

# Faculty Success Mapping

**Purpose:** Where do your tasks/activities/memberships go in Faculty Success?

*This document includes only screens accessible by the Purdue Fort Wayne Campus as a whole.*

## General Credentials/Expertise

- **Personal and Contact Information** – used for Report Header and Faculty Directory on websites
- **Biography and Expertise** – **REQUIRED** - linked to campus faculty profiles by Marking and Communication so that the community and public can search for experts in fields of interest for interviews, campus spotlight, etc.
- **Degrees** – Enter ALL education information including (**Year Completed, Degree, Institution, and Emphasis/Major, Highest Degree you have earned?**). Once initial import is complete additional details (**Dissertation/Thesis Tile, Honor/Distinction, Transcript** ([file drop box available](#)) can be added through the ‘Activities’ tab \*includes the ‘Allow Sharing’ toggle for Faculty Profiles on websites
- **Graduate/Post-Graduate Training – Training Type** (Clerkship, internships, residency, fellowships, or Other), for **supporting documentation** is **optional** if you want to place a scanned copy of a document, include a description of activity with dates of involvement
- **Licensures and Certifications** – list relevant professional credentials, with dates ([additional web links available and upload a supporting doc](#))
- **Awards and Honors – Purpose** (Learning, Teaching, Scholarship, or Service; **needs to be selected**), **Scope** (International, National, Regional, State, Local, University, College, or Department) and a **Brief Description** are needed, with date received ([file drop box available](#))
- **Media Appearances and Interviews – Media Type** (TV, Radio, Newspaper, Magazine, Internet, or Other) **Web Address** if available, **Description** and **Date** ([file drop box available](#))
- **Faculty Development Activities Attended – Activity Type** (Conference Attendance, Continued Education Program, DEWI Training/Certifications/Awareness, Faculty Internship, Faculty Fellowship, Self-Study Program, Seminar, Tutorial, Workshop, or Other), **Activity Scope** (Teaching, Research, Service; **needs to be selected**), **Number of Credit Hours** if applicable, **Approx. Number of Hours Spent Per Year, Brief Description** is required ([file\(s\) drop box available](#)) optional
- **Narratives – Term, Year**(Required), **Type of Narrative** (Annual Narrative, B.3- Evaluation Narrative, Candidate’s Statement (P&T), COVID-19 Statement, Credit Courses Taught, etc.) , **Scope of Narrative** (Required), **Narrative;**, **Supporting Documents** (**multiple uploads**)

## Career Information

- **Required/Expected Supporting Documents Screen (NEW)** – **Term, year, Document Title, Document Upload Area** (Only one upload per record).

- **Professional Positions Screen – Employment Type** (Academic K-12, Academic Post-Secondary, Business/Private, Clinical, Government, **or** Military), **Title/Rank/Position, Organization** (name), **Department** (name), **Brief Description, State Date** (Required) - if still in position leave End Date empty
- **Administrative Assignments Screen – Position/Role** (Dean, Department Head, Director, Associate Director, etc.), **“Other”** (Explanation = title not listed in above dropdown), **Scope, Approx. Number of Hours Spent Per Year, Responsibilities/Brief Description, Dates** (Required)
- **Consulting Screen – Consulting Type** (Academic, For Profit Organization, Government, Litigation, Non-Government Organization (NGO), Other), **Location, Compensated or Pro Bono?, Approx. Number of Hours Spent Per Year, AACSB:** If this activity contributes to professional practice standards of public policy, provide an classification (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship), **Brief Description, Dates**
- **Professional Membership Screen** - This screen captures memberships within professional organizations, associations and societies. Leadership positions held or other unique activities performed for an organization should be entered under the Service category. **State Date** (Required) - if still in position leave End Date empty

## Teaching/Mentoring

- **Teaching Narrative – Term, Year Citation Year** (Required), **Citation Year** (Required), **Purpose of Narrative Section** (Annual Faculty Review, Promotion and Tenure Case, Reappointment Review; **needs to be selected**), Teaching Narrative (Type in text) (**multiple file drop box available**)
- **Teaching Innovation and Curriculum Development – Activity Type** (New Course, Revise Existing Course, New Degree Program, Revise Existing Degree Program, Curricular Development, Other), **Course or Program Name, Description on Activity** \*\* Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- **Directed Student Learning (e.g., theses, dissertations) - Involvement Type** (Dissertation Committee Chair, Internship Advisor, Master’s Thesis Committee Member, Supervised Research, Undergraduate Honors Thesis, etc.), **Student’s Name, Title of Work, Stage of Completion, Comments, Dates** \*\* Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
- **Mentoring – Mentee(s) First and Last Name(s), Mentee(s) Level(s)** (Faculty Member, Fellow, Graduate Student, Undergraduate, Other), **Approx. Number of Hours Spent Per Year, Description of Mentoring Activity** \*\* Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- **Scheduled Teaching** – *PFW OIR will enter the initial information ie.* (Term, Year, Course Number, Course Name, Section Number, Course Level, Delivery Mode, etc.)
- **Evaluation Data Screen** – Term, Year (Required), Title, Evaluation Narrative: , Image Uploaded (That YOU Created), Supporting Files (Class Climate .pdfs) (multiple file drop box available), Date (Required)
- **Peer Comments** – Type of Comments (Credit and Non-Credit Teaching, Research and Creative Endeavor, Service; needs to be selected), Reviewer Type (Internal, External), Credit and Noncredit Teaching: Collegial Classroom Visitation Peer Review(file drop box available) , Explanation: IV.B.1 and IV.b.2 **textbox** available, Research and Creative Endeavor: Peer Review of Research and Creative Endeavor(file drop box available) , Explanation: Explanation: IV.C. 1-3 **textbox** available, Service(file drop box available) : Peer Comments on Service, Explanation: IV.D.1-4 **textbox** available
- **Evidence of Student Learning** – Name of Student (Optional): Course Title, Other, Evidence of Student Learning (file drop box and multiple web links available), Explanation **textbox**, Date (Required)
- **Other Evidence of Teaching Effectiveness** – Other Evidence of Teaching Effectiveness (file drop box and additional web links available), Explanation **Textbox**, Date (required)
- **Non-Credit Instruction Taught** – Instruction Type (Certification, Continuing Education, Faculty Internship, Guest Lecture, Management/Executive Development, Review Course, Seminar, Workshop, Other), Audience (Internal to Purdue University Fort Wayne, External to Purdue University Fort Wayne, Both), Sponsoring Organization, Number of Participants, Academic or Professional?, Description, Dates (Required)
- **Yearly Advising Summary** – Academic Year, Number of Undergraduate Students Advised, Number of Graduate Students Advised, Approx. Number of Hours Spent for the Year, Description of Advising Activities

