Activity Insight Reference Guide
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Activity Insight - WSU Institution Requirements

Personal and Contact Information
Please verify that your Work Location is correct, and if it is not correct, please have your departmental administrator who works with AIS/HRS information correct it in DEPPS.

Security and Permissions
Please verify that your college and department affiliation(s) are correct. Note that if you have more than one appointing department, both should appear here. In addition, prior appointments to colleges other than your current appointment may appear here, in order to grant you access to certain screens (for instance, Extension screens) that you may have had reporting requirements in a prior year.

Degrees
NWCCU Accreditation and many program specific accrediting bodies require WSU report highest degree, year, and degree-granting institution for all faculty. This information is often incomplete and inaccurate in AIS, and even when complete, is not reported at fine enough level for accreditation purposes (for example, does not distinguish between a terminal master’s degree such as an MFA from other master’s degrees). In addition, metrics on the percentage of faculty with terminal degrees are used in rankings surveys and Common Data Set reporting.

Workload Information
The information on this screen, particularly the allocation of instructional effort, is used in a report mandated by the State of Washington. The data collected here is combined with instructional funds to estimate the costs of instruction by college and level (lower level undergraduate, upper level undergraduate, graduate/professional student).

Awards and Honors
WSU Strategic Plan metrics include number of prestigious/highly prestigious awards to faculty and number of National Academy Members. These are the awards in the drop down menu boxes on the Awards and Honors screen. If you have been awarded a prestigious or highly prestigious award, please select it on this screen.

Publications
The WSU Strategic Plan includes a metric for “number of publications co-authored by graduate students/undergraduates/post-docs.” If you publish a paper with a student or post-doc, please select that role next to the student’s name in the author list. The individual needs to be a student at the time the work was done, regardless of when the paper was published.
Personal and Contact Information (PCI)

Fields Locked for Editing in PCI
Your name and contact information is populated from myWSU and/or DEPPS. Please visit myWSU or consult with your unit admin (typically the HR specialist in your department) to request changes to the data in locked fields.

Fields Available for Editing in PCI
You are encouraged to edit your information in unlocked fields in this screen.

Work Location Definition
Work Location refers to a WSU campus, WSU unit, or other unit where a WSU employee works the majority of their day.

Campus Definition
Campus refers to campuses created by the Legislature: Pullman (RCW 28B.30.010), Tri-Cities (RCW 28B.35.030), Spokane (RCW 28B.30.050), Vancouver (RCW 28B.35.040), and Everett (RCW 28B.30.515). In addition, Global Campus is listed under Campus in Activity Insight.

If your annual review will be reviewed by a vice-chancellor for a campus, please select that campus. Otherwise, please select the campus with which you feel most closely affiliated (e.g. Global or Pullman).

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Source</th>
<th>How to Request Corrections</th>
</tr>
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<tbody>
<tr>
<td>Prefix</td>
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<td>Consult with department admin.</td>
</tr>
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<td>Consult with department admin.</td>
</tr>
<tr>
<td>Working Title</td>
<td>AIS Workplace</td>
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</tr>
<tr>
<td>Work Location</td>
<td>PERMS</td>
<td>Consult with department admin or whomever handles personnel actions in your department.</td>
</tr>
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<td>AIS Workplace</td>
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</tr>
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<td>Office Phone</td>
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</tr>
<tr>
<td>Personal Website</td>
<td>myWSU</td>
<td>Faculty may change.</td>
</tr>
</tbody>
</table>
How to Update myWSU PCI Values

Update Your ORCID
To update your ORCID in myWSU, sign in to myWSU, then select Main Menu → Self Service → Register/Connect to ORCID. You will be redirected to the page “Create or Connect an ORCID ID through WSU.” Follow the steps to create/link your ORCID to myWSU.

Update Your Preferred Name
To update your preferred name in myWSU, sign in to myWSU, then select Main Menu. From Main Menu, navigate to My Profile → Update Personal Information → Names → Add a New Name. Under Name Type, select “Preferred.” Fill out your preferred first and last names, then select “Save.”
Permanent Data

Overview
All locked information on this screen comes from DEPPS. Please consult with your department or unit admin for information on correcting any errors. Should you need corrections to your tenure status or continuous hire date, please contact HRS.

In the rank advancement section, you should list each rank you have attained at WSU and the date on which you started working at the rank. Do not include ranks that you earned at previous institutions.

![Edit Permanent Data](image)
Security and Permissions

Overview
This screen shows all monthly paid faculty appointments for the past 6 years. This information is populated from university data and is mapped to Activity Insight’s list of WSU colleges and departments. The WSU Org number is required for each added appointment and can be obtained from an administrative assistant. You should see joint appointments listed here. Individuals’ screen permissions are assigned based on appointments listed in this screen. Errors in your paid appointment information cannot be corrected through Activity Insight and should be reported to your administrative assistant so that you are sure to have access to all screens you need in Activity Insight.
WSU Appointments and Administrative Assignments

Source
AIS (primary); faculty (secondary)

Purpose
This screen is meant to contain all paid WSU appointments held. Official WSU Source System (AIS) records are available below. Please contact your department admin who handles personnel actions if any corrections need to be requested. For any positions not recorded in AIS, you have the ability to add supplementary appointment and administrative entries to this collection.

Appropriate Items to Report
Graduate program director, director of a program or research center, academic director, associate director of school.

Inappropriate Items to Report
Non-WSU positions (record in Prior and External Work History), unpaid service positions (record in appropriate Service category).

How to Add Items
1. To add supplementary positions held at WSU not brought in here from AIS, select “WSU Appointments and Administrative Assignments” under Appointment and Administrative Information.

