



## System Terms and Definitions

Dashboard	
<b>To Do</b>	Alerts users about items awaiting action or other communications sent from the college/department administrator.
<b>Manage Your Data</b>	Contains quick links to user subheadings: Profile, Activities, Evaluations, and Vitas & Biosketches
<b>Search Faculty</b>	Allows you to search campus faculty by interests, department, unit, and/or keyword, and produces descriptive results if any are found.
<b>Announcements</b>	Alerts users to notices and information from Data180 headquarters, including information about interface changes and corporate help and assistance.
Top Right Corner	
<b>Quicklinks</b>	Users may create shortcuts to commonly used forms or reports. Click “Add to Quicklinks” at the top of any page in the system to add a new “Quicklink” to the Quicklinks menu.
<b>FAQ</b>	Questions and answers specifically related to the implementation and usage of UA Vitae at the University of Arizona.
<b>Help</b>	Provides users with a combination of help resources. <i>*Remember that vendor-supplied materials have helpful overviews but may not address UA Vitae customizations.</i>
Faculty Sidebar	
<b>Profile</b>	Add/edit personal biographical and like data (e.g. Personal Data, Work History, Interests, Degrees). Information loaded from university systems is locked to prevent editing; changes to this data must be made in the source system.
<b>Activities</b>	Input information on research, service, instruction and other work activities. Remember to assign activity data to the appropriate date or semester when the activity occurred.



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<b>Evaluations</b>	Allows users to View/Respond to evaluations of their work and to Perform Evaluations on colleagues.
<b>Forms &amp; Reports</b>	Includes custom input forms, if applicable. User may view tabular reports of previously input data and prior activity input forms. This is also where the user will find their Initiated Activity Input Form, where they will input annual review activities.
<b>Vitas &amp; Biosketches</b>	Access annual review summary and standard CV templates. Create, edit and delete custom CV and biosketches.
<b><i>Reports (only accessible to those users with Reporting or Administrative rights)</i></b>	
<b><i>Activity Reports (only accessible to those users with Reporting or Administrative rights)</i></b>	
<b>Profile Report</b>	Lists faculty members active within the "Begin" / "End" term selected. For the activity selected from the dropdown list, all of a faculty member's entries are shown, regardless of the dates of these entries.
<b>Activity Input Report</b>	A tabulated summary of the number of activities entered per activity input section within the time period of the "Begin" / "End" terms selected.
<b>Scholarly Activities</b>	A tabulated summary of the total number of scholarly activities entered. Results are listed at the college level; clicking on a college will provide a list of scholarly activity per faculty member in the college/department.
<b>Grants</b>	A tabulated summary of grant funding received by the college/department for the "Begin" / "End" period selected. Using the drop-down arrow next to the unit's name will display the faculty members and their respective grant funding for the period shown.



## System Terms and Definitions

<b>Courses Taught</b>	A tabulated summary of the courses and enrollment data (listed by course prefix) offered between the “Begin” / “End” dates selected.
<b>Activities by Activity Classification</b>	A tabulated summary of activities flagged with activity classifications established by the university and/or the college/department.
<b>Administrative Reports (<i>only accessible to those users with Reporting or Administrative rights</i>)</b>	
<b>Ad Hoc Reports</b>	Create ad hoc reports based on any data held in the system.
<b>Activity Overview – By Faculty</b>	Select which faculty activity types to display in a tabulated summary for the “Begin” / “End” dates selected. Report can be expanded to show results for individual faculty members.
<b>Activity Overview – By Semester</b>	Select which faculty activity types to display in a tabulated summary for the “Begin” / “End” dates selected. Report can be expanded to show results for individual semesters.
<b>Faculty Classifications</b>	Select faculty classifications in use by the college/department to provide a tabular summary of faculty in those classifications.
<b>Scholarly Citations</b>	A list in citation format organized by college, department/school, faculty member and publication type. Useful for colleges/departments wanting to share lists of scholarly publications by their faculty.
<b>Standard Vitae</b>	A quick way to view and/or export CVs based on a selected template for all faculty in the unit.
<b>Course Attachments</b>	A quick way to view all courses with the specified type of course attachment (e.g. syllabus, course evaluation, peer evaluation, other item).



