Cornell University

College of Architecture, Art, and Planning

ACTIVITY INSIGHT – FREQUENTLY ASKED QUESTIONS

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Introduction

As you familiarize yourself with Activity Insight (AI), you may find you have questions about the system. In addition to the general tutorial and "Frequently Asked Questions" document that is available from the navigation pane in Activity Insight (under the "Show more" selection), the following information is available to faculty in the College of Architecture, Art, and Planning to assist in areas that may pertain specifically to this college.

How will the information in Activity Insight be used?

The Dean and/or Chair will view Departmental, College, University, and Individual activities and responsibilities; Awards/Honors/Fellowships; Professional Practice; and Community Service annually, and this 'snapshot' of your activities will be taken in early February of each year for the *previous* calendar year. The information reported may be used to inform salary decisions as well as requests for funding, etc. The Annual Report is considered the official source of information regarding faculty activities.

Is this system expected to replace my CV?

No. You may, however, choose to use the system's Vita Report - which can be saved and manipulated according to your preferences in Word, HTML, or PDF - to create your CV. Formatting changes using this option are not saved to subsequent versions.

How is data entered into the system? What if I find errors?

Five years of data is initially loaded for each faculty member using their CV. This helps provide a guide for future data entry as well as a multi-year view when appropriate for reporting. New information is entered individually by each faculty member or their designated proxy, except for teaching, graduate/undergraduate advising, and sponsored projects information. Those areas are updated from official university data sources; if you believe there are inaccuracies in those areas, please contact the System Administrator so that corrections can be made at the primary source. When manually entering data, please note the "copy" feature available at the record level to aid in the entry of similar records with less typing.

Errors in your records (except those areas mentioned above) can be corrected by selecting the item and editing or deleted by clicking the box next to that item on the summary screen and choosing "delete." Multiple records can be deleted at one time using this feature. CAUTION: Deleted records cannot be retrieved. It is recommended that you contact the System Administrator for consultation before deleting any number of records.

How do I enter Journal Articles?

To enter a journal article, select the "Publications" screen from the main menu. After selecting the contribution type of "journal," select the journal in which the article has been/will be published from the drop-down list for "Journal Name." If the journal you desire is in the drop-down list (see Sample A following), you can continue through this screen to enter the article-specific information. You do not need to enter the journal-specific information on the screen as that is housed within the system for those journals in the drop-down list. The relevant information will cite appropriately when the information is included in a report (such as the annual report or the CV report).

If the journal you desire is not in the drop-down list, choose "Not in List" as shown (see Sample B below). That will bring up additional fields in which you can enter the journal name and associated information about the journal.

SAMPLE A:

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SAMPLE B:

When entering publication information, please include the unique resource identifier information if possible as this aids in the verification of the accuracy of the data and helps to eliminate duplications from multiple sources when posting to Vivo. If the publication has multiple identifiers (such as ORCHiD, PubMed, ArXiv, etc.) feel free to enter as many as are relevant.

How do I enter Books?

Books are entered under the section that is titled "Publications". Within that screen there are numerous options for type of publication, one of which is "other" so that you can enter something different if none of the choices are applicable. If you find you frequently have a specific publication type to enter as "other," please alert the System Administrator who will be happy to add that value to the dropdown list to save you typing in the future.

Where do I enter my current work and/or research trajectory?

The Dean specifically provided for an AAP screen in Activity Insight called "Research Currently in Progress." This open field invites you to enter information about incomplete projects or ideas not featured elsewhere

in the system, and thus it enables a narrative about your current work and research trajectory. Cutting and pasting from other documents is available on this and all other screens. <u>The Dean very much wants to see these narratives included each year by the reporting deadline as part of your annual report.</u> Feel free to also include additional information about activities reported elsewhere in the system.

How do I enter Architecture- or Art-specific activities?

Architectural competitions, design practice, art shows, juries, etc. are activities unique to the faculty of AAP, so AAP has a screen entitled "Artistic and Professional Practice, Performances, and Exhibits." The activities of our faculty that do not fall into the other areas of intellectual contribution will most likely be entered on this screen. If you review this screen and feel that there is still not an appropriate option for an item you wish to report, please contact your System Administrator for assistance.