2. Once you’ve selected this screen, you should see all ranks, working titles, and official titles held at WSU and recorded in AIS pre-populated for you here.
3. To add supplementary data not included in AIS, e.g., administrative assignments, endowed positions, select “Add New Item.”
4. Complete all fields which apply to the activity you are recording.
5. Be sure to include at least a start year to save your record. Month and day are recommended to include but are not necessary. For positions that are ongoing, leave the end date blank.
6. Create a separate entry for each position held. For example, if you were a department chairperson and held an endowed position at the same time, each position should have its own entry.
7. Select “Save” if you are done entering records for this screen. Select “Save and Add Another” if you have more records to add.
8. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
9. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Degrees

Source
Faculty

Purpose
Please use this screen to record your academic degrees held, most importantly your highest degree earned. Please indicate highest degree by selecting “Yes” next to the question “Highest Degree You Have Earned?” Information on your highest degree earned is needed for NWCCU Accreditation.

Appropriate Items to Report
Formally-granted academic degrees, such as PhD, MD, MA, MS, BA, BS

Inappropriate Items to Report
Professional licenses or certifications (should go on Licenses and Certifications)

How to Add Items
1. To add or edit entries in this screen, select “Degrees” under Appointment and Administrative Information.

   ![Appointment and Administrative Information]

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Select “Save” if you are done entering records for this screen. Select “Save and Add Another” if you have more records to add.
5. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
6. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Prior and External Work Experience

Source
Faculty

Purpose
Please use this section of your profile to record relevant non-WSU work history and relevant work experience occurring at the same time as your appointment at WSU but external to the university (e.g. small business ownership).

Appropriate Items to Report
Academic positions held at other institutions, business ownership, professional positions held outside of higher education

Inappropriate Items to Report
WSU positions (record in WSU Appointments and Administrative Assignments), unpaid service positions (record in appropriate Service category)

How to Add Items
1. To add your non-WSU work experience, select “Prior and External Work Experience” under General Information.

2. Select “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Awards and Honors

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Awards and honors captures recognitions, nominations, and honoraria given to faculty by their department, college, institution, or external organization.

Appropriate Items to Report
Awards (nominated or received, Fellows/Honorary Fellows, Outstanding Mentor/Advisor/Teacher, Excellence in Teaching/Research/Service, elected as a member, service recognitions, team awards.

Inappropriate Items to Report
Grants and contracts, serving on faculty senate, awards to students, invited papers/keynote speaker, editor/author, committee/board service, becoming an elected officer of a professional organization, becoming a member of the graduate faculty, patents, being cited within a research paper, affiliate appointments, press releases, serving on a review panel.

Prestigious Awards Dropdowns
These are awards identified by the National Academies as prestigious; there are approximately 1,400 of these awards. The dropdown menus sort them by emphasis area and are type-ahead enabled.

How to Add Items
1. To add or edit entries in this screen, select “Awards and Honors” under General Information.

2. Once you've selected this screen, you will see a list of the awards entered using your WORQS data. You can edit entries by selecting them, and you can also add new entries by selecting “Add New Item.”

3. Each entry should specify only one of fields 1-6. Then, complete all fields which apply to the activity you are recording.

4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.

5. Select “Save” if you are done entering records for this screen.

6. Select “Save and Add Another” if you have more records to add.

7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.

8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Consulting

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Use this screen to record consulting that you have done both as a member of WSU and as a private individual. If you had consulting data entered in WORQS, you will find it here.

The WSU Faculty Manual defines consulting as follows: “Consulting, which must be consistent with the University’s mission and enhance the faculty member’s professional development, includes consulting [...] for others in areas of professional competence for which the faculty member is employed by Washington State University.”

Appropriate Items to Report
Paid or pro bono consulting for ad hoc projects/, subject matter expert/scientific advisor, litigation support/expert witness, advisory boards, public health/animal health/health regulatory work/veterinary consults, outside evaluator, program/curriculum development, program evaluation, product design improvement.

Inappropriate Items to Report
Owning a small business, long-term appointments with a single external firm, private practice in health/legal fields, editorial board/editor, conference presentations, mentoring, advising, teaching at other institutions, guest lectures, non-credit instruction taught, editorships

How to Add Items
1. To add or edit entries in this screen, select “Consulting” under General Information.

   ![General Information Table]

2. Once you’ve selected this screen, you will see a list of the consulting activities entered using your WORQS data. You can edit entries by selecting them, and you can also add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Faculty Development Activities Attended

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please record training and development activity here, including conferences which you attended but did not present.

Appropriate Items to Report
Continuing education programs, fellowships, internships, self-study programs, seminars, tutorials, webinars, conference attendance, and workshops

Inappropriate Items to Report
HRS-type training courses on purchasing cards, OBIEE training, financial data warehouse, travel, conference presentations, recertification of professional licenses, degrees obtained, journal subscriptions, and faculty meeting attendance

How to Add Items
1. To add or edit entries in this screen, select “Faculty Development Activities Attended” under General Information.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Licensures and Certifications

Source
Faculty

Purpose
Faculty should use this screen to record any professional licensures and certifications held.

Appropriate Items to Report
American Bar Association, CPR certification, teaching certifications or endorsements, Certified Public Manager, Licensed Dietician, Licensed Professional Counselor, Certified Forester, commercial driver's license, Registered Nurse, Licensed Clinical Social Worker, Professional Engineer, Pesticide Applicator License

Inappropriate Items to Report
OBIEE, purchasing card, travel training

How to Add Items
1. To add or edit entries in this screen, select “Licensures and Certifications” under General Information.

   - General Information
     - Prior and External Work Experience
     - Awards and Honors
     - Consulting
     - Faculty Development Activities Attended

2. Once you've selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Media Contributions

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to report presentations of your accomplishments in popular media outlets, and/or participation as a university representative in popular media.

Appropriate Items to Report
Interviews of you that were conducted for radio/TV/print/social media/web articles, popular press articles/press releases that were written by you for radio/TV/print/social media/web articles, Programs that were written/directed by you or that you participated in that were originally broadcast on radio/TV/social media

Inappropriate Items to Report
Participation as a private citizen in popular media. Web or social media videos of you from a performance or event. For example, if you gave a performance in a concert hall, list on performances tab, even if it was recorded and later uploaded to YouTube or a website. However, if you were a guest on a radio show that was broadcast, list on media contributions.

