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: oaa@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.*
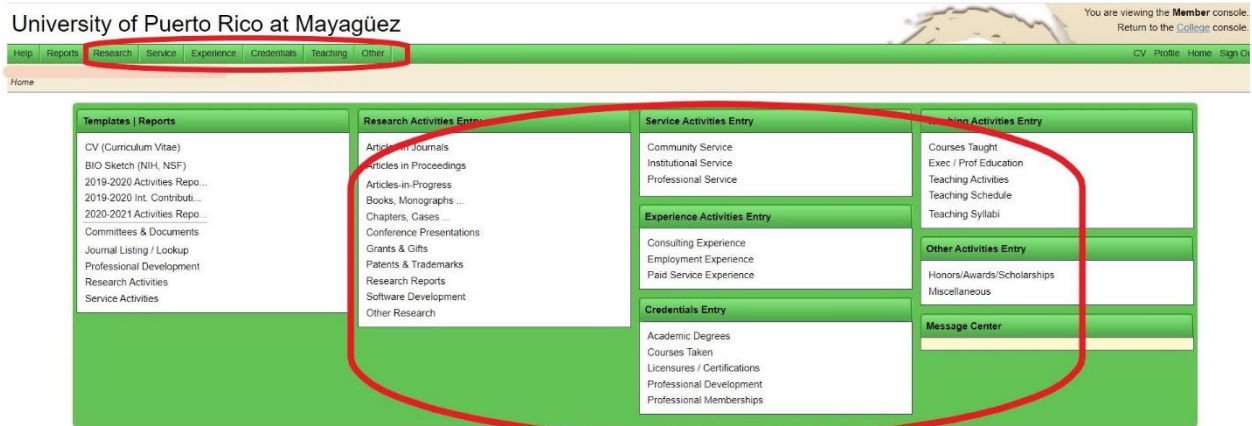
Credentials Entry

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.

- **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:

- ✓ **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)

- **Professional Memberships**

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

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.

- **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

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

- **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/Disertation Committee Member
    Writing Student Recommendations

  - **Complete all required blanks**

- **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.

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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 updated 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.

- **Articles in Proceedings and Conference Presentations**

This section will include those papers presented in a conference that will be included in the conference proceedings, either as an abstract or full –paper.

Conference Event: Choose the conference or event from the pull-down menu, if it's not there; type it in the line below.

Select whether the article was accepted to be published in the proceedings or if it's already published. Research Type (refer to information in Articles in Journals).

Make sure you are consistent with this information: if this paper is presented in a conference and published in proceedings, must have the same research type.

Co-Authors (refer to previous section).

Other Activities Entry

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

Category: Choose one from the pull-down menu

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CV Profile Home Sign Out

Home ••• Honors/Awards/Scholarships List ••• Add Honors/Awards/Scholarships Form

Back   Save

Title *
Organization *
Year *

2022	Academic Year(s)*
2021	
2020	
2019	
2018	
2017	

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

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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.

August 2016 - Prepared by Dr. Y. Ruiz-Vargas
Based on Prior Documentation prepared by Graduate Student María C. Morales
August 2021- Reviewed by Wanda Colón