



Guidelines

Log In Instructions

Go to sedonaweb.com

Account Type: Member

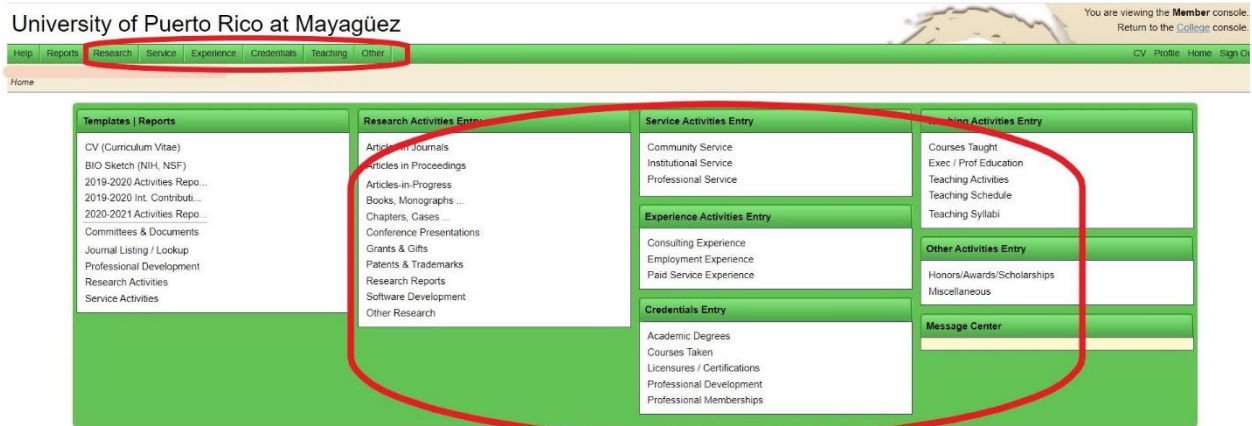
Member ID: UPRM employee identification number

Password: you should have selected one

Any trouble finding your Member ID, please contact me: oa@uprm.edu



Once you are logged in, you can use either the toolbar or the main screen to enter the corresponding information related to your **Research Activities, Service Activities, Experience Activities, Credentials or Other**.



Credentials Entry

This section includes your academic degrees, courses taken beyond your academic degrees, professional certifications, professional development and professional memberships.

- **Licensures/Certifications**

If you have any professional designation/license/certification, you need to go to Credentials Entry section or tab, and complete the requested information. Once you are done press save.

***All certifications need to be granted by the professional organization or association related to your teaching or academic discipline*.**

The screenshot shows the 'University of Puerto Rico at Mayagüez' website. The top navigation bar includes links for Help, Reports, Research, Service, Experience, Credentials, Teaching, and Other. A user is logged in as a 'Member' and is viewing the 'Credentials / Certifications List' page. The form for adding a new certification is displayed, with fields for: Year Awarded (dropdown), Range of years covered (text), Approved License / Certificate (dropdown), License / Certificate No. (text), and Location (City, State) (text). A 'Save' button is highlighted with a red circle.

- **Professional Development**

This section includes information regarding all activities you have been attending and that are related to your teaching discipline, academic background, teaching in general, among others.

When entering your data, make sure you complete the required information, identified with an *

✓ **Type of Activity:** From the pull down menu, choose one of the following:

The screenshot shows the 'University of Puerto Rico at Mayagüez' website. The top navigation bar includes links for Help, Reports, Research, Service, Experience, Credentials, Teaching, and Other. A user is logged in as a 'Member' and is viewing the 'Development List' page. The form for adding a new development activity is displayed, with a dropdown menu for 'Type of Activity'. The dropdown is open, showing a list of options: Research-Related Conference/Seminar, Assurance of Learning - Professional Development, Courses, Instructional-Related Conference, Other Professional Development, Professional Internships, Professional Seminars / Workshops, and Technology-Related Training. A 'Save' button is highlighted with a red circle.

✓ **Conference Event:** Go to the list to see if the event is already registered on the database, if not, enter the name in the line below.

