x² x₂**

Type of Experience

Stage of Completion

Title of Student's Work or Activity

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Completed

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 x^2 x_2 ↺ ↻ ↵

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

Audience

Sponsoring Organization


Number of Participants (optional)

Academic or Professional?

Description (optional)

B	I	U	x ²	x ₂	↶	↷	↵

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

End Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↲

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

THIS SCREEN CAPTURES:
TEACHING ASSIGNMENTS AT
OTHER INSTITUTIONS OTHER
THAN OU

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?

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)

Last Update: June 17, 2024
Next Scheduled: Fall 2024

Number of citations (optional)

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Abstract/Synopsis (optional)

B *I* U x^2 x_2 ↺ ↻ ↵

Date Submitted

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Accepted

Month	Year
<input type="text"/>	<input type="text"/>

Full-text of this item (optional)

Drop file here or select to upload

Date Published

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Interprofessional / Interdisciplinary Education("IPE") (optional) ⓘ

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

Patent or Copyright

Patent Title

Patent/Copyright Number/ID (optional)

Patent Type

Patent Nationality

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ADD ROW				

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

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

Interprofessional / Interdisciplinary Education("IPE") (optional) ●

Renewal Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Submitted to University

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Patent Application

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Patent Approved

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Licensed

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	
⋮ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Role	If a student, what is his/her level?			
<input type="text"/>	<input type="text"/>			

[ADD ROW](#)

Meeting Type

Academic or Non-Academic?

Scope

Last Update: June 17, 2024
Next Scheduled: Fall 2024

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* U x^2 x_2 ↺ ↻ ↶ ↷

Presentation (optional)

Drop file here or select to upload

Interprofessional / Interdisciplinary Education("IPE") (optional) ⓘ

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Update: June 17, 2024
 Next Scheduled: Fall 2024

Sponsored Research

Funding Type

Title

Project Number (optional)

Grant Number

Sponsoring Organization

Awarding Organization Is

NIH

NEW FUNDING TYPE:

- EXTRAMURAL FUNDING
- INTRAMURAL FUNDING

NEW ROLES:

- CO-INVESTIGATOR
- CO-PRINCIPAL
- RESEARCH ASSISTANT
- SITE PRINCIPAL INVESTIGATOR
- STUDY COORDINATOR

2nd Investigator				Actions
People at The University of Oklahoma	First Name	Middle Name/Initial (optional)	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Role	If a student, what is his/her level?	Organization	Total Direct Cost (optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
Total Indirect Cost (optional)	Total Cost (optional)	Subcontract received from parent project? (optional)	Percent Effort (optional)	
\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	

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

Current Status

ADDITIONS TO CURRENT STATUS ITEM:

- SUBMITTED BUT NOT FUNDED

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

Last Update: June 17, 2024
Next Scheduled: Fall 2024

Date Submitted for Funding

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Start Date of Funding

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

End Date of Funding

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Non-Sponsored Research

Title

Description (optional)

B	I	U	x^2	x_2	↶	↷	↵

2nd Investigator				Actions
People at The University of Oklahoma (optional)	First Name	Middle Name/Initial (optional)	Last Name	
⋮ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Institution/Company (optional)	Role	Percent Effort (optional)	If a student, what is his/her level?	
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	
<input type="button" value="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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Media Contributions

Media Type

Media Name

Description (optional)

B *I* U x^2 x_2 ↺ ↻ ↗

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)

Was this compensated or pro bono? (optional)

Schedule (optional)

Category

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

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

Brief Description of Committee's Key Accomplishments (optional)

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 x^2 x_2 ↺ ↻ ↵

Brief Description of Committee's Key Accomplishments (optional)

B	<i>I</i>	<u>U</u>	x ²	x ₂	↶	↷	↺

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
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

End Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↵

Brief Description of Committee's Key Accomplishments (optional)

