Checklist for Managing Records

Required Screens (in order of importance)

- **Intellectual Contributions** - Scholarship/Research category
  1. When adding a contribution record, the following fields are required:
     - Contribution Type
     - AACSB Classification (click on the question mark to the left of this for definitions)
     - Current Status
     - Title of Contribution
     - Author/Editor/Translators
       - Identify if you were an author, editor, or translator
       - Identify Faculty Contribution (the amount of actual contribution is optional)
     - Journal name (if contribution involves a journal)
     - Publication Acceptance Rate (if contribution involves a journal)
     - Date Published (if contribution type is published)
     - Peer-reviewed/refereed
  2. All other fields are optional. Once a contribution has been added, the following fields will be loaded for you:
     - Whether the journal is listed in Cabell’s
     - Whether the journal is listed in the Australian Business School listing
     - Publication Acceptance Rate
     - Citation Count, Source, and Date

- **Research Currently in Progress** - Scholarship/Research category
  1. Include all fields if/when adding and saving research in-progress.

- **University and College** - Service category
  1. When adding records, the following fields are required:
     - Service Type
     - Committee/Organization Name
     - Position/Role
     - Start and End Date by year (month and day details are optional)

- **Professional** – Service category
  1. When adding records, the following fields are required:
     - Committee/Organization Name
     - Position/Role
     - Start and End Date by year (month and day details are optional)

- **Public** – Service category
  1. When adding records, the following fields are required:
     - Committee/Organization Name
     - Position/Role
     - Start and End Date by year (month and day details are optional)
Contracts, Fellowships, Grants and Sponsored Research - Scholarship/Research category

1. When adding records, the following fields are required:
   - Type
   - Title
   - Awarding Organization
   - AACSB Classification (click on the question mark to the left of this for definitions)
   - Identify your role under “Researchers”
   - Start and End Date by year (month and day details are optional)

Consulting – General Information category

1. When adding records, the following fields are required:
   - Consulting Type
   - Client/Organization
   - Compensated/Pro Bono
   - Start and End Date by year (month and day details are optional)

Academic, Government, Military and Professional Positions – Service category

1. When adding records, the following fields are required:
   - Experience Type
   - Organization
   - Title/Rank/Position
   - Was this your own company?
   - Start and End Date by year (month and day details are optional)

Scheduled Teaching – Teaching category

1. All required information for this screen has been pre-loaded. You do not need to “add courses”. This is an important screen however so please review for accuracy at your convenience.
2. All optional fields in this screen have not been pre-loaded. Please include descriptions of the following when/where applicable:
   - “Describe pedagogical innovations” for courses where applicable.
   - “Describe any new teaching material” for courses where applicable.
   - “Describe any activities that enhance student learning” for courses where applicable.
3. Syllabi will be collected and loaded for you.

Review for Accuracy – Many of the details in the following screens have been pre-loaded for you.

Presentations - Scholarship/Research category

Faculty Development Activities Attended – General Information category

Directed Student Learning – Teaching category

Administrative Data – Permanent – General Information category

Administrative Data – Yearly Data – General Information category

Administrative Assignments – General Information category

Education – General Information category
Optional

- Personal and Contact Information – General Information category
- Licensures and Certifications – General Information category
- Media Contributions – General Information category
- Professional Memberships – General Information category
- Awards and Honors General Information category

Contact infosys@wwu.edu with questions, concerns, and feedback

Or send questions directly to Racheal at Racheal.Scholler@wwu.edu