


ACTIVITY INSIGHT FOR COLLEGE OF ARTS & SCIENCES FACULTY

What Will We Use Activity Insight For?

Colleges, schools and centers throughout SLU are currently employing Activity Insight, a university-wide, web-based information management system to enable the collection, organization, sharing, analysis and presentation of critical data regarding faculty scholarship, research, and service activities. No other university-wide system is able to capture all these data elements in one database. Additionally, key faculty data currently stored in Banner and eRS (e.g. teaching activity, course loads, sponsored research, etc.) are uploaded and integrated into the Activity Insight database, enabling departments and faculty to create customized reports informing numerous institutional initiatives.

To access Activity Insight:

1. Log in to myslu.slu.edu > “Tools” tab >  Activity Insight
2. Make sure you are in the “Manage Data” area (in left-hand navigation)
3. Select the screen in which you wish to enter data.
4. Click on “Add New Item”. Proceed with detailed instructions below

General notes about data entry fields

- Avoid the use of “Other” as a category. Send requests for additional categories to Delia King (kingd@slu.edu), or contact her for suggestions on appropriate categories to select.
- Pay careful attention to dates and publication status. Entries with no date or appropriate publication status will not be included in reports such as the Annual Review of Faculty.

Data entry suggestions for Activity Insight screens

General Information

Personal and Contact Information: The following fields are uploaded directly from Banner and cannot be changed by faculty. All other fields are editable. Contact facultyaffairs@slu.edu if information in these read-only fields is incorrect.

- Prefix
- First Name
- Preferred First Name
- Middle Name
- Last Name
- Suffix
- E-Mail Address
- Gender
- Race/Ethnicity
- U.S. Citizen or Permanent Resident?

Administrative Data - Permanent Data: Information regarding rank, tenure, dates of employment is uploaded from Banner. Contact facultyaffairs@slu.edu with corrections.

Yearly Data: Information regarding department and appointment is uploaded from Banner. Contact facultyaffairs@slu.edu with corrections.

Non-SLU Academic, Government, Military and Professional Positions: Complete all fields, as applicable.

Administrative Assignments: This screen collects data on any formally designated administrative position at SLU such as: Department Chair, Program Director, Assistant /Associate Dean, etc. Do not include involvement on non-SLU committees, task forces, etc.; this type of information should be included on the External Connections and Partnerships screen. Complete all fields, as applicable.

Awards and Honors: Complete all fields, as applicable.

Consulting: The screen is used to record activities for which you have been paid for services provided. Complete all fields, as applicable.

Education: The following fields are uploaded directly from Banner. Contact facultyaffairs@slu.edu with corrections to these fields:

- Degree
- Institution
- Location of Institution
- Emphasis/Major
- Supporting Areas of Emphasis
- Terminal Degree Information
- Date Completed

The following fields are available for manual entry:

- Dissertation/Thesis Title
- Honor/Distinction
- Highest Degree You Have Earned?
- Advisor Information

Postgraduate Training (Internships, Residencies, Postdoctoral Research, etc.): Please provide any postgraduate training that you participated in and would like included in your CV information (training programs in which you were a "fellow", "intern", "post-doctoral researcher", etc.)

External Connections and Partnerships: This screen is for collection of activities that would not be considered either 1) Consulting (typically characterized by additional pay from an external source), or 2) Service-related activities.

Faculty Development Activities Attended: Complete all fields, as applicable.

Licensures and Certifications: Uploaded from Banner. Contact Delia King (kingd@slu.edu) for revisions.

Media Contributions: This screen is for the types of media contributions typically presented by University Marketing & Communication through SLU Daily Newslink. Complete all fields, as applicable.

Professional Memberships: Complete all fields, as applicable.

Workload Information: This screen is available to faculty for review only. Editing is restricted to persons with department-level access.