## Scholarship/Research

- **Research Narrative** – Term, Year Citation Year (Required), Purpose of Narrative Section (Annual Faculty Review, Promotion and Tenure Case, Reappointment Review; needs to be selected), Research Narrative (Type in text), Supporting Files (Multiple file drop box available)
- **Publications** – Can be entered with initial CV Import or manually BUT use of 'Import function' in DM from BibTeX file or from a Third Party option is highly recommended. Resources can be found on the PFW Faculty Success site \*includes the 'Allow Sharing' toggle for Faculty Profiles on websites

- **Presentations – Title, Presentation Type** (Demonstration, Exhibit, Keynote/Plenary Address, Lecture, poster, etc.), **Conference/Meeting Name, Sponsoring Organization, Venue, Location, Meeting Type** (Conference, Panel, Roundtable, Seminar, Workshop, etc.), **Was this Virtual? (Required) Presenters/Authors, Scope** (National, Regional, Local, etc.), **Invited or Accepted?, Academic or Non-Academic?, Was this peer-reviewed/refereed? (Required), Published in Proceedings?, Published Elsewhere?, (Multiple Web Addresses) Abstract/Synopsis, Presentation** (file drop box available)
- **ABET Vitae – Engineering Faculty Only** - ABET accreditation guidelines mandate that faculty vitae submitted for accreditation should be no longer than two pages in length. Once you have made your selections here, you can generate your ABET vita by navigating to the Reports area, selecting the ABET Appendix B - Faculty Vita report and Run Report.
  - **Education, Academic/Non-Academic Experience, Certification or Professional Registration, Honor/Award, Service Activity Important publications and presentations from the past five years, Professional Development Activity**
- **Contracts, Fellowships, Grants and Sponsored Research – Type** (Contract, Fellowship, Grant, Sponsored Research), **Title, Is this an Extramural Grant, Awarding Organization, Amount (\$), Abstract, AACSB Classification** (Only Required for our DSB faculty), **Investigators, Award Letter** (file drop box available), **Start Date of Funding and End Date of Funding** (Required)
- **Exhibits and Performances – Type of Work** (Exhibition, Music Performance, Production, Radio, Theatre Performance, etc.), **Work/Exhibit Title, Venue, Brief Description, Performers/Exhibitors, Web Address, Scope** \*\*Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. \*includes the 'Allow Sharing' toggle for Faculty Profiles on websites
- **Intellectual Property (e.g., copyrights, patents) - Patent or Copyright, Patent Title, Patent/Copyright Number/ ID, Patent Type, Patent Nationality, If Patent Cooperation Treaty, Inventors, Licensed?, Assigned?, Dates** (All are Required)
- **Other Evidence of Effectiveness in Research and Creative Endeavor - (file drop box and multiple web links available), Explanation Textbox, Date** (Required)
- **Research Activity – Title, Description, Status** (Planning, On-Going, Writing Results, Complete), **Collaborators** (Multiple can be entered), **Dates** (Required)

## Service

- **Service Narrative – Term, Year** (Required), **Citation Year** (Required), **Purpose of Narrative Section** (Annual Faculty Review, Promotion and Tenure Case, Reappointment Review; needs to be selected), **Service Narrative** (Type in text), **Supporting Files** (Multiple file drop box available)

- **Continuing Education Service - Participation Level** (Chair person, Coordinator, Committee Member, Educator, Other), Number of people involved, Continuing Education Service **Drop File**, Explanation **Textbox**.
- **Other Evidence of Effectiveness in Service - (file drop box and web links available)** Explanation **Textbox**, **Date**
- **University Service – Service Scope** (College, University, Department), **Position/Role, Organization/Committee, Responsibilities/Brief Description, Elected or appointed, Served Ex-Officio, compensated or pro bono, Approx.. number of hours spent per year, dates**
- **Professional Service** - This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.
- **Public Service – if this activity contributes to professional practice standards of public policy, provide a classification** (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship)

**For additional information on Faculty Success please submit to your questions to;**  
**Lindsey Dutrieux**  
[dutrieul@pfw.edu](mailto:dutrieul@pfw.edu)  
**260-481-0797**