



**UNIVERSIDAD DE PUERTO RICO  
RECINTO UNIVERSITARIO DE MAYAGÜEZ  
COLEGIO DE ADMINISTRACIÓN DE EMPRESAS  
OFICINA DE ACREDITACIÓN, AVALÚO Y MEJORAMIENTO CONTINUO**



**SEDONA  
DOCUMENTACIÓN**

# Agenda

- Bienvenida
- Documentando en Sedona
  - Guías que preparó la Dra. Yolanda Ruiz
- Contribuciones Intelectuales-Clasificación Boyer
  - Publicaciones
  - Actividades de enseñanza-aprendizaje- mas allá de las clases en el salón
  - Actividades profesionales
  - Servicios
  - Premios, reconocimientos, “scholarships”



# Documentación en Sedona está atada a cómo la Facultad está cualificada

Scholarly Academic (SA)	Scholarly Practitioner (SP)
Practice Academic (PA)	Instructional Practitioner (IP)



“Normally, a minimum of 40 percent of a school’s faculty resources are SA and 90 percent are SA+PA+SP+IP at the global level (i.e., across the entire accredited unit) and in disciplines defined by the school in alignment with degrees or majors”

# Documentando en Sedona

- Documentando en SEDONA
- Vaya a la Pantalla de “Help”
- Busque las dobles flechas
- Repase el módulo de la doctora Yolanda Ruiz

Comuníquese con la Oficina de Acreditación,  
Avalúo y Mejoramiento Continuo

[oa@uprm.edu](mailto:oa@uprm.edu)



Las flechas indican en dónde buscar "ayuda"

University of Puerto Rico at Mayagüez

Help Reports Builders & Tools Assessment Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Luz Gracia Morales, D.B.A., Professor  
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- BIO Sketch (NIH, NSF)
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- 2018-2019 Int. Contributi...
- 2019-2020 Activities Repo...
- Committees & Documents
- Journal Listing / Lookup
- Papers Under Review (All)
- Professional Development
- Research Activities
- Service Activities

**Builders & Tools**

- Survey Builder
- Template Builder
- Uploads Tool

**Research Activities Entry**

- Articles in Journals
- Articles in Proceedings
- Articles-in-Progress
- Books, Monographs ...
- Chapters, Cases ...
- Conference Presentations
- Grants & Gifts
- Patents & Trademarks
- Research Reports
- Software Development
- Other Research

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- Assurance Builder
- QBE Builder
- Scorecard Builder

**Service Activities Entry**

- Community Service
- Institutional Service
- Professional Service

**Experience Activities Entry**

- Consulting Experience
- Employment Experience
- Paid Service Experience

**Credentials Entry**

- Academic Degrees
- Courses Taken
- Licensures / Certifications
- Professional Development
- Professional Memberships

**Teaching Activities Entry**

- Courses Taught
- Exec / Prof Education
- Teaching Activities
- Teaching Schedule
- Teaching Syllabi

**Other Activities Entry**

- Honors/Awards/Scholarships
- Miscellaneous

**Message Center**

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Vaya al "Overview Tutorial" para que complete su perfil

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### Message Center

Bio Contact Narratives Expertise References Public Other

### Profile Photo



Supported Files Types: jpg  
Maximum File Size: 10MB

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### Biographical Information

Date of Birth

Date of birth in mm/dd/yyyy format  
After selecting the month and year, be sure to click on the day before leaving the calendar

Citizenship

(choose more than  
one by pressing Ctrl  
key)

Unknown  
Noncitizen  
Unknown

Country of Birth

United States of America

Esto es lo  
que  
encontrará  
en la parte  
del perfil

- Meta: Enlazar la información de Sedona con la información en la página WEB de ADEM.
- Vaya al enlace de “Video overview”-Para instrucciones

# Perfil

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1. Importante- Para ser una contribución intelectual (CI) no tiene que ser una publicación.

2. Las CI que no se documentan bajo Actividades de Investigación podrían documentarse en otro lado.

3. Para considerarse CI tienen que estar de forma escrita y ser revisada por pares o practicantes. Por eso es importante documentar todo.



1. Actividades de Investigación-Publicaciones y otras
2. Actividades de servicios
3. Actividades de experiencia
4. Actividades de enseñanza
5. Otras actividades: Honores, reconocimientos, "scholarship"



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## 1. Actividades de investigación



1. Artículos en revistas
2. Artículos en memorias (proceedings)
3. Artículos en proceso
4. Libros, monografías
5. Capítulos en libros, Casos,
6. Presentaciones en conferencias
7. Otras

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Servicios



Servicio comunitario - Mensajes y presentaciones a grupos comunitarios.  
 Servicio institucional - Comités de tesis, deberes y asignaciones informales de la universidad y del departamento, etc.  
 Servicio profesional - Nombramientos de comités a asociaciones profesionales, deberes de editor/revisor, discursos de apertura/invitados.