- ✓ **Years:** Use Academic Year, make sure you select the appropriate one, depending if the event occur in the first or second semester.
- ✓ **Scope:** Scope of the event (not where it occurred)

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

CV Profile Home Sign Out

Home Development List Add Development Form

Back Save

Type of Activity *

Conference/Event *

Conference/Event/Venue List is constructed by Department

(enter if not in list)

Year(s) *

2022 2021 2020 2019 2018

Academic Year(s) *

Scope *

International National Regional State Local Unknown

State (Nation) *

City *

Codes:

Engagement *

Impact *

Innovation *

Mission *

CPE

Hours: 0.00

Funding Amount

Description

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

- **Professional Memberships**

Make sure you include all professional memberships and related time period. Please specify whether or not your membership is active.

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

CV Profile Home Sign Out

Home Professional Memberships List Add Professional Memberships Form

Back Save

Year (or range of years) *

Approved Membership *

(enter if not in list)

Scope *

International National Regional State Local Unknown

Status

This membership is active

Description (Impact)

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

Experience Activities Entry

- **Consulting Experience**

To be included as a consulting experience, an assessment from who receives the consulting needs to be provided. Routine consulting is considered professional service.

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

Home Consulting Experience List Add Consulting Experience Form

You are viewing the Member console. Return to the College console.

CV Profile Home Sign Out

Back Save

Type of Activity

Entity / Institution

Year(s)

Academic Year(s)

State (Nation)

City

Codes

Engagement

Impact

Innovation

Mission

Project

Contact Name

Deliverable

Description

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

Experience

International

Academic

- **Employment Experience**

Academic Positions: Teaching related only (i.e., instructor, visiting professor, adjunct professor, assistant professor, associate professor, full-professor).

Non Academic Positions: Includes university related positions and positions outside the university.

Workshops, conferences or similar activities are considered professional service

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

Home Employment Experience List Add Employment Experience Form

You are viewing the Member console. Return to the College console.

CV Profile Home Sign Out

Back Save

Entity / Institution

From Year

Until Year

State (Nation)

City

Position

Supervisor Name

Codes

Engagement

Impact

Innovation

Mission

Description

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

Type of Work

Experience

International

Academic

Rank / Appointment

Full-time

Full-time

Part-time

Internship/Fellowship/Scholarship

Administration

Sabbatical

Visiting Scholar or Professor

Leave

Affiliate Faculty

Leadership Program

Leadership Appointments

Select: Leadership Appointments

Check: Whether is related to your teaching discipline or if you own the business or practice.

Make sure you marked the corresponding entry

Service Activities Entry

- **Community Service:** Include only activities related to your teaching discipline. Although all types of community service are appreciated only those related to your discipline are reported to the accrediting agencies.
 - **Type of Activity:**

Chair of a Committee
Member of a Committee
Other Community Service Activities
Positions Held in Civic Organizations
Speech / Presentation at a Community Meeting

University of Puerto Rico at Mayagüez

You are viewing the **Member** console.
Return to the **College** console.

Help Reports Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Home >> Community Service List >> Add Community Service Form

Back Save

Type of Activity: [Dropdown]
Occasion/Entity: [Dropdown]
Year: [Dropdown] Academic Year(s): [Dropdown]
Scope: ☐ International ☐ National ☐ Regional ☐ State ☐ Local ☐ Unknown
Codes: [Dropdown]
Engagement: [Dropdown]
Impact: [Dropdown]
Innovation: [Dropdown]
Mission: [Dropdown]
of Days: 0.00
Month/Season: [Dropdown]
of Participants: [Dropdown] ☐ Open to Public ☐ Instructional
--- Enter a state and city if travel was required for this service ---
State (Nation): [Dropdown] City: [Text]
Funding Amount: 0.00
URL (must begin "http://"): http://
Description: [Text Area]
When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features ...

- **Institutional Services:** Include here your participation in faculty committees (we have no departments), thesis committees (identify student's name), university committees, systemic committees or related endeavors.

- **Type of Activity:** Choose One

Assurance of Learning - Institutional Service

Committee Chair

Committee Member

Faculty Advisor

Faculty Sponsor

Mentoring Activities

Other Institutional Service Activities

Student placements

Thesis / Dissertation - Chair

Thesis / Dissertation - Co-Chair

Thesis/Dissertation Committee Member

Writing Student Recommendations

- **Complete all required blanks**

University of Puerto Rico at Mayagüez

You are viewing the **Member** console.
Return to the **College** console.

