

# Faculty Portfolio System Annual CV Update Overview

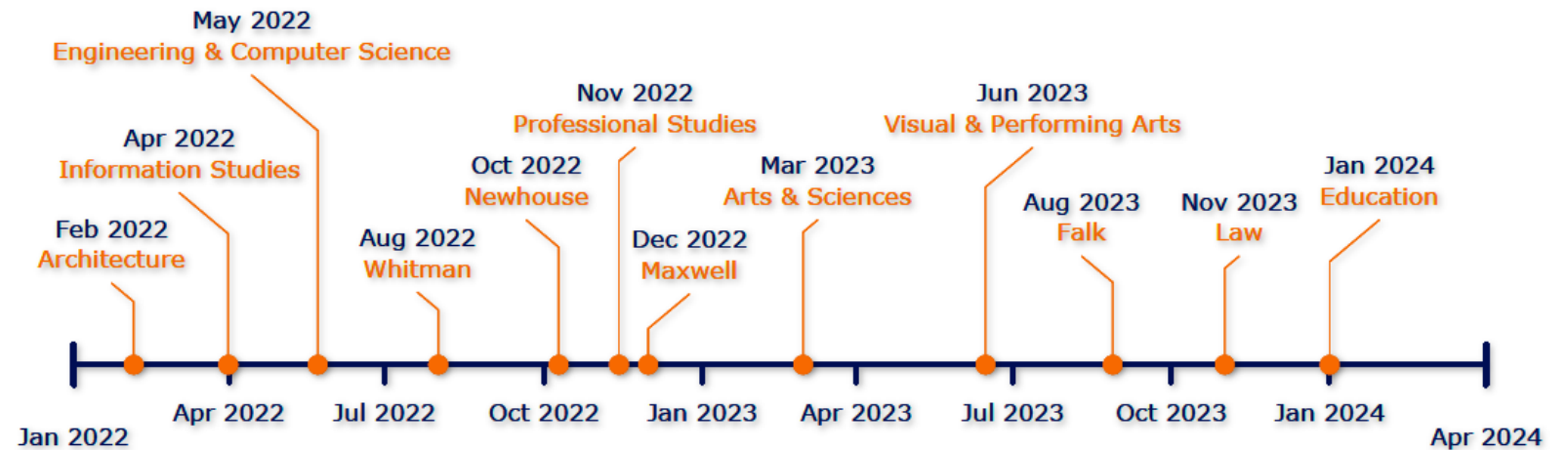
**Office of Academic Affairs**

[vita@syr.edu](mailto:vita@syr.edu)

# Timeline

- Your CV data has been/will be entered into the system (if you provided your CV) based on the timeline here.
- In the Springtime of 2023, Architecture, iSchool and Whitman will use the FPS to complete their Annual CV Update.
- The FPS team will be doing in-person or virtual meetings with faculty as needed.

## Faculty Portfolio System Implementation Timeline



# Logging In

- Login at: [facultyportfolio.syr.edu](https://facultyportfolio.syr.edu)
- Use your net id and password
- Once the pilot is complete, we will have a link on Myslice as well.

# Step 1 Updating Activities

- The first step in the process is to update your activities that you've been working on this past year.
- Use the Rapid Reports function to pull a copy of your CV Update form with last year's date range.
- Review what is and is not pulling on the report, then enter the missing information on the correct Activities screen.

The image shows a user interface for generating reports. At the top, there is a search bar with the placeholder text "Search...", a "SEARCH" button, a "Search Tips" link, and a "Rapid Reports" button highlighted with a red border. Below this is a "Rapid Reports" dialog box with a close button (X) in the top right corner. The dialog box contains the following elements:

- A heading "Rapid Reports" followed by a horizontal line.
- Instructional text: "Select a report template, date range and file format, then run the report."
- A "Report" dropdown menu set to "CV Update".
- "Start Date" fields: "Jan", "01", and "2022", each with a dropdown arrow.
- "End Date" fields: "Dec", "31", and "2022", each with a dropdown arrow.
- "File Format" dropdown menu set to "Microsoft Word (.doc)".
- A note: "Note: Changes to Microsoft Word reports do not change data in the system."
- "Cancel" and "Run Report" buttons at the bottom.

# Step 2

## Open-ended Questions

- Next, go to the CV Update Form at the bottom of the Activities Screen.
- Select 'Add New.'
- Complete the open-ended questions.
- Once you are done, click 'Save.'