To note a record entered here as one of those you would like included in your faculty profile on the college website, choose "yes" at the "Is this a selected work?" question next to your name on the individual record. Please note that you must also mark the record as public. Update this flag as you wish to update the selected works on your profile.

How do I enter juries on which I serve?

If you are invited to participate in reviews of others' work in any capacity, this is entered under "Artistic and Professional Practice, Performances, and Exhibits." The data for the event should be entered as you normally would, but you would select "Juror" as your role or "Other" and note in the "Explanation of Other" field what your role was for this event.

What is "Bibliography/Published Reviews"?

"Bibliography/Published Reviews" is a section provided for you to record reviews of your work or other publications *about you* written by others and published in local, national, or international publications (or other media). The screen is similar to the "Intellectual Contributions – Books and Other Publications" screen in that it provides fields to record data about the publication. A significant difference with this screen is that it allows you to note that you were the subject of the article (rather than the author) and, if appropriate, others who were involved or also mentioned. This screen also gives you the opportunity to link the review with the existing citation in Activity Insight of the work being reviewed, if applicable. That feature is particularly helpful when the title of the article does not mention the title of the exhibition or work reviewed.

How do I enter Graduate Advising?

Graduate advising will appear on the "Graduate Committees and Advising" screen. The general information about the individual graduate and professional students you advise will be pre-populated from Graduate School data as of the middle of each semester. Specific information about their research projects must be added individually by the advisor. Again, please contact the System Administrator if corrections are necessary so that they can be pursued through the Graduate School.

How is my teaching reported?

The information under "Courses Taught" is loaded from the central Student Academic Records System (STARS) and shows your course and enrollment information. That screen is mostly "view only" to faculty

but you may contact the college System Administrator if you feel there are errors in the data. There ARE some editable fields to record innovations in teaching, new curriculum, etc. as well as a place to attach the syllabus.

Do I report Undergraduate Advising?

Independent Study or Honors Thesis students will be entered in the "Independent Student Research/Study" screen for you from class list data. As with graduate and professional advising, if you have additional information you would like to add about the specific project, please do so in the comments. Information about faculty undergraduate advisee assignments is available from central college offices and will be loaded for you as appropriate on the Academic Advising screen. If you wish to note the time spent advising, status as a faculty in residence or faculty fellow, or make other comments, please complete those sections of the screen for each semester as appropriate.

How do I enter Sponsored Research?

Sponsored Research activity is loaded centrally to the "Contracts, Grants, and Sponsored Research (Read Only)" screen from the OSP data warehouse on a weekly basis. You need only enter the additional data that is not fed from the OSP system to those records (if applicable). If you have a grant that is internal (Cornell) funding or otherwise not reported through the OSP data warehouse, that information should be entered on a separate screen titled "Contracts, Grants, and Sponsored Research (Faculty Entry)."

Where do I enter service to a department with which I have a joint appointment?

If you have a joint appointment with a department elsewhere on campus, your committee and other work for that department would also be entered under "Department Service." If necessary for clarity, please note in the comments to which Department this committee was associated.

What is that International Content Check Box For?

AAP strives to assist the Einaudi Center in its annual reporting of faculty international activity. If the activity you are reporting meets the DoE definition of International Content, please check this box and be sure to also mark the "public flag" as "Yes." There are also fields for reporting your geographic areas of international interest and foreign language proficiencies located on the Faculty Narratives and Interests screen, which you are encouraged also to complete as appropriate. The data you report as international will be reported to the Einaudi Center for you to save you the extra step of reporting that information again.

Who do I contact for help?

If you have *general questions* about the Annual Report process, please contact the Dean's office at aapdean@cornell.edu.

If you need assistance in *entering data*, have *technical questions* about Activity Insight, or are having concerns with the performance of the system, please contact the system administrator, Rachel White, at raw53@cornell.edu or via the "Help" option within the system.