
































Help Configuration

The "Help Description" show below can be accessed by clicking on the help icon located to the right of each input heading within the Profile Form and Workload Form.


Form	Section	Help Description	Edit
Profile	Contact Information	Office location, phone, email, address. [LTU] Basic data is loaded from Banner. You may add other information as you see fit.	
Profile	Personal Information	Name, gender, race, nationality, and biography. [LTU] Basic data is loaded from Banner. You may add other information as you see fit.	
Profile	Current Position	Academic/administrative title, academic rank, tenure status. [LTU] Data loaded from Banner. Please report potential inaccuracies to your College.	
Profile	Biography	[LTU] You may enter an optional brief biographical statement in this section.	
Profile	Degrees/Transcripts/Official CV	Completed formal education that has resulted in a degree, and degrees in progress. [LTU] The Provost's Office is responsible for loading your current official CV and all official transcripts. Any entry accompanied by the text #quot;locked by administrator#quot; has been loaded by the Provost's Office. Faculty members should not add information to this section but should submit all official transcripts and current CV directly to the Provost's Office. [LTU] You may view your official transcripts and CV by viewing your vita.	
Profile	Honors	Honors, awards, scholarships, etc. [LTU] Entries can be internal LTU awards or awards from external organizations.	
Profile	Work Experience	Academic and professional position held-including current academic position. [LTU] You should list one entry for each organization, and include the highest level of responsibility during your tenure at each organization.	
Profile	Current Outside Employment	[LTU] List formal employment outside LTU in this section. This should include current contractual consulting arrangements.	
Profile	Professional Licensures & Certifications	License granted by state regulatory body (e.g., license to practice law), and certification indicating a specific set of knowledge or abilities (e.g., certification in the computer industry).	
Profile	Research Agenda	Course(s) and area(s) within the discipline of significant interest and/or expertise.	
Profile	Research Currently Underway-Research Impact	[LTU] List general areas of research, scholarship, or creative activities being pursued. Use this area to document the translation impact (e.g. works cited) of your scholarship. Specific #quot;in progress#quot; activities should be listed in the Workload section under #quot;Scholarly and Creative Accomplishments.#quot;	

Form	Section	Help Description	Edit
Profile	External Connections/Partnerships	[LTU] List any significant external partnerships or collaborations which you are associated. Any specific "in progress" activities (e.g. research projects or proposals) should be listed in the Workload area in the "Scholarly and Creative Accomplishments" section.	
Profile	Memberships	Formal association with professional/academic, and community/civic organizations. [LTU] Do not list offices held within professional/academic organization here; enter instead as Professional Service in the Workload Form. [LTU] Do not list offices held within community/civic organization here; enter instead as Community Service in the Workload Form.	
Profile	Evaluations	[LTU] Evaluations by your Chair, Dean, and Provost are shown in this area after they are completed.	
Workload	Teaching	Downloaded by administration and confirmed by faculty member. Contact the appropriate administrator if information is not correct. [LTU] Teaching records are loaded at the end of each semester by Institutional Research. [LTU] Course evaluations are loaded during the Faculty Input period by departmental administrators or faculty depending on department practice. [LTU] Faculty members should load the syllabus used for each class during the Faculty Input period.	
Workload	Activity Distribution	Estimate of average work hours per week and percentage of those hours spent on instruction, research and service. The total percentage must equal 100%. [LTU] Check with your department to see if this information is required. This estimate should be made at the end of each academic year. The "hours worked" item should be ignored as our faculty workload is measured by effort and not by hours.	
Workload	Release Time	Assignment allowing reduction in teaching load, e.g. Administrative Duties, Sabbatical, Research/Grant Activities. [LTU] Release time entered should correspond with the faculty assignment documents submitted to the Provost's Office by your Chair.	
Workload	Office Hours	[LTU] Enter your posted office hours for walk-in student assistance. You can enter office hours for each semester.	
Workload	Advising Assignments	[LTU] Enter your assigned advisees here depending on departmental practices, e.g. specific majors, advisees by last name.	
Workload	Dissertations / Theses Supervised	[LTU] Enter the names and details for each master's thesis or doctoral dissertation supervised. Information can be entered for work in progress. Note your participation for each activity, e.g. member or chair.	
Workload	Scholarly and Creative Accomplishments	Scholarly or professional works such as journal articles, books, published reviews of scholarly works, proceedings, etc; or creative works such as performances, exhibitions, etc. [LTU] Please note that presentations that are published in proceedings can be entered once (with notation) or twice	

Form	Section	Help Description	Edit
		(separate presentation and journal article) depending on the requirements of your individual College. [LTU] Information regarding grants should be entered in the "Grants" section.	
Workload	Grants	[LTU] Enter information for each grant in this area. You can update information for each grant throughout its lifecycle.	
Workload	Media Contributions	[LTU] List your media contributions in this area, e.g. maintaining blogs, quotations in the popular media, radio interviews, newspaper articles about your work.	
Workload	Professional Consulting	Paid/unpaid consulting engagement requiring professional expertise in support of a client. [LTU] Do not list work performed under University-affiliated grants or contracts in this area. Use the Scholarly and Creative Accomplishments section instead.	
Workload	Professional Development Activities	Conference, training, continuing professional education, etc. in which you participated. Do not list degrees in progress here; enter instead as Degrees in the Profile Form. [LTU] Professional development can be provided by Lawrence Tech, professional associations, or private training companies.	
Workload	Institutional Committees	Formal standing committee appointment within the academic institution. [LTU] Report any missing formal University or College committees via e-mail to provost@ltu.edu and these will be added to the drop-down menu. [LTU] Do not list ad hoc committees, informal assignments, etc. in this area; enter these in the Other Institutional Service area. [LTU] Dissertation/thesis committee work should be entered in the Dissertations/Theses Supervised area	
Workload	Other Institutional Service	[LTU] Service to the academic institution other than formal standing committees, e.g. ad hoc committees, course development projects, faculty sponsor to student organizations, website maintenance, student recruitment activities, informal assignments by your College or Department.	
Workload	Professional Service	[LTU] Enter formal service rendered to academic or professional organization, e.g. committee appointment, serving as a journal editor or reviewer, making a speech or presentation on non-scholarly topics at a professional meeting, serving on the board of a professional association, serving as a moderator for a panel discussion. [LTU] Participating as a discussant or panelist at a professional conference should be included in the Scholarly and Creative Accomplishments area.	
Workload	Community Service	[LTU] Active membership or service rendered to the community via civic and public organizations, e.g. a speech or presentation to a community organization, serving as a board member for a nonprofit organization, holding an office in a civic club or religious organization, coaching a youth sport, serving on civic committees, serving as an elected official.	

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