

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

Professional Licensures & Certifications

Military Experience

Interests

Biography

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

Current CV - link to Microsoft 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

- 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 - advisees from [GSTS](#) and/or from CAESAR

- 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)

- 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) - use instead of Option 1, if you wish

Talks and Invited Talks (Copy and Paste from CV)

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. The additional sections are:

Teaching and Advising Narrative

Service Narrative

Scholarship and Research Narrative

Additional Materials