How to Add Items
1. To add or edit entries in this screen, select “Media Contributions” under General Information.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Professional Memberships

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to record memberships in organizations related to your profession or discipline.

Appropriate Items to Report
Local, regional, national, international organizations whose members are made of those in the same or similar professional fields, Honor Societies. Leadership roles in a professional organization should be recorded on Professional Service.

Inappropriate Items to Report
Service on university committees (should go on University service), Memberships in civic clubs or fraternal organizations (e.g. Boy Scouts, Kiwanis) – can be put on public service if you are in a volunteer role.

How to Add Items
1. To add or edit entries in this screen, select “Professional Memberships” under General Information.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
References

Source
Faculty

Purpose
Use this screen if you are interested in including contact information for professional references on your curriculum vitae.

Appropriate Items to Report
Professionals (within or outside of academia) who can comment at an expert level on your accomplishments and abilities

Inappropriate Items to Report
Relatives, regardless of their professional status; people with a conflict of interest in your success

How to Add Items
1. To add or edit entries in this screen, select “References” under General Information.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Decision Tree: Advising, Directed Student Learning, Mentoring, Scheduled Teaching

Q: What is/was the type of advising, directed student learning, mentoring, or teaching?

Advising related to student’s program of study or career options, NOT research/special projects
Helping students make decisions about which major to choose, navigating college, study skills, which courses to take, information about internships, information about applying to graduate/professional school, career options, counseling regarding work/life balance

Academic Advising

Graduate committee membership, supervised research not in myWSU, DNP advising

Directed Student Learning

Any mentoring or counseling given to NON-STUDENTS (e.g. postdocs, junior faculty, research staff

Mentoring

WSU individually taught courses (e.g. 800, 700, 702, 499, etc.)

Scheduled Teaching
# Academic Advising

**Source**
Sourced from advising tables in myWSU

**Purpose**
Academic Advising captures curriculum, major, minor, and career advising to students at all levels. Data on this screen are pre-populated from the advising tables in myWSU each academic year on the 10th day of classes (Census) for the Spring term. The counts of student by academic career are a distinct count of students for whom a faculty member has a formal advising role. The counts are by academic career, summed across all program. Because faculty often interact with or serve as an advisor to students without having a formal advising role, faculty may modify the numbers in these fields to more accurately reflect their correct academic advising load. Faculty may also enter a description of the types of academic advising they conduct, and an estimate of the amount of hours spent per academic year on advising activities if they wish.

**Appropriate Items to Report**
Advising related to student’s program of study or career options, NOT research/special projects, helping students make decisions about which major to choose, navigating college, study skills, which courses to take, information about internships, information about applying to graduate/professional school, career options, counseling regarding work/life balance.

![Edit Academic Advising](image)

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<th>Academic Year</th>
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<th>Number of Graduate Students</th>
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<td>Total Number of Postdocs Supervised</td>
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<td>Number of Postdocs Supervised Associated with a WSU Grand Challenge</td>
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<td>Approx. Number of Hours Spent for the Year for All Advising Activities</td>
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<td>Description of Advising Activities</td>
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</tbody>
</table>

![Image](image)
Directed Student Learning (e.g., theses, dissertations)

Source
Graduate Research Management tables in myWSU (primary); faculty (secondary)

Purpose
Directed Student Learning reflects faculty instructional effort as a project advisor, mentor, or committee member for students working on a thesis, dissertation, undergraduate research, special project, internship, or lab rotation.

Appropriate Items to Report
Supervision of students involved in research/internships/creative works/lab rotations whether or not the student is signed up for a course for that purpose, serving on graduate committees

Inappropriate Items to Report
Academic advising (advising related to academic program, courses taught, degree completion, placement, post graduate education, letters of reference, careers, etc.)

Note
If you are serving on a graduate student’s committee as recorded on their Program of Study, information from myWSU will prepopulate some of the fields. You may also add records for students not recorded in myWSU, such as for non WSU students, graduate students who have not yet filed a Program of Study, undergraduates with special projects, or students who are rotating through your lab.

How to Add Items
1. To add supplementary directed student learning activities, select “Directed Student Learning” under Teaching/Mentoring.

   Teaching/Mentoring
   Academic Advising
   Scheduled Teaching
   Directed Student Learning (e.g., theses, dissertations)
   Other Teaching
   Mentoring
   Teaching Innovation and Curriculum Development
   Non-Credit Instruction Taught

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Mentoring

Source
Faculty

Purpose
This screen is meant to record unofficial mentoring activities for non-students, such as mentorship of a junior colleague.

Appropriate Items to Report
Supervision of post-doctoral appointees and/or research associates, advisement of junior faculty

Inappropriate Items to Report
Any work done with undergraduate, graduate, or professional students (report on Academic Advising tab or Directed Student Learning tab)

How to Add Items
1. To add or edit entries in this screen, select “Mentoring” under Teaching/Mentoring.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Non-Credit Instruction Taught

Source
Faculty. Some data pre-loaded from WORQS may be found here.

Purpose
You can use this screen to record and describe any instruction you delivered to people who were not earning course credit for participating in your session.

Appropriate Items to Report
Continuing education courses, guest lectures, seminars, workshops

Inappropriate Items to Report
Supervision of student internships (should go on directed student learning), Instruction to non-WSU constituents – should go on Professional or Public service (for instance, a workshop conducted at your professional organization’s annual meeting)

How to Add Items
1. To add or edit entries in this screen, select “Non-Credit Instruction Taught” under Teaching/Mentoring.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
### Scheduled Teaching

**Source**  
Class tables in myWSU and instructor.

**Purpose**  
This screen contains official teaching records from myWSU for each primary or secondary instructor of record with more than 0% effort. It excludes courses with catalog numbers > 900, JALC, audit-only, and courses with no enrollment.

Please review this data at the beginning of each term to make sure that you have a record for each course you are serving as an instructor of record. If you see any omissions or errors, contact your unit administrator (typically whomever handles course scheduling). Instructions for how to validate teaching records in OBIEE are included in the Appendix of this guide.

