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**

College of Business and Economics
Faculty Information System - Checklist

○ **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

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