Help | Reports | Research | Service | Experience | Credentials | Teaching | Other

CV | Profile | Home | Sign Out

Home >> Institutional Service List >> Add Institutional Service Form

Back Save

Type of Activity: Faculty Sponsor

Committee or Service or Graduate Student Name

University: -- Unassigned --

Appointment: Academic Year Calendar Year

Year: 2022-2023 2021-2022 2020-2021 2019-2020 2018-2019

Scope: Department College University State-wide Dissertation Thesis

Codes:

Engagement

Impact

Innovation

Mission

of Days: 0.00

URL (must begin "http://")

Description

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features.

- **Professional Service:** This section includes professional services provided by you and following ACBSP guidelines, professional activities are defined as:
 - Activities involving the use of professional expertise in helping solve practical problems in either the private or public sectors (e.g., professionally-related consultation, policy analysis, etc.)
 - Activities in support of professional organizations (e.g., attending and participating in professional meetings and performing in leadership roles in professional organizations)
 - Professionally-related service activities directly tied to the academic discipline of the faculty member and consistent with the stated mission of the business programs. (Community and university service activities not directly related to the faculty member's discipline do not satisfy this standard.)
- **Type of Activity:** Provides an extensive list but some choices are:

Academic Conference: Discussant
 Academic Conference: Moderator / Facilitator
 Academic Conference: Panelist
 Advisor
 Assurance of Learning - Professional Service
 Board Member: Advisory Board
 Board Member: Board of Trustees
 Board Member: PRJ Editorial Review Board
 Board of Directors: Moderate Involvement
 Board of Directors: Substantial Involvement
 Chair: Committee / Task Force
 Chair: Conference / Track / Program
 Conference/Seminars/Workshops
 Editor: Academic PRJ
 Editor: Associate Editor
 Editor: Book / Textbook
 Editor: Conference Proceedings
 Editor: Guest Editor of Journal
 Editor: Pedagogical PRJ

Entity: Name of Journal/Conference/Venue/Company depending on the activity you identify previously.

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

CV Profile Home Sign Out

Home Professional Service List Add Professional Service Form

You are viewing the **Member** console.
Return to the **College** console.

Back Save

Type of Activity *

Entity - Journal/Conference/Venue/Company *

Journal/Conference/Venue/Company List is constructed by Department

(enter if not in list)

Year *

2022
2021
2020
2019
2018

Academic Year(s) *

Scope *

Codes:

Engagement *

Impact *

Innovation *

Mission *

of Days *

0.00

State (Nation) *

City *

Funding Amount *

0.00

URL *

(must begin "http://")

http://

Description

When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

Research Activities Entry

This section allows you to disclose your activities regarding your intellectual contributions in the form of: articles in journals, article proceedings, conference presentations, books & chapters, among others.

• Articles in Journals

- Identify the title of your article (do not use “ ”)
- Periodical: enter the complete journal's name
- Select the status: Accepted/Published/Invited
 - If you select accepted, please be aware once you have the complete information on when it is published, you need to update the information, identify the volume, issue and pages. If it's an electronic publication, then you need to type the URL and the DOI (if available)
- Research Type (per ACBSP)

SD: The **scholarship of discovery** is the closest to what is meant by the term "basic research." Freedom of inquiry and freedom of scholarly investigation is an essential part of higher education. The capacity to carry out the scientific method and to conduct meaningful research is an important aspect of learning. In institutions whose primary mission is undergraduate teaching, the dissertation or other comparable piece of creative work could suffice for this; however, institutions having research missions and graduate programs would be expected to have on-going research activities.

SA: The **scholarship of application** moves toward the active engagement of the scholar. It focuses on the responsible application of knowledge to consequential problems. In the past, this type of activity has been called applied research and/or development. Note that this is not to be a catch-all category. The scholarship of application does not include regular service activities or routine consulting. (These are considered professional activities and are discussed below.) The scholarship of application must be tied directly to one's field of knowledge and relate to, and flow directly out of, creative professional activity. The engagement in applied research and/or development may take the form of contract research, consultation, technical assistance, policy analysis, or program evaluation--if these are meaningful intellectual activities. This kind of scholarship requires creativity and critical thought in analyzing real problems. These activities must be documented and should include an evaluation from those receiving these services.