**Note**  
It is not possible to change existing records in this screen except by requesting changes to the source record in myWSU. However, there are several fields within individual records to which you can add supplementary material.

#### Add Supplementary Material for a Course  
To add supplementary material for a course in Activity Insight, select “Scheduled Teaching” under “Teaching/Mentoring,” then select the course record you wish to add material for. Once you are in the individual course record, you can edit any of the following non-myWSU fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New course preparation?</td>
<td>Select option to indicate if a new course is being prepared.</td>
</tr>
<tr>
<td>New format for existing course?</td>
<td>Select option to indicate if a new format for an existing course is needed.</td>
</tr>
<tr>
<td>Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)</td>
<td>Enter details on pedagogical innovations.</td>
</tr>
<tr>
<td>Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented</td>
<td>Enter details on new teaching materials.</td>
</tr>
<tr>
<td>Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)</td>
<td>Enter details on activities that enhanced student learning.</td>
</tr>
</tbody>
</table>

**Syllabus for this course**  
No File Stored  
Choose File...
Other Teaching

Source
Faculty

Purpose
Please use this screen to record and describe your participation as an instructor in for-credit experiences other than your regularly scheduled teaching.

Appropriate Items to Report
Guest lecture in a university course, teaching of a module in a university course, preceptorship

Inappropriate Items to Report
Presentations to community groups, adjudication, continuing education courses, executive development (these can be reported in Non-Credit Instruction Taught)

How to Add Items
1. To add or edit entries in this screen, select “Other Teaching” under Teaching/Mentoring.

   ![Teaching/Mentoring]

   - Academic Advising
   - Directed Student Learning (e.g., theses, dissertations)
   - Mentoring
   - Non-Credit Instruction Taught
   - Scheduled Teaching
   - Other Teaching
   - Teaching Innovation and Curriculum Development

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Teaching Innovation and Curriculum Development

Source
Faculty

Purpose
Please use this screen to record development of new courses, significant revision of an existing course, or implementation of a new teaching tool.

Appropriate Items to Report
Participation in higher education teaching/curriculum development workshops; attendance of conferences on higher education instruction; involvement in continuing-education-type instructional activities (webinars, online development modules, certificate programs); conversion of an existing class to a flipped-classroom format; migration of an existing class to Global Campus; integration of writing assignments into an existing class

Inappropriate Items to Report
Revision of a syllabus; change of textbook in an existing class; use of a new exam format in an existing class; increase of a course enrollment cap; inclusion of guest lecturers in an existing class

How to Add Items
1. To add or edit entries in this screen, select “Teaching Innovation and Curriculum Development” under Teaching/Mentoring.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
1. To add to your NIH biosketch screen, select “Biographical Sketch - NIH” under Scholarship/Research, then “Add New Item.”

2. From here, you can label your NSF biosketch to suit the purpose it’s needed for. You can create and save as many NIH biosketches as you like.

3. You’ll be able to bring in relevant Positions and Employment, Other Experience and Professional Memberships, Awards and Honors, and Research Support from your records within Activity Insight.

   In the example below, you’d select a WSU appointment or assignment you would wish to have appear on the biosketch from the dropdown box. Then, select the number of rows you’d like to add, click “+Add,” and repeat until all relevant WSU appointments are listed. Repeat the same process to fill in relevant Other Experience and Professional Memberships, Awards and Honors, and Research Support.

4. When you are finished filling out this screen, select “Save” at the top of the screen to save your work.
1. To add to your NSF biosketch screen, select “Biographical Sketch - NSF” under Scholarship/Research, then “Add New Item.”

2. From here, you can label your NSF biosketch to suit the purpose it’s needed for. You can create as many biosketches as you like.

3. Select up to 10 relevant Publications or patents from the dropdown lists. These are populated here using the information in the Publication and Intellectual Property sections of your Activity Insight profile.

4. For Synergistic Activities, enter up to 5 items to appear on the report. You can choose from the Intellectual Contribution dropdown list, or fill in the box for “Other Activity.”

5. When you are finished filling out this screen, select “Save” at the top of the screen to save your work.
Contracts, Grants, and Fellowships

Source
ORSO (primary); faculty (secondary)

Purpose
This screen is meant to contain all contracts, grants, and fellowships. Externally sponsored projects are piped in from the Office of Research database (ORSO). To request corrections to locked source system records, please contact orso@wsu.edu.

Appropriate Items to Report
Internally funded WSU grant activities

Inappropriate Items to Report
Personal research

Adding Supplementary Data
For any items not included in ORSO data, such as departmental awards or internal reallocations, you may add supplementary data by selecting “Add New Item.” Current projects initiated prior to 2002 may not display all data. Some older awards/amounts may not be included in ORSO data.

A Note on Investigators
The “Investigators” section of this screen will include only your name if the record is an ORSO source record. Additional investigators will be automatically added to this section at a later date.

A Note on Dates
If an ORSO grant is ongoing with no specified end date, the year 2100 is used to note the end of the project. End of calendar year reconciliation may not be reflected in the system until late January/early February of the next year. Also, current projects initiated prior to 2002 may not display all data and some older awards/amounts may not be included.

A Note on Agency/Subagency
Agency/Subagency are used when the money is directly from a sponsor. Awarding Agency/Awarding Subagency are used if the project is flow-through from another organization.

How to Add Items
1. To add supplementary entries in this screen, select “Contracts, Fellowships, and Grants” under Scholarship/Research.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Publications

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to record any works, both popular, scholarly, and creative (e.g. compositions) that you have published.

Media for which a faculty member was consulted (newspaper or magazine interviews, radio shows, television segments, etc.) should be recorded in Media Contributions.