## System Terms and Definitions

<b>Prior Activity Input Forms</b>	A tabulated summary of the number of activity input forms submitted for review for a given semester/term. Clicking on the summary number provides a list of faculty for which the activity summary for the period selected can be reviewed.
<b>Evaluations</b>	Allows user to analyze evaluation records, including side by side comparison of evaluations and evaluators.
<b>LCME</b>	
<b>Table FA-5</b>	A tabulated summary that reports faculty scholarly productivity according to the Liaison Committee of Medical Education. The LCME accredits medical education programs.
<b>Regional Accreditation</b>	
<b>Faculty Allocation and Faculty Roster</b>	Allows users to generate tailored regional accreditation reports.
<b>Activity Input Form (Sections listed are based on the default Activity Input form for the University; Colleges and departments may have implemented customizations and users should check with the college lead for more specific guidance)</b>	
<b>Workload Distribution</b>	Enter workload agreement as established between the faculty member and their department head and/or dean. Some faculty or colleges/departments may choose to load a PDF version of the official signed workload agreement.
<b>Honors, Awards &amp; Fellowships</b>	Report honors, awards and recognitions. Grants and contracts should be listed in the section marked "Grants and Contracts."
<b>Teaching: Credit Bearing Courses</b>	Allows faculty to review information on courses taught. Data is downloaded from university systems. Faculty can upload attachments such as syllabus, peer reviews, or additional types of information related to a particular course.



## System Terms and Definitions

<b>Teaching: Student Mentoring, Advising and Activities</b>	Allows faculty to enter information on graduate and undergraduate student supervision and advising activities.
<b>Teaching: Guest Lectures</b>	Allows faculty members to enter activities where they serve as guest lecturers in courses. Colleges/departments may set further guidelines about use of this category versus listing this type of activity as a type of service activity.
<b>Teaching: Development of Instructional Resources</b>	Allows faculty members to list activity related to development of resources for students and/or faculty including new courses, online course components, instructional assessment and management, curricular needs assessment, etc.
<b>Research: Scholarly Contributions and Creative Productions</b>	Import or manually enter scholarship or performance activities (e.g. journal articles, books, proceedings, performances, exhibitions, etc.).
<b>Research: Development of Research Support Resources</b>	Enter activities related to developing resources or services in support of research.
<b>Research: Grants and Contracts</b>	List grants, contracts or other monetary gifts in process or secured. Grants data from Sponsored Projects is downloaded from University systems on a regular basis.



## System Terms and Definitions

<b>Inventions, Technology Transfer and Commercialization</b>	Record activity in the realm of intellectual property activities (e.g. patents, copyrights, trademarks), inventions, and technology commercialization.
<b>Service: Institutional Committees</b>	Record formal standing committee appointments within the University of Arizona and its colleges and departments.
<b>Service: Other Institutional Service</b>	Record other service activities at the institutional level, not listed under the Institutional committees section. This section is useful for noting ad hoc or specialized institutional service or administrative assignments, such as accreditation or assessment coordination.
<b>Service: Professional Service and Outreach</b>	Record professional service, which includes service rendered to an academic or professional organization such as a committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting, moderator, discussant or panelist at a conference. Record outreach and Community Service, which includes service outside of the institution and outside of the profession/discipline, such as organizing community or public conferences or workshops; delivery of non-credit curriculum; or work with community groups/volunteers.
<b>Consulting</b>	Record paid/unpaid consulting engagements requiring professional judgment and expertise.
<b>Professional Development</b>	Record conferences, training, and/or other forms of continuing professional education.
<b>Summary of Accomplishments and Plans</b>	Allows faculty to provide a general summary to highlight accomplishments for that year and plans for the coming year.