

Common Activities and Corresponding Locations in the FAD

A list of faculty activities and corresponding entry locations in the online Faculty Activities Database are provided below. For most activities, the proper categorization should be self-explanatory, but any questions or comments about data entry locations or requests for additional activity types should be directed to the FAD representative of your college

http://www.marquette.edu/oira/faculty-activities-database/documents/College_Contacts.pdf.

PLEASE NOTE! – The screens and fields that you see in the **Manage Your Activities** screen have been customized to fit the reporting needs of your college. The list below is meant to be a *general*, not comprehensive, map to the locations of common activities. You may see sections and activities in this guide that are not included in your **Manage Your Activities** screen; alternatively, less-common activities may not be listed in this guide.

★ Certain fields in the starred sections will be uploaded by OIRA periodically each year. For more information, please see the following document:

http://www.marquette.edu/oira/faculty-activities-database/documents/Upload_Schedule.pdf

General Information

PERSONAL AND CONTACT INFORMATION ★

- Office Phone
- Research/teaching interests, keywords
- Personal website

PERMANENT DATA ★

- Start date
- Promotion dates
- Certifications

YEARLY DATA ★

- Rank
- Position title
- Tenure Status

ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS

- Previous and current positions

ADMINISTRATIVE ASSIGNMENTS

- Dean, Associate Dean, Assistant Dean, Director, Department Chairperson

AWARDS AND HONORS

- Awards/honors for leadership, teaching, service, scholarship, etc.

CONSULTING

- Academic
- Government, Non-Governmental, or For Profit Organizations
- Litigation
- Research Support

EDUCATION

- Degrees earned, institutions attended, honors/distinctions associated with education

EXTERNAL CONNECTIONS AND PARTNERSHIPS

- Collaborations
- Field trips
- Funding
- Recruitment
- Speakers

FACULTY DEVELOPMENT ACTIVITIES ATTENDED

- Conferences
- Continuing education
- Fellowships
- Seminars
- Tutorials
- Workshops

LICENSURES AND CERTIFICATIONS

- Any licensures or certifications held

MEDIA CONTRIBUTIONS

- TV, radio, newspaper, magazine, or internet interviews or appearances

PROFESSIONAL MEMBERSHIPS

- Memberships in professional organizations, leadership positions held

Teaching

ACADEMIC ADVISING

- Counts of students advised
- Other advising activity

DIRECTED STUDENT LEARNING (e.g. theses, dissertations)

- Dissertations
- Theses
- MA exams
- Supervised research
- Honors Projects

NON-CREDIT INSTRUCTION TAUGHT

- Certifications
- Continuing education
- Guest lectures
- Review courses
- Seminars
- Workshops

SCHEDULED TEACHING

- All scheduled courses taught at Marquette or other institutions

COURSE AND CURRICULUM DEVELOPMENT

(Colleges of Arts & Sciences, Business Administration, and Engineering only)

- New or modified courses

TEACHING GOALS (Business Administration only)

- Teaching goals for previous year and upcoming year

Scholarship / Research

ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

- Art
- Dance
- Drama
- Music
- Poetry
- Theatre

BIOGRAPHICAL SKETCH

- Use to create NSF or NIH Biographical Sketches

CONTRACTS, GRANTS, AND SPONSORED RESEARCH

- Funded, submitted or not funded contract, grant or sponsored research activity

PUBLICATIONS AND OTHER INTELLECTUAL CONTRIBUTIONS

- Journal articles
- Books
- Book Chapters
- Manuscripts
- Technical Reports
- Conference proceedings

INTELLECTUAL PROPERTY

- Copyrights and patents

PRESENTATIONS

- Commentator or conference chair
- Panels or Roundtables
- Paper presentations
- Posters or exhibits
- Workshops

RESEARCH CURRENTLY IN PROGRESS

- Brief description of any research currently in progress

RESEARCH GOALS (College of Business Administration only)

- Research/scholarly goals for previous year and upcoming year

Service

- Any service activities that fit into the areas below. Examples include committee service, organization or club memberships, editing, external reviews, mentoring, program coordination, and reviewing.

DEPARTMENT

COLLEGE

UNIVERSITY

PROFESSIONAL

PUBLIC

Goals

GOALS AND SELF-ASSESSMENT (Colleges of Nursing and Professional Studies only)

- Goals for previous and upcoming years, scholarship/research trajectory, self-assessment rating

Narratives

NARRATIVE SUMMARY (College of Communication only)

- Narrative summary of faculty activities

In addition to the screens above, the **School of Dentistry** interface has the following screens:

Teaching

ACADEMIC ADVISING AND MENTORING

- Students Advised
- Mentoring Responsibilities

Goals and Responsibilities

RESPONSIBILITIES

- Didactic Responsibilities
- Clinical Responsibilities
- Laboratory Responsibilities

ANNUAL GOALS

- Goals and Objectives
- Annual Accomplishments

SELF-ASSESSMENT OF PERFORMANCE

- Assess current teaching effectiveness, research, scholarly activities, and other responsibilities

Please contact fad@marquette.edu with any questions.