Appropriate Items to Report
Books, book chapters, broadcast media written/produced by faculty member, reviews, textbook, conference proceeding, journal article, instructor’s manual, software, technical report, manuscript, monograph, law review, research report, transcription or translation, popular press articles and/or columns relating to teaching/research/public service

Inappropriate Items to Report
Student research, presentation, accreditation self-study documents, online course development, course syllabi, consultation reports, unpublished artistic/creative work, popular press articles and/or columns unrelated to faculty position.

Note
You’ll have the option to add several types of dates. Complete all that are relevant; if a work is published, you only need the published date. For works in progress, you can build on to dates, adding as milestones are reached (submitted, accepted, etc.).

How to Add Items
1. To add or edit entries in this screen, select “Publications” under Scholarship/Research.

<table>
<thead>
<tr>
<th>Scholarship/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biographical Sketch</td>
</tr>
<tr>
<td>Contracts, Grants, and Fellowships</td>
</tr>
<tr>
<td>Publications</td>
</tr>
</tbody>
</table>

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Publication Import Tools

Within the Publications overview area, select “Import” instead of “Add New Item.” Once you select Import, you will be able to choose from the options listed below.

**Import from a BibTeX File**
If you create BibTeX files of your publications using EndNote, Mendeley, Web of Science, Google Scholar, RefWorks, or Zotero, you can upload your citation information by selecting “Choose File,” then attaching and uploading your BibTeX file directly into Activity Insight.

To view instructions from Digital Measures on using BibTeX files in Activity Insight, visit their article “BibTeX Imports.”

**Import from Third Party**
The third-party import feature allows faculty to search Crossref and PubMed to find, select, review, and import their publication information. Search criteria that can be used to find publications are: ORCID ID, Author Name, Title, ISSN, DOI, Publication Title, Editor, Affiliation, and Publication Date.

To view instructions from Digital Measures on using the Import from Third Party feature, visit their articles “PubMed Imports,” “CrossRef Imports,” and “Web of Science Imports.”

**Matching Collaborators**
When importing publications, Activity Insight will try to match to other WSU Activity Insight users. Not all current WSU employees and students have Activity Insight accounts, so you may not be able to automatically match all WSU collaborators to the institution. Once the publication has been imported, you can manually add institutional affiliations for the collaborators that did not automatically match. Please also be sure to indicate if a collaborator was a student or post-doc at the time the work was completed.

**Published Works Appearing as “To Be Submitted”**
If you notice your published works appear as “To Be Submitted” instead of “Published,” simply move the date from “Expected Date of Submission” to “Date Published” and save.
Intellectual Property (e.g., copyrights, patents)

Overview
Manual additions or edits are not allowed within this screen. Any inaccurate intellectual property information should be reported to the Office of Commercialization. Source data listed here is provided by the Office of Commercialization’s Inteum software.
Presentations

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to record presentations given at academic conferences, keynote addresses, and other formal presentation activities.

Appropriate Items to Report
Paper or oral presentation, poster presentation, lecture, exhibit (except for artistic/creative exhibits—those should go on Performances/Exhibits), keynote or plenary address, demonstration

Inappropriate Items to Report
Conference/Workshop/Seminar attendance where you did not present, artistic/creative exhibits

How to Add Items
1. To add or edit entries in this screen, select “Presentations” under Scholarship/Research.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Research Currently in Progress

Source
Faculty

Purpose
Research Currently In Progress should be used to report work that has not yet produced a formal scholarly output, such as a publication or presentation, and that is not recorded in another screen in this instrument, such as Contracts, Grants, and Fellowships or Publications.

Appropriate Items to Report
Brief summary of major research foci.

Inappropriate Items to Report
Long narratives.

How to Add Items
1. To add or edit entries in this screen, select “Research Currently in Progress” under Scholarship/Research.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Creative Works/Projects

Source
Faculty

Purpose
Use this screen to record any unpublished creative work or intellectual contributions. Published works should be recorded in Publications; individual works of art may be listed here, but shows, performances, and exhibitions should be listed on Performances/Exhibits.

Appropriate Items to Report
Individual works of art or compositions that are in progress or have not been publicly presented

Inappropriate Items to Report
Published works, such as musical compositions or books, should be recorded in Publications; individual works of art may be listed here, but shows, performances, and exhibitions should be listed on Performances/Exhibits.

How to Add Items
1. To add or edit entries in this screen, select “Creative Works/Projects” under Creative Scholarship.

   Creative Scholarship
   Creative Works/Projects
   Performances/Exhibits

   Reviews of Creative Scholarship

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Performances/Exhibits

Source
Faculty

Purpose
Use this screen to list performances, exhibits, shows, readings, and arrangements, including those which are juried/adjudicated as well as those that are not. Please indicate whether each activity was juried, curated, or traveling as well as whether an activity was peer-reviewed or invited. For activities that involve collaborators or co-presenters, please indicate whether or not a collaborator was a student at the time of the activity. The WSU Strategic Plan reports publications and research/creative output with students.

Appropriate Items to Report
Use this screen to list performances, exhibits, shows, readings, and arrangements, including those which are juried/adjudicated as well as those that are not

Inappropriate Items to Report
Unpublished creative work or intellectual contributions

How to Add Items
1. To add or edit entries in this screen, select “Performances/Exhibits” under Creative Scholarship.

   ![Creative Scholarship]

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Complete all fields which apply to the activity you are recording.
4. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
5. Select “Save” if you are done entering records for this screen.
6. Select “Save and Add Another” if you have more records to add.
7. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
8. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Reviews of Creative Scholarship

Source
Faculty

Purpose
Use this screen to record reviews that appear in recognized professional outlets, reviews that appear in news publications or on news broadcasts, and mentions on blogs or websites maintained by recognized professionals.

Appropriate Items to Report
Reviews that appear in recognized professional outlets (e.g., ARTnews, Down Beat), reviews that appear in news publications or on news broadcasts, mentions on blogs or websites maintained by recognized professionals

Inappropriate Items to Report
Reviews that appear on personal blogs or websites, comments on personal social media sites

How to Add Items
1. To add or edit entries in this screen, select “Reviews of Creative Scholarship” under Creative Scholarship.

