

Where to Enter Data

Type of activity	Where to enter	Notes
Distribution of effort (teaching, research, service, etc.)	Workload Distribution	Total needs to add up to your FTE
Include honors and recognition for teaching, community development, research, economic development, etc	Honors, Awards and Fellowships	Grants and contracts should be listed in the section marked "Grants and Contracts"
UA courses	Teaching: Credit Bearing Courses	Downloaded from UAccess Student and confirmed by faculty member. Contact unit support if information is incorrect
Student advising and mentoring; service on student committees; internship supervision	Teaching: Student Mentoring, Advising and Activities (formerly Instruction: Undergraduate Mentoring)	Student data entered with an end semester of " present " can be copied to future terms. Academic units determine if data is to be entered by individual student names or by number of students
Guest lectures in courses (credit-bearing or not) at the UA	Teaching: Guest Lectures and Invited Teaching	Guest instruction in courses/workshops outside the UA is entered in Service & Outreach (Extramural)
Resource developed for students and/or faculty (new courses; online course components; instructional assessment and management; curricular needs assessment, etc.)	Teaching: Development of Instructional Resources	
Research, including journal articles, books, proceedings, etc.; or creative works such as performances, exhibitions, etc., either imported from other systems or manually entered	Research: Scholarly Contributions and Creative Productions	Note: journal editing, presentations of non-research papers at conferences, workshops, reviews, etc. should be entered under either "Service & Outreach (Extramural)" or "Professional Service" as appropriate
Resources developed to create or advance funding databases, provide support and training, or facilitate shared use of research infrastructure; or development of research instrumentation or technologies, etc.	Research: Development of Research Support Resources	

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Grants and contracts: Sponsored Projects data will be downloaded from UAccess Research and needs confirmed by faculty member. Contact unit business office if data are incorrect. Manually entered grant and contract information (federal, local government, foundation, etc.) should be identified by type (research, service, training, etc.)	Research: Grants and Contracts	Honors and awards, whether or not monetary, should be reported in the Honors, Awards, and Fellowships section
UA committee service for formal standing committee appointments within at the UA	Service: Institutional Committees	Non-UA committee work should be entered under "Instruction: Student Supervision" (for dissertation/thesis/Honors committees, etc.); "Service & Outreach (Extramural)," for community work, or "Professional Service" for service to the field, as appropriate
Ad hoc or specialized institutional service or administrative assignments, such as accreditation or assessment coordination; special assignments from dept. head, dean, vice-president, or provost, etc.	Service: Other Institutional Service (Intramural)	
Service outside of the institution and outside of the profession/discipline: organizing community or public conferences or workshops; delivery of non-credit curriculum; work with community groups/volunteers	Service: Professional Service and Outreach (Extramural)	
Service rendered to academic or professional organization: committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting moderator, discussant or panelist at conference	Service: Professional Service and Outreach (Extramural)	
Paid/unpaid consulting engagement requiring professional expertise in support of a client	Consulting	
Conferences, trainings, continuing professional education, or events or activities in which you participated	Professional Development	Do not list degrees in progress here; enter instead as Degrees in the Profile Form