Annual Goals: This screen is used to track faculty goals for:

- Teaching and Instruction
- Research
- University, Professional and Community Service goals
- Professional Development goals
- Administrative goals

Teaching

Academic Advising (student advising and student mentoring information): This information is uploaded from Banner. Contact Digital Measures via the Saint Louis University Work Group link to have modified.

Directed Student Learning (theses and dissertations): Complete all fields, as applicable.

Non-Credit Instruction Taught: This screen is not available for faculty review or use.

Scheduled Teaching: This information is uploaded from Banner. Contact Digital Measures via the Saint Louis University Work Group link to have modified.

Scholarship/Research

Artistic and Professional Performances and Exhibits: Complete all fields. Pay particular attention to the following fields:

- Type of Work (avoid using "Other")
- Work/Exhibit Title
- Name of Performing Group
- Sponsor
- Location (City, State, Country)
- Start / End Dates

Funded Research/Projects:

If you have research that has been submitted to an external (federal/state agency, private foundation, industry, or research association) grant program, please review the information that is listed on this form, which has been auto-filled by eRS. Even if funding is unsuccessful, the project information will remain filed in this category.

You do not have access to modify information that has been added for you by another person, where they indicated you as a contributor. If you require revisions to these items, please contact the person that entered or submitted the item in eRS.

If you believe you are engaged in Sponsored/Funded Research not shown, please contact Delia King (kingd@slu.edu).

If you have sponsored activity from your career at institutions prior to SLU that you would like to include, you may add them in the *Awards and Honors* section.

Internally (SLU) Funded Research/Projects: If you have research that has been submitted to an internal Saint Louis University grant program (President's Research Fund, Beaumont Faculty Development Fund, Summer Research Award, Mellon Fund, or School of Medicine Seed/Bridge Fund), please review the information that is listed on this form, which has been auto-filled by eRS.

Non-Funded Research/Projects: If you have research that is/was not funded from any external source (federal/state agency, private foundation, industry, or research association) or an internal Saint Louis University grant program (President's Research Fund, Beaumont Faculty Development Fund, Summer Research Award, School of Medicine Seed/Bridge Fund, or Mellon Fund), please enter that information on this form.

Intellectual Contributions/Publications: Complete all fields. Be sure to enter the following fields:

- Contribution Type (avoid using "Other")
- Current Status
- Title of Contribution
- If Book Chapter, Title of Book
- Author / Editor – you must select yourself from the dropdown menu
- "Was this peer-reviewed/refereed? Yes / No"
- Date (Submitted / Accepted / Published)

Intellectual Property: Complete all fields, as applicable.

Presentations: Complete all fields. Be sure to enter the following fields:

- Presentation Type (avoid using "Other")
- Conference/Meeting Name
- Sponsoring Organization
- Location
- Presentation Title
- Date
- Invited / Accepted

Service

Clinical Practice: Complete all fields, as applicable.

Service – Department: Complete all fields, as applicable.

Service – College/School: Complete all fields, as applicable.

Service – University: Complete all fields, as applicable.

Service – Professional: Complete all fields, as applicable.

Service – Public: Complete all fields, as applicable.

To check your data in Activity Insight: From left-hand navigation, select **Run Custom Reports**

Curriculum vita

Item 1. Select “**Vita**” from the drop-down menu, then click “**Select Report.**”

Item 2. Date range will default to January 1, 1925. You do not need to change this.

Item 3. File format defaults to “Microsoft Word.”

Item 4. Page size defaults to “Letter.”

Click “**Build Report.**” Your CV will download as a Microsoft Word file.

Annual Activity Report for Faculty

Item 1. Select “**Annual Review of Faculty, Chairs, and Program Directors – College of Arts & Sciences**” from the drop-down menu, then click “**Select Report.**”

Item 2. Date range will default to the current calendar year. Change the date range for the reporting period you want.

Item 3. File format defaults to “Microsoft Word.”

Item 4. Page size defaults to “Letter.”

Click “**Build Report.**” Activity Report will open in Microsoft Word.