



PROFILE

Faculty members input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience in the Profile Form. Faculty members can update their profile at any time.

- **Personal Information:** PeopleSoft uploads this data.
- **Contact Information:** PeopleSoft uploads Business contact information. You have access to make changes to personal contact information. Your review dossier does not pull personal contact information.
- **Current BGSU Rank and Title:** Current Faculty Rank and Promotion History at BGSU: PeopleSoft uploads all full-time faculty work experience at BGSU into this section.
- **Faculty Rank and Promotion History at BGSU:** PeopleSoft uploads this data. (beginning in Summer 2018)
- **Degrees:** PeopleSoft uploads your highest terminal and highest degrees. You are responsible for loading additional degrees. You can upload diplomas and transcripts by clicking Browse in the attachments section.
- **Memberships:** Add professional memberships. You can upload any supporting documents by clicking Browse in the attachments section.
- **Professional Licensures & Certificates:** Add professional licensures and certificates; you can upload certificates or licensures by clicking Browse in the attachments section.
- **Honors:** In this section, you can report your honors, awards, and recognitions earned for teaching, community development, research, economic development, etc. You can upload any supporting documents such as letters or certificates by clicking Browse in the attachments section.
- **Work Experience:** Add any additional work experience at BGSU or outside of BGSU. You can upload any supporting documents by clicking Browse in the attachments section.
- **Interests:** Teaching and research interests; this section is not pulled into your review dossier. However, this can be used in personal CVs. (Optional)
- **Biography:** Your review dossier does not pull biography information. However, this can be used in personal CVs. (Optional)
- **Teaching Philosophy/Narrative/Librarian Effectiveness:** Either you can type in the text boxes or you can upload an attachment.
- **Research Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Service Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Academic Unit P&T and Merit Documents:** Upload your Merit and Promotion and Tenure documents here.
- **Personal CV:** The system creates a CV for reviewers. Some review committees ask candidates to highlight new accomplishments on their CV. You can add specifically formatted CVs in this section. (Optional)
- **Go Back:** takes you back to the Home page



ACTIVITIES

****NOTE:** Please consult your unit's RPT and Merit policies to assure you are submitting the correct information for review.

- **Teaching** – PeopleSoft uploads a list of courses you have taught by semester for the last year. You cannot add classes to this section. By clicking the Edit button, you can upload course syllabus, peer evaluations, sample tests/quizzes, student evaluations, etc. for a specific course. The uploaded documents should pertain to a specific course. If you have documents that are broader, please use the next section.
- **Teaching - Supporting Documents** – This is where you can upload other additional teaching supporting documents such as peer evaluations (over several courses), materials related to innovative teaching, etc.
- **Teaching Outside of Bowling Green** – Add any teaching outside of BGSU here
- **Graduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership here.
- **Undergraduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership, club advising, any work with students that is not teaching or advising here.
- **Curriculum Development** – Include any course, program or college level curriculum development here.
- **Professional Development** – This section captures information about your professional development efforts and includes conferences, symposia, and special training sessions you attended. You also may report continuing professional education, including those taken for CE credit toward a certification or re-certification. Professional development internal or external to the university, for credit or not for credit.
- **Student Advising** – Enter the number of students advised at each level, undergraduate, graduate, doctoral.
- **Grants** – Manually add all grant activity. Include internal and external grant applications and awards.
- **Scholarly Contributions and Creative Productions** – list all publications here. You can upload any supporting documents by clicking Browse in the attachments section. You can add collaborators to any body of work. If you worked with a full-time faculty member at BGSU, you can search for their name. This will create a link on that faculty member's Action Items to approve the citation. (There are several videos available on this topic)
- **Institutional Committees** – service on departmental, college and university committees. Change the unit to get a new drop down menu. Select "Other" if your committee is missing.
- **Other Institutional Service** – other (non-committee) institutional services such as, but not limited to, service on ad-hoc committees, enrollment/retention teams, etc.
- **Professional Service** – service activities at professional organizations and communities such as: Referee/reviewer of paper or grant proposal, external reviewer of program review, external reviewer of tenure/promotion application, and session organizers/chairs.
- **Community Service** – other community-based service activities. This could include personal or professional community service. Your review dossier only pulls in professional community service.