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Actividades-  
Experiencia



1. Experiencia de consultoría- Experiencia práctica
2. Experiencia de trabajo- Puestos en tu carrera, profesional como académica.
3. Experiencia renumerada- (Servicios en la junta de directores, testigo experto en un juicio, revisor de las preguntas para el examen CPA, o ser un revisor pagado por un libro de texto, etc

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Actividades de enseñanza



Cursos enseñados- N/A  
 Educación Profesional - Actividades profesionales  
 Actividades de enseñanza - Asesoramiento de estudiantes,  
 Colaboración con estudiantes en investigación, patrocinio de una  
 Asociación estudiantil u otras actividades de enseñanza.

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Otras actividades



Reconocimientos, "Awards", "Scholarships" - Ingrese cualquier honor o premio que se le haya otorgado, así como cualquier beca recibida. La diferencia entre un honor y un premio es que un premio tiene dinero asociado con él.  
 Misceláneos- Desarrollo de cursos, actividades de tutoría, diseño de páginas web, colocaciones de estudiantes, evaluaciones de equipos estudiantiles, etc.

# **Ejemplos de actividades que pueden documentarse**



- Relevant, active editorships with academic journals or other business publications.
- Service on editorial boards or committees.
- Leadership positions, participation in recognized academic societies and associations, research awards, academic fellow status, invited presentations.
- Significant participation in academic associations, professional standard-setting or policymaking bodies.



- Consulting activities that are material in terms of time and substance.
- Faculty internships.
- Development and presentation of executive education programs.
- Sustained professional work supporting qualified status.
- Significant participation in business professional associations, professional standard-setting bodies, or policymaking bodies.
- Practice-oriented intellectual contributions, as detailed in Standard 8.
- Relevant, active service on boards of directors.
- Documented continuing professional education experiences.
- Participation in professional events that focus on the practice of business management, and related issues.
- Participation in other activities that place faculty in direct engagement with business or other organizational leaders.





- Relevant, active editorships with academic, professional, or other business or management publications.
- Service on editorial boards or committees.
- Validation of SP status through leadership positions in recognized academic societies, research awards, academic fellow status, invited presentations, etc.
- Development and presentation of continuing professional education activities or executive education programs.
- Significant participation in academic associations, professional standard setting bodies, or policymaking bodies.



- Consulting activities that are material in terms of time and substance  
Faculty internships.
- Development and presentation of executive education programs.
- Sustained professional work supporting IP.
- Significant participation in business professional associations, professional standard-setting bodies, or policymaking bodies.
- Relevant, active service on boards of directors.
- Documented continuing professional education experiences.
- Documented professional certifications in the area of teaching.
- Participation in professional events that focus on the practice of business, management, and related issues.
- Participation in other activities that place faculty in direct contact with business and other organizational leaders.



## ➤ Intellectual Contributions

- Articles in newspapers
- Articles in Peer-Reviewed Journals
- Articles in professional publications
- Books
- Case studies
- Competitive research grant awards
- Contributions arising from membership of review panels for national or international research organizations
- Contributions as an editorial board member
- Editorial contributions
- Invited presentations
- Peer-Reviewed Academic/Professional Meeting Proceedings
- Competitive Research Awards Received
- Textbooks



- Case Studies – Entered as Intellectual Contribution only if peer or editorially reviewed and should include an instructor’s manual. Note: If Case study is published in a Peer-Reviewed Journal, enter as a “journal Article” – If case study is in a textbook, case collection, or similar outlet; enter as AI Contribution Type: Written Case with Instructional Material.
- Other Teaching Materials – Entered as an Intellectual Contribution only if publically available and has gone through some type of peer or editorial review process. Other teaching materials include instructional software, published study guides and instructor’s manuals, etc. (AI Contribution Types: Instructor’s Manual, Software Instructional; Study Guide)
- Professional practice standards, or public policy – This category includes work that faculty members with expertise in a specific area do for a professional/regulatory body, licensing, or certification decision. You will need to be able to provide evidence of impact on professional practice or public will. This category includes scholarly items such as substantial work on new professional standards (for CFA, AICPA, IRS, etc.), white papers, briefings, or position papers researching issues for government agencies, trade associations, foundations, NGOs, or advocacy agencies. (AI Contribution Types: Research Report; Technical Report)
- Other IC Type Selected by the School – Research monographs and chapters within a research text (AI Contribution Types: Monograph; Book, Chapter)