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↵

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↶
<input type="text"/>							

Brief Description of Committee's Key Accomplishments (optional)

B	I	U	x ²	x ₂	↺	↻	↵

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
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

End Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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	x ²	x ₂	↶	↷	↵

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	x ²	x ₂	↶	↷	↵

Relevant Document (optional)

Drop file here or select to upload

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

*Last Update: June 17, 2024
Next Scheduled: Fall 2024*

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>U</u> x ² x ₂ ↺ ↻ ↻

Start Date

Month	Day	Year
<input style="width: 100%;" type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

End Date

Month	Day	Year
<input style="width: 100%;" type="text" value="▼"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Saving Records

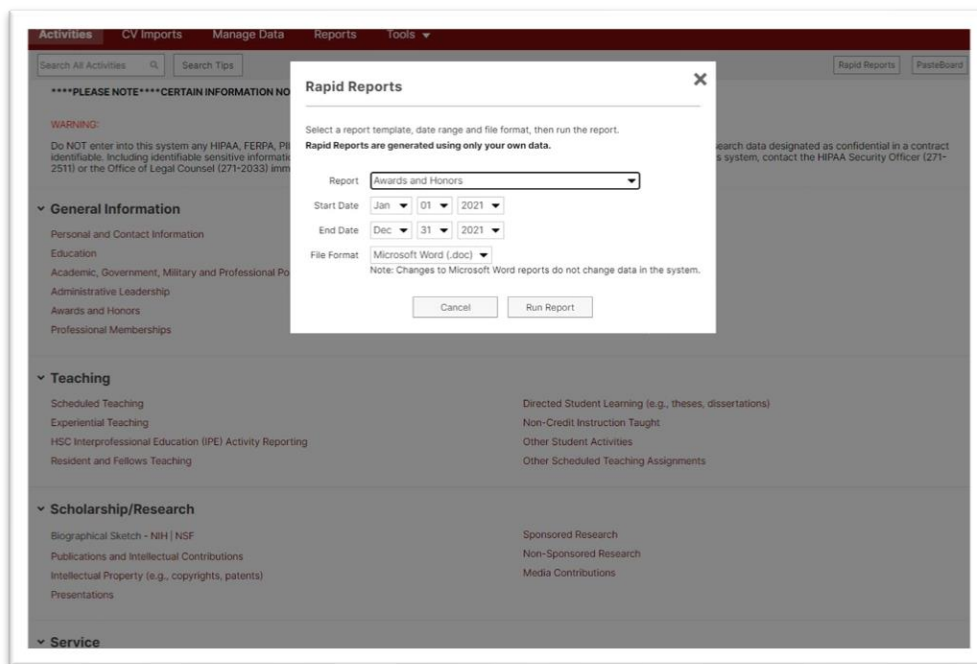
The #1 data entry error is forgetting to hit save.