   - Creative Scholarship
     - Creative Works/Projects
     - Performances/Exhibits

2. Once you've selected this screen, you can add new entries by selecting “Add New Item.”
3. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
4. Select “Save” if you are done entering records for this screen.
5. Select “Save and Add Another” if you have more records to add.
6. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
7. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Service Decision Tree

Q: What is/was the service setting?

Clinical
- Clinical Service entries should be recorded on the Clinical Service screen.

Institutional
- If this service is/was provided to WSU or another academic institution at the university, college, department, or campus levels, record in University Service.

Example Service:
- Unpaid sharing of expertise with a treatment facility

Professional
- If this service is/was related to your career but not provided in service of WSU or another academic institution, record in Professional Service.

Example Service:
- Organizational Committee Service, service on Faculty Senate, Search Committees

Personal
- If this service is/was not provided to an academic institution and is not related to your career, record in Public Service.

Example Service:
- Kiwanis, Scout Leadership, Other Community/Civic Service
University Service

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
University, campus, college, departmental and departmental service activities should be recorded here.

Appropriate Items to Report
Serving on Faculty Senate and/or any Faculty Senate committee, P&T committee, Faculty/Staff search committees, graduate student screening/selection committees, Safety/Diversity/Facilities/Budget committee, curriculum committee, assessment, technology, Academic Affairs committee, any ad hoc committee or task force at the departmental, college, campus, or university level, scholarship review committee, student or faculty award committees.

Inappropriate Items to Report
Advising, mentoring, serving on graduate committees, performances at University events, serving as a reviewer for manuscripts, grants, books, judging or adjudicating shows/performances, extension related activities, mentoring committees, professional appointments.

Note
To specify university, college, department / unit, or campus service, select from the “Service Type” dropdown.

How to Add Items
1. To add or edit entries in this screen, select “University” under Service.

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
4. Select “Save” if you are done entering records for this screen.
5. Select “Save and Add Another” if you have more records to add.
6. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
7. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Professional Service

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to record service related to your career (e.g. service to a professional organization), or conducted as an agent for Washington State University (e.g. discussing your research with K12 students).

Appropriate Items to Report
Grant proposal review/panel reviewer, editorial positions, serving as a reviewer for an academic publication (e.g. journal, textbook), elected positions to professional associations, judging or adjudicating a show, exhibition, or performance, serving on a conference organization committee (e.g. site selection, program, awards, paper review), presentations of research to the public (e.g. K12, agriculture producers), serving as an expert witness.

Inappropriate Items to Report
Service to community organizations, being an invited speaker

How to Add Items
1. To add or edit entries in this screen, select “Professional” under Service.

2. Once you've selected this screen, you can add new entries by selecting “Add New Item.”
3. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
4. Select “Save” if you are done entering records for this screen.
5. Select “Save and Add Another” if you have more records to add.
6. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
7. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Public Service

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Please use this screen to record civic or community service and volunteer work not directly related to your career or your position at Washington State University.

Appropriate Items to Report
Memberships in civic clubs or fraternal organizations (e.g., Boy Scouts, Kiwanis), service to community organizations, position in government, service to school district, involvement with organized youth sports and activities, board memberships not related to your career

Inappropriate Items to Report
Letters to local newspaper, spontaneous assistance (e.g., picking up litter while walking), contributions to charity, participation in Neighborhood Watch program, participation in local performing arts, attendance of open government meetings, participation in state government initiative process

How to Add Items
1. To add or edit entries in this screen, select “Public” under Service.

   ✅ Service
   University
   Professional
   Public

2. Once you've selected this screen, you can add new entries by selecting “Add New Item.”
3. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
4. Select “Save” if you are done entering records for this screen.
5. Select “Save and Add Another” if you have more records to add.
6. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
7. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
Clinical Service

Source
Faculty. If you had data pre-loaded from WORQS, you will find it here.

Purpose
Use this screen to record provision of your clinical skills to the public.

Appropriate Items to Report
Work with patients in a professional setting, consultation with other professionals in a clinical setting.

Inappropriate Items to Report
See your chair for guidance on items not to report in this screen.

How to Add Items
1. To add or edit entries in this screen, select “Clinical” under Service.

   ![Service Dropdown]
   
   - Clinical
   - University
   - Professional
   - Public

2. Once you’ve selected this screen, you can add new entries by selecting “Add New Item.”
3. Be sure to include at least a year to be able to save your record. Month and day are recommended to include but are not necessary.
4. Select “Save” if you are done entering records for this screen.
5. Select “Save and Add Another” if you have more records to add.
6. When you return to the summary screen, you will see your entries listed. You can click on them to edit, or select the checkbox next to the item, followed by the trash can icon to delete.
7. When you are finished entering data on this screen, select either the back arrow button in the top left or “Manage Activities” to return to the main screen.
## Activity Index by Screen

