Q: What information AND how much information from my CV do I need to be sure that is in my Faculty Success?

A: Below are bullet points of the information you should extract from your CV or reappointments so that the system captures data fully and can then generate those custom reports needed by your department. Moving forward we will be using the Faculty Success system to complete Annual Faculty Reviews, Faculty Reappointments, and P&T cases.

Please note all these terms are pulled from the Purdue Fort Wayne Promotion and Tenure Dossier Format Guidelines 99-1. Highlighted in green are the terms as Activities in DM system.

For Faculty Web Profiles - Faculty are given the option to allow various information to be displayed. IF YOU DO NOT WISH TO SHOW INFORMAITON ON YOUR PUBLIC PROFILE IN THE FOLLOWING AREAS: Biography and Expertise,

Degrees, Scheduled Teaching, Presentations, Publications
Please make sure the 'Allow Sharing' button displays "No" next to the specific entry you want hidden

General Information

- [ ] **Educational Experience   Degrees**

- [ ] **Professional Experience   Professional Positions**

- [ ] **Licenses, Registration, and/or Certifications   Licensures and Certifications**

- [ ] **Awards and Honors   Awards and Honors**

- [ ] **Memberships in Academic, Professional, and Scholarly Societies   Professional Memberships**

Teaching Information

- [ ] **Credit Courses Taught   Scheduled Teaching**

- [ ] **Other Courses Taught   Non-Credit Instruction Taught**

- [ ] **Student Evaluations of Credit and Noncredit Courses***

- [ ] **Peer Comments on Credit and Noncredit Teaching Peer Comments   ☆Peer Comments**
- [ ] **Contributions to Course and Curriculum Development   Teaching Innovation and Curriculum Development**
- [ ] **Evaluation Data   Student Course Evaluation Tables & Graphs**
- [ ] **Publications and Productions Related to Teaching   Publications**

- [ ] **Unpublished Work Related to Teaching   Presentations**

- [ ] **Student Research Direction**   Directed Student Learning (e.g., theses, dissertations)**

☐   **Grants for Teaching Improvement**   <mark>Contracts, Fellowships, Grants and Sponsored Research</mark>

☐   **Student Academic Advising and Mentoring**   <mark>Mentoring & Yearly Advising Summary</mark>

☐   **Institutes, Workshops, Conferences, Expositions, and Other Programs Attended**   <mark>Faculty Development Activities Attended</mark>

☐   **Teaching Awards*****   <mark>Awards and Honors</mark>

☐   <mark>Evidence of Student Learning</mark>

☐   <mark>Evidence of Teaching Effectiveness</mark>

Research Information

☐   **Publications and Productions Related to Research and Creative Endeavor**   <mark>Exhibits and Performances</mark> & <mark>Publications</mark>

☐   **Unpublished Work Related to Research and Creative Endeavor**   <mark>Exhibits and Performances</mark> & <mark>Publications</mark>

☐   **Research and Creative Endeavor in Progress**   <mark>Exhibits and Performances</mark> & <mark>Publications</mark>

☐   **Grant Acquisition and Current Grant Proposals**   <mark>Contracts, Fellowships, Grants and Sponsored Research</mark>

☐   **Institutes, Workshops, Conferences, Expositions, and Other Programs Attended**   <mark>Faculty Development Activities Attended</mark>

☐   **Peer Comments on Research and Creative Endeavor**   <mark>Peer Comments</mark>

☐   <mark>Evidence of Effectiveness in Research and Creative Endeavor</mark>

Service Information

☐   **University Service**   <mark>University Service</mark>

☐   **Service to the Profession**   <mark>Professional Service</mark>

☐   <mark>Continuing Education Service</mark>

☐   **Community Service**   <mark>Public Service</mark>

☐   **Peer Comments on Service**   <mark>Peer Comments</mark>

☐   <mark>Evidence of Effectiveness in Service</mark>

*Student Course Evaluations can be placed under your Scheduled Teaching for each course but individual tables that are suggested by department and colleges when relating to faculty reviews must be created independently for reports.

☆ When entering Peer Comments be certain that the 'Type of Comment' is correct, so the information is pulled into the correct section of your run reports.

** When entering information for the 'Involvement Type' dropdown be sure to select *Supervision Research* for this Activity

*** Using the Awards and Honors activity screen you have the option to select the Purpose of the award, from the dropdown menu you will need to select Teaching.

If you have any questions about Faculty Success,

please contact Lindsey Dutrieux dutrieul@pfw.edu 1-0797