

FAQs for Library Faculty Entering Data in OSU:pro

Note: Extensive documentation on the use of the system is available from within OSU:pro. This document does not take the place of that web accessible documentation nor the documentation provided by the Office of Academic Affairs.

- [1. Where should I list my website?](#)
- [2. Where do I put teaching?](#)
- [3. I have taught multiple sections of this class. Where do I put it in OSU:pro?](#)
- [4. I was a grant reviewer. Where should that be placed within the OSU:pro system?](#)
- [5. Where do I indicate UPT?](#)
- [6. I have taught multiple instances of this workshop. Where do I put it in OSU:pro?](#)
- [7. Where do I record conference presentations?](#)
- [8. I have my profile updated but I can't figure out what to download to submit for my annual review. I also do not know what to select for the annual CV.](#)
- [9. Where would you suggest I put the column I write for every issue of a publication?](#)
- [10. I wrote a guest editorial for a journal. Where would I put that?](#)
- [11. Where would I put encyclopedia entries?](#)

1. Where should I list my website?

- a) Web sites created in direct support of university courses (e.g. Carmen web sites):
Discuss the purpose of the web site under:
TEACHING → Undergraduate, Graduate, & Professional Courses Taught → Narrative
- b) Web sites promoting new knowledge or relating to your research:
Place under RESEARCH → Creative Works → Other Creative works.
Discuss in category: RESEARCH → Creative Works → Creative Works Narrative.
- c) Web sites created and/or maintained for professional organizations:
Place under SERVICE → Service to Professional Societies *or* SERVICE → Other Professional/Public Service. Discuss the purpose of the web site under: SERVICE → Service Activities Narrative

2. Where do I put teaching?

- a) Teaching in university numbered courses:
Place under: TEACHING → Undergraduate, Graduate, & Professional Courses Taught.

Chart for determining percentage of course taught based on one guest lecture:

Calendar System	Course meets 1x/week Record	Course meets 2x/week Record	Course meets 3x/week Record
Quarter	10%	5%	3%
Semester	7%	3%	2%

3. I have taught multiple sections of this class. Where do I put it in OSU:pro?

Follow the guidelines for placement of teaching spelled out in #2 above.

a) For multiple sections (or lectures) taught in one academic year, enter the course once and in the description of your role, record that you taught multiple sections of the course.

b) For sections (or lectures) taught over multiple years, enter each new occurrence of the course for the year separately.

4. I was a grant reviewer. Where should that information be placed within the OSU:pro system?

Place grants under:

SERVICE → Other Professional/Public Service.

For category of activity choose Research. For Type of activity choose Grant Reviewer.

5. Where do I indicate UPT?

Place in RESEARCH → Focus of Research (narrative)

In talking about your accomplishments for the year include the number of days you took for UPT.

6. I have taught multiple instances of this workshop. Where do I put it in OSU:pro?

Place workshops under: TEACHING → Extension & Continuing Education Instruction

For multiple instances of workshops presented during one academic year, list once and indicate that you taught the workshop multiple times.

7. Where do I record conference presentations?

a) Scholarly presentations:

Place under: RESEARCH → Published Works → Unpublished Scholarly Presentation

b) Other presentations:

Place under: SERVICE → Other Professional/Public Service

8. I have my profile updated but I can't figure out what to download to submit for my annual review. I also do not know what to select for the annual CV.

a) Core dossier. Junior faculty.

Save an electronic copy and send to POD by February 1 of each year.

Core dossier. Junior faculty.

Save an electronic copy in your files and provide all or portions dossier as required by your supervisor.

b) Annual CV.

9. Where would you suggest I put the column I write for every issue of a publication?

a) Ongoing column provided as a service:

Place under : SERVICE → Other Professional/Public Service → Other

Appears on dossier under: Professional Activities → Other

b) Ongoing column for scholarly publication:

Place under: SERVICE → Editorships and Reviews → Editorship Descriptor/Modifier =
Contributing → Editorial Board → Journal

Appears on dossier under: Editorial Activities → Contributing Editorial Board

10. I wrote a guest editorial for a journal. Where would I put that?

A single editorial (or single column)

Place under: RESEARCH → Publications → Abstracts and Short Entries

11. Where would I put encyclopedia entries?

a) Encyclopedia entry (≈ 1500 words or less)

Place under: RESEARCH → Publications → Abstracts and Short Entries

b) Long encyclopedia entries

Place under: RESEARCH → Publications → Chapters in edited books

More questions? Send to Chair of the Appointments, Promotion, and Tenure Committee.