**Activities - Syracuse University**  
[Review a guide](#) to manage your activities.

Search...  Search Title

**General Information**

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Graduate/Post-Graduate Training
- Licensures and Certifications
- Honors, Awards & Recognitions
- Media Appearances and Interviews
- Faculty Development Activities Attended

**Career Information**

- Professional and Academic Positions
- Administrative Assignments
- Consulting
- Professional Memberships

**Teaching/Mentoring**

- Scheduled Teaching
- Teaching Innovation, Curriculum Development and Program-Level Assessment
- Directed Student Learning (e.g., theses, dissertations, undergraduate research)
- Advising Summary
- Mentoring
- Non-Credit Instruction Taught

**Scholarship/Research**

- Publications
- Creative & Technical Work
- Presentations
- Biographical Sketch - NIH | NSF
- Grants, Fellowships, Contract and Sponsored Research
- Intellectual Property (e.g., copyrights, patents)
- Offsite/Field/Other Research Activity

**Service**

- University Service
- Professional Service
- Public Service
- Guest Critic/Design Reviews

**Process Narratives**

- CV Update Form
- Senate Form A

# Step 3 Submit Your Update Form

- Next, in the Workflow Tab you will see the CV Update in your Inbox.
- Now that you have updated your activities and completed the open-ended questions, you are ready to submit.
- **Important – Click Refresh Reports.** This is the only way to make sure your submission has the most up-to-date information.
- Select 'Submit' from the Actions drop-down menu.

NAME	STEP	CANDIDATE	DUE DATE
2022 CV Update Process	Candidate	Me	November 30, 2022 @ 11:59 PM

**Curriculum Vita**  
Last Updated November 28, 2022 at 2:31 PM [REFRESH REPORT](#)

**CV Update Form**  
Last Updated November 28, 2022 at 2:31 PM [REFRESH REPORT](#)

Download CANCEL Actions

Save Draft

Submit to Dean

# CV Update Form screen

**(c) Recognition and awards for teaching or advising**  
Information for this section will be pulled from:  

- **Honors, Awards & Recognition** [Type is one of: 'Advising', 'Teaching']



**(b) Recognition of published works:**  
Information for this section will be pulled from:  

- **Honors, Awards & Recognition** [Type is one of = 'Scholarship/Research']



# Activities screens

**Edit Honors, Awards & Recognitions**

Nominated or Received?  
Received

Award or Honor Name  
Meredith Teaching award

Organization/Sponsor

Type  
Teaching

**Edit Honors, Awards & Recognitions**

Nominated or Received?  
Received

Award or Honor Name  
Best Paper Award

Organization/Sponsor

Type  
Scholarship/Research

# I. Teaching Contribution

## Courses Taught

Information for this section will be pulled from:

- **Scheduled Teaching**

**(a) Improvements in teaching and learning, curriculum, or course design; participation in programs or conferences related to teaching; program or course assessment**

Information for this section will be pulled from:

- **Teaching Innovation, Curriculum Development and Program-Level Assessment**
- **Faculty Development Activities Attended**

**(b) Advising students, thesis or dissertation supervision; informal work with students or student groups; methods for assessing and improving your effectiveness**

Information for this section will be pulled from:

- **Directed Student Learning**

Please group your comments under the relevant screen heading.

**Comments about advising students, thesis or dissertation supervision, informal work with students, or student groups**

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## ▼ General Information

Personal and Contact Information  
Biography and Expertise  
Degrees  
Graduate/Post-Graduate Training

Licensures and Certifications  
Honors, Awards & Recognitions  
Media Appearances and Interviews  
Faculty Development Activities Attended



## ► Career Information

## ▼ Teaching/Mentoring

Scheduled Teaching  
Teaching Innovation, Curriculum Development and Program-Level Assessment  
Directed Student Learning (e.g., theses, dissertations, undergraduate research)

Advising Summary  
Mentoring  
Non-Credit Instruction Taught



## ▼ Teaching/Mentoring

Scheduled Teaching  
Teaching Innovation, Curriculum Development and Program-Level Assessment  
Directed Student Learning (e.g., theses, dissertations, undergraduate research)