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

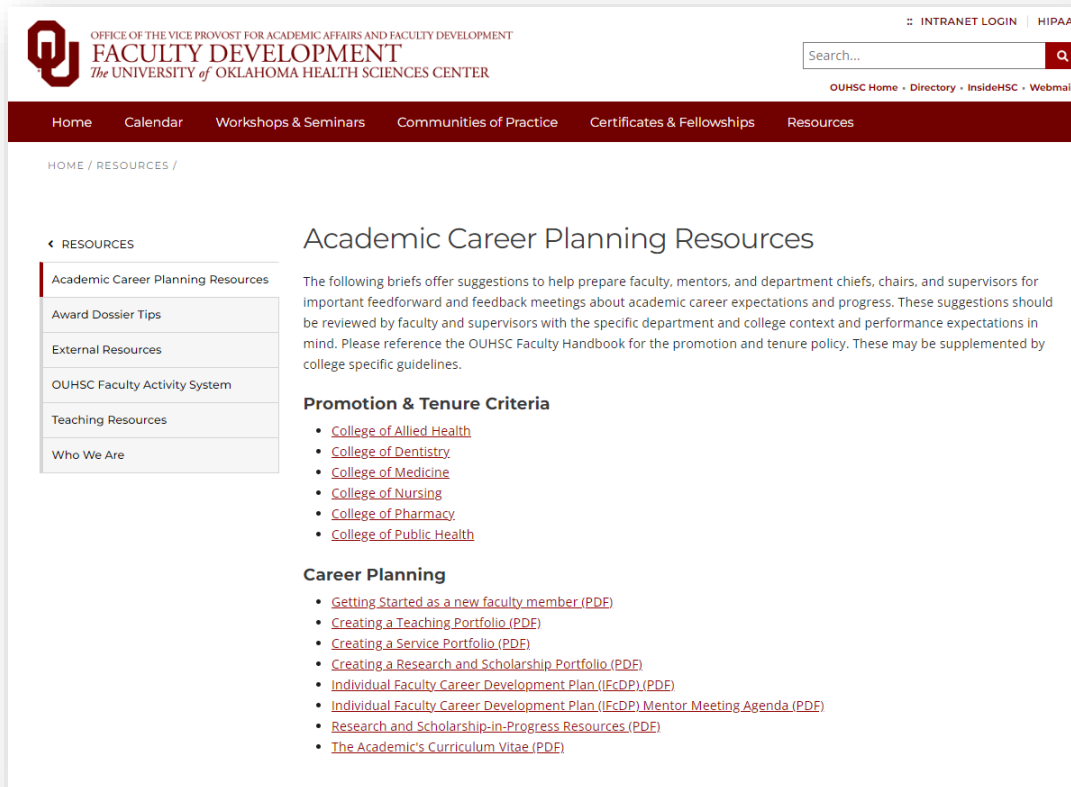
Documents will download as a word document. Users can edit those documents as necessary after download.

Important Reminders

- Reports have been created for the whole OUHSC 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>



The screenshot shows the Faculty Development website interface. At the top, there is a navigation bar with links for Home, Calendar, Workshops & Seminars, Communities of Practice, Certificates & Fellowships, and Resources. The main content area is titled "Academic Career Planning Resources" and includes a sidebar with a list of resources. The main text provides an overview of the resources and lists specific links for Promotion & Tenure Criteria and Career Planning.

Academic Career Planning Resources

The following briefs offer suggestions to help prepare faculty, mentors, and department chiefs, chairs, and supervisors for important feedforward and feedback meetings about academic career expectations and progress. These suggestions should be reviewed by faculty and supervisors with the specific department and college context and performance expectations in mind. Please reference the OUHSC Faculty Handbook for the promotion and tenure policy. These may be supplemented by college specific guidelines.

Promotion & Tenure Criteria

- [College of Allied Health](#)
- [College of Dentistry](#)
- [College of Medicine](#)
- [College of Nursing](#)
- [College of Pharmacy](#)
- [College of Public Health](#)

Career Planning

- [Getting Started as a new faculty member \(PDF\)](#)
- [Creating a Teaching Portfolio \(PDF\)](#)
- [Creating a Service Portfolio \(PDF\)](#)
- [Creating a Research and Scholarship Portfolio \(PDF\)](#)
- [Individual Faculty Career Development Plan \(IFcDP\) \(PDF\)](#)
- [Individual Faculty Career Development Plan \(IFcDP\) Mentor Meeting Agenda \(PDF\)](#)
- [Research and Scholarship-in-Progress Resources \(PDF\)](#)
- [The Academic's Curriculum Vitae \(PDF\)](#)

- Common resources are posted on the Faculty Development website regarding promotion & tenure
- The approved HSC CV template is available under Career Planning
- The FAS CV should align with the HSC CV template

Contact Us

For more information or to schedule a departmental FAS training session contact the OUHSC FAS Administrator:

Margaret Robinson

Margaret-Robinson@ouhsc.edu