Northwestern Faculty Folio Activity Reporting System

Quick Guide

Northwestern Faculty Folio relaunches January 15, 2021

Activities can be entered all year; relevant items automatically populate each year's vita supplement.

**MENU CHOICES in FACULTY FOLIO**

- **Announcements & Help**
- **Profile** - View or edit personal data from myHR.
- **Activities** - View or edit historic and current activities.
- **Forms & Reports**
  - Access link to current vita supplement collection (also available on your home page).
  - View, via the "Prior Activity Input Forms" link, a snapshot of vita supplements from other years.
- **Vitas & Biosketches**
  - Create exports of your activities for many years or for just your annual vita supplement, including a view of how the Budget Committees will view your annual vita supplement.
  - Set up an ORCID integration with Faculty Folio.
- **Find Colleagues** - NU does not use this section.
- **Account Access** - View users with access to your account (e.g., department chair or administrator); also add or delete users.

**PROFILE**

- **Personal Information** - name from myHR
- **Contact Information** - email, work phone, work address from myHR
- **Current Position** - from myHR
- **Work Experience** - entered from your CV
- **Degrees** - entered from your CV
- **Awards and Honors** - new to Profile section this year (previously in Activities section)
- **Professional Licenses & Certifications**
- **Military Experience**
- **Rank and Promotion History** - from MyHR
- **Interests**
- **Biography**

**ACTIVITIES**

- **Current CV** - link to Box form for upload
- **Teaching** - From CAESAR, when you are the instructor of record
- **Research and Independent Study Course Registrations** - Student names from CAESAR (e.g., for 399s, 499s) when you are instructor of record
- **Service to Northwestern** - some, not all, service activities may have been entered from your CV
  - Institutional Committees
  - Leadership or Other Service Roles
  - Other Northwestern Service
- **Service External to Northwestern or to the Profession or Field**
  - Committees for Prizes, Awards, and Medals
  - Community Outreach
  - Conferences Organized
  - Congressional Hearings or Legislative Testimonies
  - Evaluation Committees for Other Institutions
  - Professional Organizations
  - Tenure/Promotion Letters
  - Other Service
- **Peer Review**
  - Conference Submission Reviews
  - Editorial Work for Journals
  - Grant Proposal Reviews
  - Manuscript Reviews
  - Works Evaluated
  - Other Peer Review
- **Advising and Mentoring** - newer advisees from CAESAR, historic graduate advisees from GSTS
  - Undergrad, grad, or postdoc adviser
  - Dissertation committee or chair
  - Prospectus committee or chair
  - Qualifying exam committee or chair
  - Masters committee
  - Other advising or mentoring

**Scholarly and Creative Works (Option 1: Import, Integration, or Data Entry)** - same data entry as last year
- Artistic Performances, Productions, Publications
- Books
- Case Studies
- Chapters
- Commentaries
- Conference Presentations (Talks)
- Conference Presentations (Posters)
- Conference Proceedings
- Educational Materials
- Encyclopedia Entries
- Exhibitions
- Invited Talks
- Journal Articles
- Media Works
- Scholarly Reviews
- Technology
- Other Creative Works
- Other Scholarly Works

**Scholarly and Creative Works (Option 2: Copy and Paste from CV)** - new option in 2021

- **Talks and Invited Talks (Copy and Paste from CV)** - new option in 2021

- **Patents and Intellectual Property** - from INVO
- **Grant Proposals** - from Info Ed
- **Grant Awards** - from Info Ed

WEINBERG COLLEGE VITA SUPPLEMENT

Each year in January, start HERE! All sections in “Activities” are also in the vita supplement form. However, only activities from the calendar year being submitted are included in the vita supplement form display.

- **Teaching and Advising Narrative**
- **Service Narrative**
- **Scholarship and Research Narrative**
- **Additional Materials**

Last updated 1/5/2021

Have questions about any of this? Email Weinberg-Faculty-Folio@northwestern.edu