Introduction to Academic Profile

Leanne Perry, PhD
Academic Profile Project Manager
Session Learning Outcomes

By the end of this session, participants should:

- Understand why AP was initiated
- Understand which data AP collects and why
- Understand which reports AP generates
Academic Profile Overview & Purpose

Academic Profile (AP):

• Cloud-based software program from vendor *Digital Measures*
• Captures faculty and academic staff (FAS) accomplishments
• Reporting
  • Annual Reviews
  • Form D (for reappointment, promotion, and tenure)
  • Others on request
Why Academic Profile?

Collect faculty and academic staff activity data in a consistent, equitable, and transparent manner across the institution.
How Does AP Collect Data?

- Manually entered data
  - Data entry staff working from faculty CVs
  - Faculty and academic staff (FAS) input their own accomplishments after accounts are opened

- Auto-loaded data
System Demo
Review a guide to manage your activities.

**General Information**
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Other Professional Positions
- Education
- Professional Development
- Licenses and Certifications
- Media Appearances
- Assignment Percentage of Time
- Memberships to Scholarly and Professional Organizations
- Confirmations

**Teaching**
- Advising/Supervision
- Graduate Committees
- Non-Credit Instruction
- Credit Courses at MSU
- Credit Courses not at MSU
- Mentoring Activities

**Scholarship/Research**
- NIH Biographical Sketch
- Sponsored Programs - Administered by MSU SPA
- Awards, Fellowships, & Other Funding
- Publications, Papers and Other Creative Works
- Patents at MSU
- Intellectual Property not at MSU
- Presentations & Guest Lectures

**Service**
- Service

**Additional Activities and Impact Summaries**
- Impact Summaries, Extension, & Outreach
This screen contains data about the MSU for credit courses you have been linked to in CLIFMS (Course Load, Instruction, Funding and Modeling System). Information on this screen is from the MSU systems of record for courses, CLIFMS and the Student Information System (SIS), and cannot be revised here. If you have any questions about the data appearing on this screen, you should contact the personnel in your department responsible for linking courses to instructors in CLIFMS.

Courses will only appear for you on this screen if you have been associated with sections of this course in CLIFMS for the term and year indicated and students were enrolled in the section.

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Business Strategy</td>
</tr>
<tr>
<td>MGT 850</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Compensation Systems</td>
</tr>
<tr>
<td>MGT 822</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Corporate Strategy</td>
</tr>
<tr>
<td>MGT 856</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Doctoral Dissertation Research</td>
</tr>
<tr>
<td>MGT 999</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Managing Human Resources</td>
</tr>
<tr>
<td>MGT 315</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Managing the Learning Org</td>
</tr>
<tr>
<td>MGT 817</td>
</tr>
<tr>
<td>Summer 2015</td>
</tr>
<tr>
<td>Strategic Change Process</td>
</tr>
<tr>
<td>MGT 842</td>
</tr>
</tbody>
</table>
Edit Credit Courses at MSU

- Display Term: Spring
- Term and Year: SPRING SEMESTER SS 2015
- Course Subject: MGT
- Course Number: 855
- Course Title: Corporate Strategy
- Honors Course
  - Course Level: G - Graduate
  - Degree Program: [Dropdown]
  - College: 08 - Business
  - Department: 565 - Management
- Lecture Credit:
- Lab Credit:
  - International Content:
    - [Dropdown] (enter a whole number)
  - Total Administrative Student Credit Hours: 60.00
- Total Number of Sections: 1
- Pedagogical Innovations Description (3,000 character limit)
### Pedagogical Innovations Description

**(3,000 character limit)**

### New Teaching Material Description

**(3,000 character limit)**

### Student Learning Enhancement Description

**(3,000 character limit)**

---

**Syllabus for this course**

No File Stored  [Choose File...]

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#### Section

- **Section Number:** 730
- **Honors Section:**
- **Hybrid?** No
- **Online?** Yes
- **Study Abroad?** No
- **Number of Grad Assistants:** 0
- **Number of Undergrad Assistants:** 0
- **XE Flag:** N

**Section Title, if different**

- **Enrollment:** 30
- **Assessed Credit Hours:** 2.00
- **If variable credits, Minimum:**
- **If variable credits, Maximum:**
- **Administrative Student Credit Hours:** 60.00
- **Total Student Credit Hours Faculty Entered:** 

**Instructor Quality**

**Course Quality**
Review a guide to manage your activities.

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  - Education
  - Professional Development
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  - Media Appearances
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  - Presentations & Guest Lectures

- **Service**
  - Service

- **Additional Activities and Impact Summaries**
  - Impact Summaries, Extension, & Outreach
This screen allows you to add presentations and guest lectures. You can specify information such as title, when and where it was given, the scope and audience, event details and dates, additional presenters/authors. You can also upload and store the presentation file itself.

Click here if the presentation was a guest lecture for a class of college/university students

PRESENTATION TYPE

Explanation of “Other”

MATERIALS PRESENTED

☐ Abstract
☐ Paper
☐ Poster
☐ Other

Explanation of “Other”

PRESENTATION TITLE

Please enter in sentence case (e.g. Title of presentation)

EVENT/CLASS NAME

HOST ORGANIZATION

AUDIENCE

☐ Academic Peers
☐ Students
☐ Industry/Corporate
☐ Nonprofit
☐ Community
☐ Media
Scope

City

State (US Only)

County (for activities in Michigan)

Country (only if non-US)

Other Country

Invited or Accepted?

AACSB Classification

Is this contribution aligned with an MSU Extension or Outreach activity?

