



Where to Enter Data for the
College of Agriculture and Life Sciences

What to enter	Form to use	Where to enter	Notes
Research and Extension Program interests	Profile	CALS Interests	
International Projects and Interests	Profile	CALS Interests	
Position Description	Profile	CALS Position Description	
Distribution of effort (teaching, research, Extension, service, etc.)	Activity	Workload Distribution	Total needs to add up to your FTE.
CALS Strategic plan program areas distribution	Activity	CALS Workload Distribution	
UA academic courses	Activity	Teaching: Credit Bearing Courses	Downloaded from UAccess Student and confirmed by faculty member. Contact unit support if information is incorrect.
Guest lectures in courses (credit-bearing or not) at the UA or other institutions	Activity	Teaching: Guest Lectures	
Student advising and mentoring; service on student committees; internship supervision	Activity	Teaching: Student Mentoring, Advising and Activities	Data is entered by individual student names.
Undergraduate student advising	Activity	Teaching: Undergraduate Student Supervision	Enter an aggregate number of students, and optionally a description and/or student names.
Resources developed for students and/or faculty (new courses; online course components; instructional assessment and management; curricular needs assessment, etc.)	Activity	Teaching: Development of Instructional Resources	

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Grants and contracts: Sponsored Projects data is downloaded from UAccess Research and needs to be confirmed by faculty member.	Activity	Research: Grants and Contracts	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.). Honors and awards, whether or not monetary, should be reported in the "Honors, Awards, and Fellowships" section
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.	Activity	Research: Development of Research Support Resources	
Publications, including journal articles, books, proceedings, etc.; or creative works such as performances, exhibitions, etc., either imported from other systems or manually entered	Activity	Research: Scholarly Contributions and Creative Productions	Notes: journal editing, workshops, reviews, etc. should be entered under "Service: Professional Service and Outreach (Extramural)". For publication types specific to CALS, first select "Other" and then select "CALS Publication Type".
Intellectual property (patents, copyrights, trademarks), inventions, and technology.	Activity	Inventions, Technology Transfer and Commercialization	

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Describe Identification and Planning, Inputs, Outputs, Outcomes and Impacts for your CALS Cooperative Extension program.	Activity	Extension: CALS Cooperative Extension Program	
Formal standing committee appointment within the academic institution (university, college, department levels).	Activity	Service: Institutional Committees	Participation on dissertation/thesis/Honors committees, etc., should be entered under "Teaching: Student Mentoring, Advising and Activities". Participation on professional or other service committees should be entered under "Service: Professional Service and Outreach (Extramural)".
Service to the academic institution other than formal standing committees. For example: ad hoc committees, faculty sponsor to student organization, student recruitment activity, informal assignments.	Activity	Service: Other Institutional Service (Intramural)	

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<p>Professional Service: Service rendered to academic or professional organization. For example: committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting, moderator, discussant or panelist at conference.</p> <p>Outreach: 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.</p>	Activity	Service: Professional Service and Outreach (Extramural)	
<p>Participation in faculty mentoring activities, either as a mentor or as a mentee. Use this section for mentoring of post-doctoral and visiting scholars.</p>	Activity	Service: Faculty Mentoring	
<p>Include honors and recognition for teaching, community development, research, economic development, etc.</p>	Activity	Honors, Awards and Fellowships	Grants and contracts should be listed in "Research: Grants and Contracts".
<p>Paid/unpaid consulting engagement requiring professional expertise in support of a client.</p>	Activity	Consulting	

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Conferences, trainings, continuing professional education, or events or activities in which you participated.	Activity	Professional Development	Do not list degrees in progress here; enter instead as Degrees in the Profile Form.
Commitments and plans for the evaluation year and the next year.	Activity	Major Commitments and Plans	
Professional activities in teaching, research, Extension/outreach and service that you feel supported the creation of a more diverse, equitable, and hospitable community in your unit and/or the University of Arizona.	Activity	CALS Diversity and Mentoring	
Any other activities or information, general statements or summaries.	Activity	Additional Input	
Review data imported from the CALS Cooperative Extension Map App	Activity	CALS Cooperative Extension Map App	For review purposes only. Data must be entered at http://apps.cals.arizona.edu/extensionmap/
Voluntary self-reporting of volunteerism activities undertaken by faculty and professionals of the University that are NOT performed in the course of their regular work duties. Examples may include activities such as Boy Scout/Girl Scout Leader, Habitat for Humanity builder, Community Food Bank volunteer, etc.	Activity	Volunteerism	