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<td>Any ad hoc committee or task force at the departmental, College, Campus, or University level</td>
<td>University Service</td>
</tr>
<tr>
<td>Arrangement</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Art Work</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Artistic/Creative Exhibits</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Author, newspaper/column or journal in newspaper</td>
<td>Publications</td>
</tr>
<tr>
<td>Awards (nominated or received)</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Awards to students</td>
<td>Directed Student Learning in comments</td>
</tr>
<tr>
<td>Band</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Becoming an elected officer of a professional organization</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Being an invited speaker</td>
<td>Presentations</td>
</tr>
<tr>
<td>Book chapters</td>
<td>Publications</td>
</tr>
<tr>
<td>Book reading/book signings</td>
<td>Presentations</td>
</tr>
<tr>
<td>Books</td>
<td>Publications</td>
</tr>
<tr>
<td>Broadcast media written/produced by faculty member</td>
<td>Publications</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Certified Forester</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Certified Public Manager</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Chamber Group</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Choir</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Choreography</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Clinic</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Collection</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Collection</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Commercial driver’s license</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Committee/Board service</td>
<td>University or Professional Service depending on organization.</td>
</tr>
<tr>
<td>Competition</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Completed OBIIEE, purchasing card, travel training, etc.</td>
<td>Do Not Report</td>
</tr>
<tr>
<td>Composition</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Concert</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Concert</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Conference Attendee without Presenting</td>
<td>Faculty Development Activities</td>
</tr>
<tr>
<td>Conference presentations</td>
<td>Presentations</td>
</tr>
<tr>
<td>Conference proceeding</td>
<td>Publications</td>
</tr>
<tr>
<td>Conference, Attendee and Presenter</td>
<td>Presentations</td>
</tr>
<tr>
<td>Conference/Workshop/Seminar attendance</td>
<td>Faculty Development Activities</td>
</tr>
<tr>
<td>Consultation reports</td>
<td>Consulting</td>
</tr>
<tr>
<td>Continuing education courses taught</td>
<td>Non-Credit Instruction Taught</td>
</tr>
<tr>
<td>Costumes</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Course syllabi</td>
<td>Scheduled Teaching</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Curated Exhibition</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Curriculum committee/Assessment/technology/Academic Affairs committee</td>
<td>University Service</td>
</tr>
<tr>
<td>Dance</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Delivered OBIIEE, purchasing card, travel training, etc.</td>
<td>Do Not Report</td>
</tr>
<tr>
<td>Demonstration</td>
<td>Presentations</td>
</tr>
<tr>
<td>Digital Media</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Distinguished professorship</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Documentary that you wrote, directed, etc.</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Drawing</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Editor/author of publication</td>
<td>Publications</td>
</tr>
<tr>
<td>Editorial board/editor</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Editorial positions</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Elected as a member</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Elected positions to professional associations</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Excellence in Teaching/Research/Service</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Exhibit</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Exhibition</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Extension related activities</td>
<td>Should go on Extension tabs</td>
</tr>
<tr>
<td>Faculty advisor for a student organization</td>
<td>University Service</td>
</tr>
<tr>
<td>Faculty/Staff search committees/graduate student screening/selection committees</td>
<td>University Service</td>
</tr>
<tr>
<td>Faculty-led study abroad (non-courses)</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Feature Length Film</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Fellows/Honorary Fellows</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Festival</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Film</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Film that you wrote, directed, etc.</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Grant proposal review/panel reviewer</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Grants</td>
<td>Contracts, Grants, and Fellowships</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Group Show</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Guest lectures given</td>
<td>Other Teaching</td>
</tr>
<tr>
<td>Guest on a radio show that was broadcast</td>
<td>Media Contributions</td>
</tr>
<tr>
<td>Honor Society membership</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Installation</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Installation</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Instruction to non-WSU constituents, for instance, a workshop conducted at your professional organization’s annual meeting</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Instructor’s manual</td>
<td>Publications</td>
</tr>
<tr>
<td>Internal “reallocation” grants</td>
<td>Contracts, Grants, and Fellowships</td>
</tr>
<tr>
<td>Interview of you related to your teaching/research/public service/position in a professional organization conducted for radio/TV/print/social media/web article</td>
<td>Media Contributions</td>
</tr>
<tr>
<td>Interviews of faculty by the media if they are unrelated to their WSU position or position in a professional organization</td>
<td>Do Not Report</td>
</tr>
<tr>
<td>Invited papers/keynote speaker</td>
<td>Presentations</td>
</tr>
<tr>
<td>Jazz Group</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Journal article</td>
<td>Publications</td>
</tr>
<tr>
<td>Judging or adjudicating a show, exhibition, or performance</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Keynote or Plenary Address</td>
<td>Presentations</td>
</tr>
<tr>
<td>Law review</td>
<td>Publications</td>
</tr>
<tr>
<td>Lecture to professional audience</td>
<td>Presentations</td>
</tr>
<tr>
<td>Licensed Clinical Social Worker</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Licensed Dietician</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Licensed Professional Counselor</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Lights</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Litigation support/expert witness</td>
<td>Consulting</td>
</tr>
<tr>
<td>Long term appointments with a single external firm</td>
<td>Should go on external appointment data—difference between this and consulting is about the nature of the appointment, are you an employee of the other company, which should go on appointment data, or do you just work on ad hoc projects for them from time to time).</td>
</tr>
<tr>
<td>Magazine</td>
<td>Publications</td>
</tr>
<tr>
<td>Manuscript</td>
<td>Publications</td>
</tr>
<tr>
<td>Master Class</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Media recording of a performance given by the faculty member</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Membership in local, regional, national, international organizations whose members are made of those in the same or similar professional fields</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Memberships in civic clubs or fraternal organizations, e.g. Boy Scouts, Kiwanis</td>
<td>Public Service if you are in a volunteer role</td>
</tr>
<tr>
<td>Mentoring committees</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Mentoring of a junior colleague</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Mentoring of faculty, postdocs</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Mentorship of a high school student</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Metal Arts</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Monograph</td>
<td>Publications</td>
</tr>
<tr>