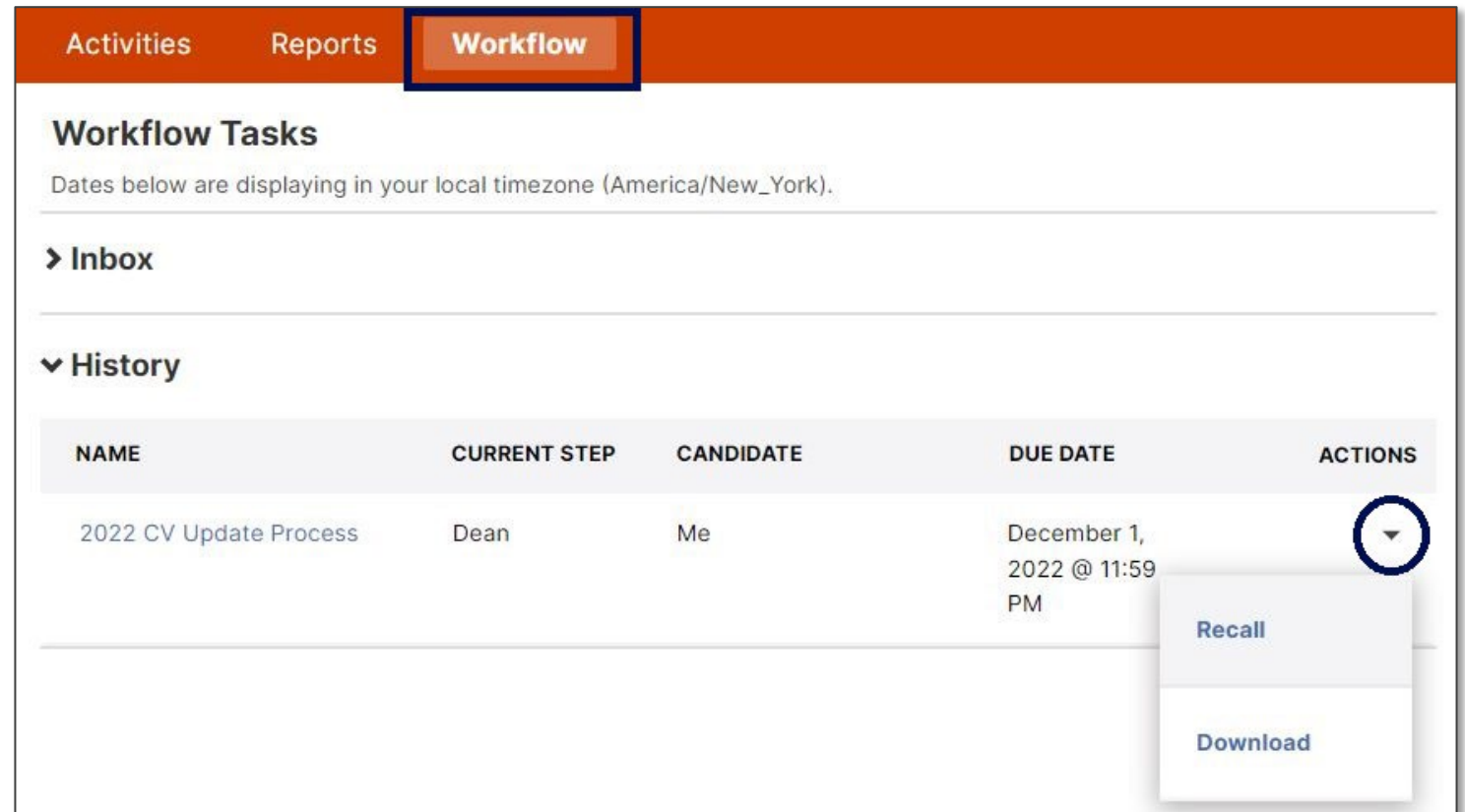
Advising Summary  
Mentoring  
Non-Credit Instruction Taught





# Workflow Steps and History

- After you have submitted, you will be able to see where your submission is in the workflow process from the History area.
- You can 'Recall' your submission back if you have a change to make, and/or you can 'Download' a copy of your submission.
- In the future, all your previous submissions will be displayed in the History area.




Activities Reports **Workflow**

### Workflow Tasks

Dates below are displaying in your local timezone (America/New\_York).

> Inbox

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
2022 CV Update Process	Dean	Me	December 1, 2022 @ 11:59 PM	 Recall Download

# Questions and Feedback

Please reach out if you have any questions, [vita@syr.edu](mailto:vita@syr.edu) or call 315-443-4119.

Complete this quick survey to give us feedback:

<https://tinyurl.com/syrfpssurvey>