



Faculty Activity Collaboration Tool

Reference Guide

Updated 2-8-2022

The University of Kansas
School of Medicine



Below are the FACT data entry screens in the Personal Data section. This reference guide covers entry of information into each screen and the coordinating section of the School of Medicine CV template.

- **Personal and Contact Information** - *SoM CV: Section I.1*

This screen is where you verify and update your professional contact information. New faculty will manually enter their information.

- **Education** - *SoM CV: Section I.2.A*

This screen is where you verify and update your degrees earned. New faculty will manually enter their information.

- **Post Graduate Education (Including Post Docs, Residencies, and Fellowships)** - *SoM CV: Section I.2.B*

This screen is where you enter your post graduate education.

- **Professional Development and Continuing Education** - *SoM CV: Section I.2.C*

This screen is where you enter any professional development and continuing education **you have taken** to further your career.



Do not include standard CMEs; this screen is only for "above and beyond" professional development.

- **Faculty Appointments** - *SoM CV: Sections I.1 and I.2.D*

This screen is where you verify and enter your academic faculty appointments. New faculty will manually enter their faculty appointments.




The "**Show on CV**" box must be checked for each appointment that you want to appear on your CV.

< Edit Faculty Appointments Cancel Save Save + Add Another

Rank/Title

Explanation of "Other"

Is this a KUMC Appointment?

 Show on CV

Name of Institution, if not KUMC (e.g. previous or concurrent appointments)

City, State/Province and Country of Institution

- **Professional Positions** - *SoM CV: Section I.2.D*

This screen is where you enter your non-faculty professional and administrative positions (director, dean, chair, etc.) held.

- **Licenses, Registrations & Certifications** - *SoM CV: Section I.2.E and F*

This screen is where you enter professional licenses and certifications.

- **Sabbatical and Tenure Track Extensions** - *Not on SoM CV*

This screen is where you enter sabbatical and tenure track extension information.

- **Honors and Awards** - *SoM CV: Section I.2.H*

This screen is where you enter honors and awards nominated and received.



Do not include information related to grant awards. .



Below are the FACT data entry screens in the Teaching Activities section. This reference guide covers entry of information into each screen and the coordinating section of the School of Medicine CV template.

- **SoM Courses Taught** - *SoM CV: Section II.2.A, B, and C*

This screen was intended to house imported data and only contains data from Jaydocs for Academic Year 2016-17. Now that we switched from JayDocs to Oasis we will not be importing any more teaching data. **Please enter all of your teaching activities into the KU Teaching Activities screen. Teaching conducted before your KUMC appointment should be entered into the Teaching at Other Institutions screen (described below).**



The **“Show on CV”** box must be checked for each event/course that you want to appear on your CV. For events/courses that you have taught for more than one term and year, you must indicate the event start year in the most recent course record.

If you do **NOT** check the **“Show on CV”** box, manually enter this information into the **KU Teaching Activities** screen as you would like it to appear on your CV.

Course Name	Brain and Behavior
Department	Otolaryngology
Instruction Type	Review Session
Course Prefix and Course Number	CORE 840
Course Level	
Show on CV	<input checked="" type="checkbox"/>
Type of Learner	<input type="checkbox"/> Medical Student <input type="checkbox"/> Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Intern <input type="checkbox"/> Other



The type and number of learners is not imported. These need to be entered manually.

Type of Learner	<input type="checkbox"/> Medical Student <input type="checkbox"/> Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Intern <input type="checkbox"/> Other
Explanation of "Other"	<input type="text"/>
Lecture/Presentation Title	Final Retake Summative Exam- KC
Hours - Actual Instruction (Contact Hours)	3
Number of Learners	<input type="text"/>

- **Clinical Teaching Activities** - *SoM CV: Section II.2.C*

This screen is where you enter all teaching activities in the clinical setting (clinic, OR, rounding, daily supervision, bedside teaching, etc.).



- **Teaching at Other Institutions** - *SoM CV: Section II.2.A and B*

This screen is where you enter any teaching conducted at institutions other than KUMC before or during your KUMC appointment.



Course start date must be entered to show on your CV.

- **KU Teaching Activities** - *SoM CV: Section II.2.A, B and G* This screen is where you enter all of your School of Medicine teaching activities or teaching activities while a faculty member at KU.



You do not need to indicate whether the activity is didactic or non-didactic in FACT. The system will pull it to the proper place on the CV based on the Instruction Type you select.

- **SoM Student Projects (Students, Residents, Post Doctorates & Fellows)** - *SoM CV: Section II.2.D, E and F*

This screen is where you enter student projects including master theses, dissertations directed, and supervision of medical students, residents and/or postdoctoral fellows.

- **Career Mentoring** - *SoM CV: Sections II.2.F and II.4*

This screen is where you enter current and/or past mentoring of individuals (medical students, post-docs, residents and faculty) and advising of students within the academic societies (Major, Orr, etc.).



Any publications that stem from mentoring/advising should be entered in the **Publications** screen (Research and Scholarly Activities).



If trainee mentoring involves a research or educational project, enter those trainees in the **SoM Student Projects** screen.