<td>Music Video</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Musical</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Narrative Triptych</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Online course development</td>
<td>Teaching Innovation and Curriculum Development</td>
</tr>
<tr>
<td>Opera</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Orchestration</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Outside evaluator</td>
<td>Consulting</td>
</tr>
<tr>
<td>Outstanding Mentor/Advisor/Teacher</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Owning a small business</td>
<td>Prior and External Work Experience</td>
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<tr>
<td>P&amp;T committee</td>
<td>University Service</td>
</tr>
<tr>
<td>Paid or pro bono consulting for ad hoc projects/initiatives, i.e. when you have one or more clients with project-specific contracts, could have repeat clients</td>
<td>Consulting</td>
</tr>
<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Painting</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Paper or oral presentation</td>
<td>Presentations</td>
</tr>
<tr>
<td>Patents</td>
<td>Intellectual Property e.g., copyrights, patents</td>
</tr>
<tr>
<td>Performance</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Performances at University events</td>
<td>Performances/Exhibits</td>
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<tr>
<td>Pesticide Applicator License</td>
<td>Licensures and Certifications</td>
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<td>Photograph</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Play</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Play</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Popular press articles or columns written by faculty member related to their teaching/research/public service</td>
<td>Publications</td>
</tr>
<tr>
<td>Popular press articles/columns/other contributions written by faculty member unrelated to their position (e.g. letters to the editor)</td>
<td>Do Not Report</td>
</tr>
<tr>
<td>Popular press articles/press releases that were written by you for radio/TV/print/social media/web articles</td>
<td>Media Contributions</td>
</tr>
<tr>
<td>Poster presentation</td>
<td>Presentations</td>
</tr>
<tr>
<td>Presentation</td>
<td>Presentations</td>
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<tr>
<td>Press releases</td>
<td>Media Contributions</td>
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<tr>
<td>Printmaking</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Private practice in health/legal fields</td>
<td>Prior and External Work Experience</td>
</tr>
<tr>
<td>Product design improvement</td>
<td>Consulting</td>
</tr>
<tr>
<td>Professional appointments, e.g. Chair, Interim Chair</td>
<td>WSU Appointment and Assignment Data</td>
</tr>
<tr>
<td>Professional audio recording of music</td>
<td>Publications</td>
</tr>
<tr>
<td>Professional Engineer</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Program evaluation</td>
<td>Consulting</td>
</tr>
<tr>
<td>Program/curriculum development</td>
<td>Teaching Innovation and Curriculum Development</td>
</tr>
<tr>
<td>Programs that were written/directed by you or that you participated in for that were originally broadcast on radio/TV/social media</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Public health/Animal health/Health regulatory work/veterinary consults</td>
<td>Consulting</td>
</tr>
<tr>
<td>Radio/Audio – duplication with media contributions and/or creative works projects</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Readings of creative works, e.g. poetry reading</td>
<td>Presentations</td>
</tr>
<tr>
<td>Recital</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Research report</td>
<td>Publications</td>
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<tr>
<td>Restaging</td>
<td>Creative Works</td>
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<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Reviews</td>
<td>Publications</td>
</tr>
<tr>
<td>Sabbaticals</td>
<td>Faculty Development Activities Attended</td>
</tr>
<tr>
<td>Safety/Diversity/Facilities/Budget committee</td>
<td>University Service</td>
</tr>
<tr>
<td>Scenery Design</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Scholarship review committee/Student or Faculty Award committees</td>
<td>University Service</td>
</tr>
<tr>
<td>Scholarships awarded when you were a student</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Science/technical writer</td>
<td>Consulting</td>
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<tr>
<td>Screening</td>
<td>Performances/Exhibits</td>
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<tr>
<td>Screenplay</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Sculpture</td>
<td>Creative Works</td>
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<tr>
<td>Seminars led</td>
<td>Non-Credit Instruction Taught</td>
</tr>
<tr>
<td>Service on university committees</td>
<td>University Service</td>
</tr>
<tr>
<td>Service recognitions</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Service to community organizations</td>
<td>Public Service</td>
</tr>
<tr>
<td>Serving as a reviewer for an academic publication, e.g. journal, textbook</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Serving as a reviewer for manuscripts, grants, books</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Serving on a conference organization committee, e.g. site selection, program, awards, paper reviewer</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Serving on a review panel</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Serving on faculty senate</td>
<td>University Service</td>
</tr>
<tr>
<td>Serving on Faculty Senate and/or any Faculty Senate committee</td>
<td>University Service</td>
</tr>
<tr>
<td>Serving on graduate committees</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Serving on graduate committees for non-WSU students</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Short Film that you wrote, directed, etc.</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Software</td>
<td>Publications</td>
</tr>
<tr>
<td>Solo Performance</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Stipends</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Student research</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Subject matter expert/Scientific advisor</td>
<td>Consulting</td>
</tr>
<tr>
<td>Supervision of student internships</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Supervision of students involved in research/internships/creative works/lab rotations whether or not the student is signed up for a course for that purpose</td>
<td>Directed Student Learning</td>
</tr>
<tr>
<td>Teaching at other institutions</td>
<td>Prior and External Work Experience</td>
</tr>
<tr>
<td>Teaching Certifications</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Activity</td>
<td>Record In</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Team awards</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Technical report</td>
<td>Publications</td>
</tr>
<tr>
<td>Television performances</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Textbook</td>
<td>Publications</td>
</tr>
<tr>
<td>Tour</td>
<td>Performances/Exhibits</td>
</tr>
<tr>
<td>Transcription or translation</td>
<td>Publications</td>
</tr>
<tr>
<td>Travel Grants</td>
<td>Contracts, Grants, and Fellowships</td>
</tr>
<tr>
<td>Web Design</td>
<td>Creative Works</td>
</tr>
<tr>
<td>Workshops led</td>
<td>Non-Credit Instruction Taught</td>
</tr>
<tr>
<td>Workshops with children or high schoolers</td>
<td>Professional Service unless it was 4-H or similar Extension related activity</td>
</tr>
</tbody>
</table>
Appendix

Validating Teaching Records in OBIEE

1. In OBIEE, find the Data Validation dashboards. Under WSU Data Validation, click on “Teacher Assignment.”

2. Group taught classes will be piped into the Scheduled Teaching screen. On the first worksheet (Group Taught Classes), select the correct term, College, and department (can also select campus or session, if applicable). To find courses without an instruction, select “N” on the “Instructor Found Flag.”
3. Now check Instructor Load for courses. Instructor Load should sum to 100% for a class section, so if it doesn’t that could be an indication that an instructor is missing. If the instructor load factor is 0% that would be problematic for AI as we are only importing faculty where the load is > 0% to avoid bringing in administrative support personnel.

4. Individually Taught Classes: These data will be fed into the Directed Student Learning screen. If a faculty member is not paired with a student, it will not appear on the faculty member’s AI screens. Use the dashboard Teacher Assignment, Individually Taught Classes. Select the appropriate College, Department, and term, along with the flag “Instructor Not Found” = “N”.