ST: The **scholarship of teaching** can be the most rigorous scholarship of all. It starts with what the teacher knows—teachers must be widely read and intellectually engaged in their fields—but teaching becomes consequential only when knowledge can be conveyed and is understood by others. The scholarship of teaching has to do with understanding how students learn in different fields. To be a good teacher means not just knowing the field, but also understanding and using the most effective teaching methodologies available. This includes the development of new teaching materials, development and evaluation of new methods of instruction, and the development of techniques to evaluate the effectiveness of instruction. Each of these activities must be documented and assessed. Documentation could include publications dealing with pedagogy and/or teaching techniques, participation in workshops and seminars devoted to improving teaching skills, written evaluations of teaching materials, and the development of outcomes assessment tools.

SI: The **scholarship of integration** seeks to interpret, to draw together, and to bring new insights to bear on original research. The scholarship of integration means fitting one's work into larger intellectual patterns. The scholarship of integration is necessary in dealing with the boundaries of the human problems of today, which do not always neatly fall within defined disciplines. It is essential to integrate ideas and then apply them to the world in which we live. Writing comprehensive articles and monographs, participating in curricular innovation, conducting interdisciplinary seminars, and textbook writing are examples of the scholarship of integration.

- If your article is the result of collaboration with other colleagues, please fill out the right hand side of the screen, and if the co-authors are from the College of Business, select their names in the corresponding pull-down menu.
- When doing this the information will also appear in your colleague's CV, so before adding the information, make sure the article is not already in your CV.

University of Puerto Rico at Mayagüez

Help Reports Research Service Experience Credentials Teaching Other

CV Profile Home Sign Out

Home Conference Presentations List Add Conference Presentations Form

Back Save

Title of Presentation *

Conference/Event *

Conference/Event/Venue List is constructed by Department

(enter if not in list)

Status *

☐ Accepted ☐ Presented

Year Accepted *

Day

Academic Year *

Research Type *

☐ BDS ☐ AIS ☐ TLS ☐ NIC

Scope *

☐ International ☐ National ☐ Regional ☐ State ☐ Local ☐ Unknown

Type *

☐ Academic ☐ Professional

Refereed *

☐ Yes ☐ No ☐ Reviewed by editor or subject matter experts (Invited)

State (Nation) *

City *

Presentation Type *

Paper (independent)

Funding Amount

0.00

Codes:

Engagement

Impact

Innovation

Mission

Associated Grant

Duplicate record(s)

☐ Proceedings ☐ Subscription dataset ☐ Student Collaboration

Other

Month

URL

(must begin "http://")

Keywords

To add records to the Sedona accounts of co-author colleagues at University of Puerto Rico at Mayagüez, select your co-authors from the colleagues drop-down list.

Colleagues: Select options

Co-authors:

Authors' information (drag/drop to order as in publication): *

1 First name or initial
Middle name or initial
Last name
Affiliation
Country
United States of America

2 First name or initial
Middle name or initial
Last name
Affiliation
Country

3 First name or initial
Middle name or initial
Last name
Affiliation
Country

4 First name or initial
Middle name or initial
Last name
Affiliation
Country

5 First name or initial
Middle name or initial
Last name

August 27, 2021, 10:17 A SEDONA Systems © 2002-2021. All Rights Reserved Woodroof Consulting

Other Activities Entry

This section includes any honors or awards, recognitions you have received.

Category: Choose one from the pull-down menu

▼

Research

Teaching

Teaching-Research

Teaching-Research-Service

Service-University

Service-Professional

Service-Community

Other

Internal

External

High

Medium

Lifetime

Student

Title *

Organization *

Year * 2022 **Academic Year(s) ***

Type * ☐ Honor ☐ Award ☐ Scholarship

Category *

Status * ☒ Received ☐ Nominated

Codes:

Engagement

Impact

Innovation

Mission

Description
When copying/pasting from Microsoft Word, use the Paste as Plain Text or Paste from Word features

Reports:

To see or print your CV, go to report and select CV (Curriculum Vitae)

General Comments:

1. Before adding any information, make sure you review the current version of your CV, so you don't have any duplicate information.
2. After adding any entry, make sure you save the information.
3. Press the ADD button to add more information in any of the different areas.