- **Innovations and Leadership in Education** - *SoM CV: Section II.3 and 4*

This screen is where you enter educational materials (syllabi, websites, national exams, evaluation tools, etc.) and courses you have developed (courses, modules, etc.) along with leadership roles in educational activities (directorships, fellowships, etc.).



Below are the FACT data entry screens in the Service Activities section. This reference guide covers entry of information into each screen and the coordinating section of the School of Medicine CV template.

- **Clinical Service (Patient Care)** - SoM CV: Section III.1

This screen is where you enter a description of your clinical practice as well as patient care initiatives. Create one entry for a general description of your practice (areas of patient care, clinic, OR and inpatient settings, locations, etc.) Create additional entries for specific patient care initiatives.

- **Societies, Committees, and Other Memberships** - SoM CV: Sections I.2.G and III.2.A, B and C

This screen is where you enter all of your professional and academic committee activities and memberships. This information populates two different sections of the CV (**Professional Societies and Affiliations and Service**) depending on how you enter it into FACT.




A brief description must be added to populate Service related information on your CV correctly.



If you are a member of a society, you must select member as a position held **and** select society as type of group.

1st Position

Position Held	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Type of Group if applicable	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Type of Appointment	<input type="text"/>
 Brief Description	<input type="text"/>

- **Additional Service (Including Reviewer, Editor, Consultant)** - SoM CV: Section III.2.A, B and C

This screen is where you enter your professional and academic service activities that are not entered as part of a membership or patient care.



If you are a journal reviewer, enter the estimated number of manuscripts reviewed per year in the brief description.

Below are the FACT data entry screens in the Research and Scholarly Activities section. This reference guide covers entry of information into each screen and the coordinating section of the School of Medicine CV template.

- **Biographical Sketch - NIH NSF** - *Not on SoM CV*

This screen is where you enter criteria specific to your biographical sketch for a grant submission.

- **Grants, Contracts and Clinical Trials** - *SoM CV: Section IV.2.A, B and C*

Information on this screen was pre-populated from the Research Institute. We will not be importing anymore data.

This screen is where you verify and enter your grants, contracts and clinical trials.



Include all grants submitted whether they were funded or not.

- **Un-sponsored Research** - *SoM CV: Section IV.2.A, B and C*

This screen is where you enter research projects that are not funded or are funded by departmental funds.

- **Publications** - *SoM CV: Section IV.3.A, B, C, D, E, F and G*

This screen is where you manually enter or import your publications from a BibTex file (Endnote, Google Scholar, etc.) or directly from PubMed or Crossref.



If an abstract is tied to a presentation (oral or poster), enter the information in the **Presentations and Invited Seminars** screen only. To avoid duplication, do **NOT** list in both screens.



Review the imported list to ensure that book chapters/books are correctly identified as such.



Enter any publications that stem from mentoring/advising.

- **Presentations and Invited Seminars** - *SoM CV: Section IV.4.A, B and C*

This screen is where you enter presentations (oral or poster) and invited seminars given at other universities or institutions.

- **Media Contributions** - *SoM CV: Section IV.4.D*

This screen is where you enter media contributions presenting your research and/or scholarship (TV, radio, podcast, etc.).

- **Intellectual Property (Including Copyrights, Patents, etc.)** - *SoM CV: Section IV.5*

This screen is where you enter other evidence of scholarship in the forms of patents, copyrights, devices, trademarks, etc.

Below are the FACT data entry screens in the Annual Faculty Assessments section. This reference guide covers entry of information into each screen.

- **SoM Annual Faculty Assessment Goals** - *Not on SoM CV*
This screen is where you enter your faculty mentors, progress towards last year's goals and your upcoming year goals.
- **SoM/SoN FTE and Percent Effort (Academic Appointment)** - *Not on SoM CV*
This screen is where you enter your academic appointment percent effort in each domain.



Promotion/Tenure Application Narratives

Sections II and IV of SoM CV

Teaching opening statement, explanation of research and scholarship, and post tenure review self-assessment

Below are the FACT data entry screens in the Promotion/Tenure Application Narratives section. This reference guide covers entry of information into each screen and the coordinating section of the School of Medicine CV template.

- **Teaching Activities Opening Statement** - *SoM CV: Section II.1*

This screen is where you briefly describe how you apply your teaching to different types of learners (medical students, graduate students, residents and fellows) and highlight your significant teaching accomplishments. Close by indicating the career level you have achieved (early, mid, established).

- **Research and Scholarly Activities Opening Statement** - *SoM CV: Section IV.1*

This screen is where you briefly summarize your research and scholarly activities in addition to the impact of your contributions and achievements. Include explanations to help those who may not be familiar with your field or expertise. Close by indicating the career level you have achieved (early, mid, established).

- **Other Service (Not Patient Care) Opening Statement** - *SoM CV: Section III.2*

This screen is where you provide a brief overview of your participation in professional and academic activities, societies, committees, and other memberships. Highlight accomplishments that support your career level. Close by indicating the career level you have achieved (early, mid, established).

- **Post Tenure Review Self-Assessment** - *Not on SoM CV*

This screen is only to be completed if you are going through Post Tenure Review.

- **Curriculum Vitae/Documents Archive** - *Not on SoM CV*

This screen is for storing documents.