Extension

Outreach

Functional Area

Explanation of “Other”

Presenters/Authors

Please order the authors as they were listed in the conference program. To re-order presenters, click the black arrows on the right of the screen. Either select someone from the drop-down list or enter a name in the input fields.

1st Presenter/Author

Faculty & Academic Staff at MSU

Perry, Leanne: perrylea

First Name

Middle Name/Initial

Last Name

Select the number of presenter/author rows to add: 1

Choose File...

Presentation

No File Stored

Date
Generating Annual Review Reports

Run Reports

1. Report: College of Business - Faculty & Academic Staff Annual Review
   Download this report's template

2. Date Range:
   Start Date: Jan 01 2016
   End Date: Dec 31 2016

3. File Format:
   File Format: Microsoft Word (.doc)
   Changes made to the Microsoft Word document will not be reflected in the system.

4. Run Report
COLLEGE OF BUSINESS - FACULTY & ACADEMIC STAFF ANNUAL REVIEW
January 1, 2015 - December 31, 2015

Name: 
Position Title: 
Job Title (if different): 

GENERAL INFORMATION

Salary Distribution

FTE: 100.00% 
Appointment Basis: AN Faculty

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Wage Type</th>
<th>Salary Percent</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2015</td>
<td>08/15/2015</td>
<td>Administrative Increment</td>
<td></td>
<td>SALARY</td>
</tr>
<tr>
<td>08/16/2015</td>
<td>09/30/2015</td>
<td>Administrative Increment</td>
<td></td>
<td>BROAD COLLEGE OPERATING</td>
</tr>
<tr>
<td>10/01/2015</td>
<td>12/31/2015</td>
<td>Administrative Increment</td>
<td></td>
<td>BROAD COLLEGE OPERATING</td>
</tr>
</tbody>
</table>

INSTRUCTION-RELATED ACTIVITIES

Credit Courses at MSU

<table>
<thead>
<tr>
<th>Semester &amp; Course</th>
<th>Number of Sections</th>
<th>Credit Hours</th>
<th>Enrollment</th>
<th>Total Admin Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT-409, Business Pol &amp; Strategic Mgmt</td>
<td>5</td>
<td>3.00</td>
<td>205</td>
<td>615.00</td>
</tr>
<tr>
<td>MGT-850, Business Strategy</td>
<td>1</td>
<td>2.00</td>
<td>72</td>
<td>144.00</td>
</tr>
<tr>
<td>MGT-856, Corporate Strategy</td>
<td>1</td>
<td>2.00</td>
<td>30</td>
<td>60.00</td>
</tr>
<tr>
<td>MGT-999, Doctoral Dissertation</td>
<td>1</td>
<td>1.00-24.0</td>
<td>7</td>
<td>10.00</td>
</tr>
</tbody>
</table>
Name: Perry Leanne M  
Date: 4/20/2016  
Last revised – 1/2014

Office of the Provost

RECOMMENDATION FOR REAPPOINTMENT, PROMOTION, OR TENURE ACTION (Form D)

Present Rank  
Appointment Basis  
☐ AY or ☐ AN

Primary Department Name  
Secondary Department Name  
Other Dept. Name

Primary College Name  
Secondary College Name  
Other College Name

U.S. Citizen or Permanent Resident?  ☐ YES  ☐ NO  (If NO, tenure cannot be awarded unless a Tenure Policy Exemption Agreement has been approved)

Years of full-time MSU faculty service as of next August 16 as:

ASSISTANT PROFESSOR  0

ASSOCIATE PROFESSOR  0

Highest Degree  Institution  Date:

Additional Training/Education/Certifications/Licensure

"Master Electrician", Department of Licensing and Regulatory Affairs, February 2, 2014 - February 2, 2017

Review Period Begin Date:  
The review period begins with the date of appointment or most recent reappointment/promotion.

Reappoint as Assistant Professor for probationary period of three years  
Reappoint as Associate Professor and award tenure  
Do not reappoint  
Promote to Associate Professor and award tenure  

RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR:  

RECOMMENDATION BY DEAN:
3. Academic Advising:
   a. Faculty member’s activity in the area of academic advising. The statement may include commentary on supplementary materials such as recruitment activities, international student advising, evidence of peer recognition, and evidence of student recognition.

   Undergraduate:
   Graduate:
   Graduate/Professional:

   b. Candidate’s undergraduate advisees (if applicable to individual under review):

<table>
<thead>
<tr>
<th>Number of current undergraduate advisees</th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

   c. Candidate’s graduate/graduate-professional advisees (limit to principal advisor or committee chairpersonship status):

<table>
<thead>
<tr>
<th>Masters</th>
<th>Doctoral</th>
<th>Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students currently enrolled or active</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

   | Number of graduate committees during the reporting period | 3       | 4           |
   | Degrees awarded during the reporting period | 4       | 1           |
   | Degrees awarded during career * | 4       | 1           |

   * Totals for career may need to be edited manually

Indicate peer-reviewed or refereed items with a “*”.

Indicate items with a significant outreach component with a “**” (determined by the faculty member)

2. Quantity of Research/Creative Works Produced:
   For each of the categories listed in question one above, list the number of research and creative works produced.

<table>
<thead>
<tr>
<th>During the reporting period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>During career *</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>104</td>
<td>0</td>
<td>17</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

   * Totals for career may need to be edited manually

3. Number of Grants Received (primarily in support of research and creative activities; refer to Form D-IVE):
   During the reporting period: 0
   During career: * 60

   * Totals for career may need to be edited manually
Questions and Answers
Questions or Support

Contact Us:

- **AcadProf@msu.edu**
- 517-353-3121 x. 480
- Visit us for one-on-one support (by appointment).