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# Navigating Your Works Account

Digital Measures

UNIVERSITY OF MINNESOTA
Driven to Discover℠

## About Works

Works is a web-based tool for reporting and keeping up-to-date records of your activities and accomplishments. Works provides tools to make account entry as efficient and intuitive as possible.

**This guide provides you with an overview of the *Works* activity reporting system.**

**Please note:**

★ Starred sentences in this guide provide specific instructions about what information to complete on each screen. ***Please pay particular attention to these instructions.***

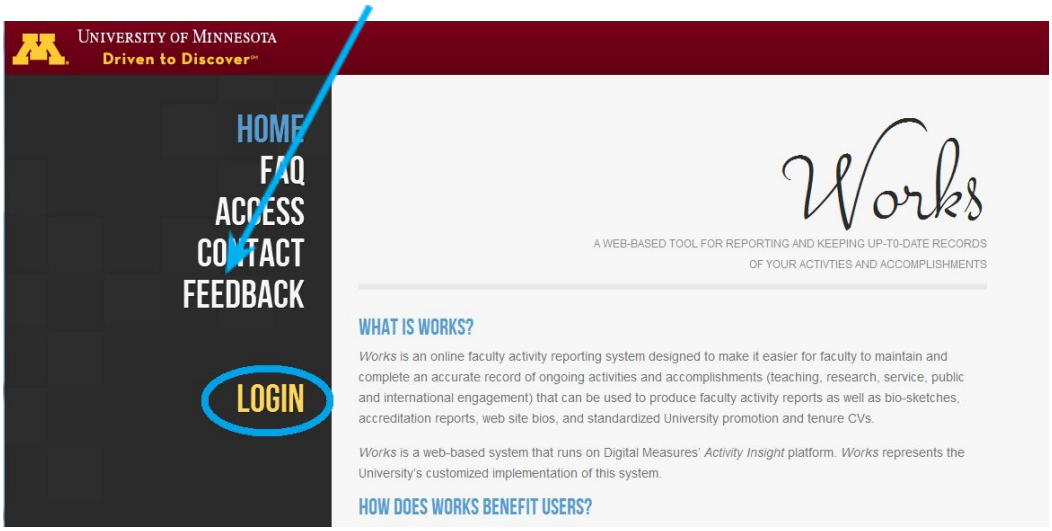
**Please note:**

**You will also find instructions (in boxes highlighted in gold) for entering information that is specific to your department of college. *Please pay particular attention to these instructions.***

## An Overview of Works

### Logging In

Access http://works.umn.edu/ and click the yellow login button. Enter your university login (X.500 username and password).

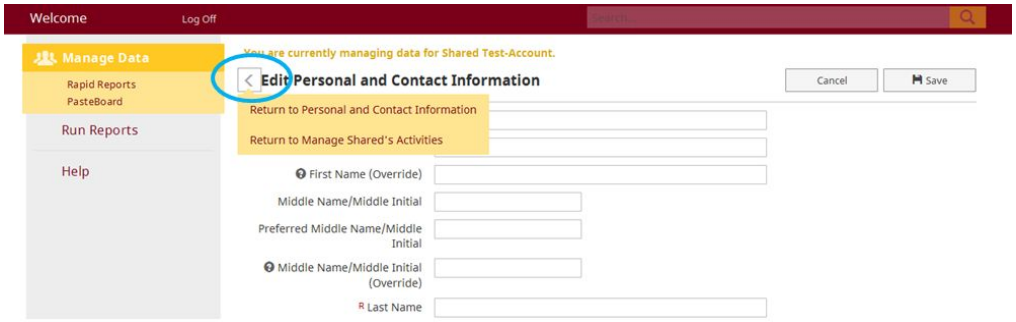


## Manage Activities Screen

From your home screen, you are able to access all areas of your Works account—enter data, run reports and contact your administrator.

## Navigation

Use the "<" in the upper left corner to return to the previous screen.




There are different actions you can take while in your Works account:

To add a new record, use the

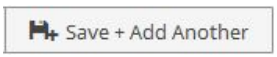
button.

To delete a record, use the button.

To copy a record, use

the button.

To save a record, use

the button or 

the button if adding another record.

## PasteBoard

PasteBoard helps you copy-and-paste text from another document quickly. Text can be copied from a document (such as your Microsoft Word CV) and pasted into the PasteBoard. From the PasteBoard, you are able to drag-and-drop into specific fields.

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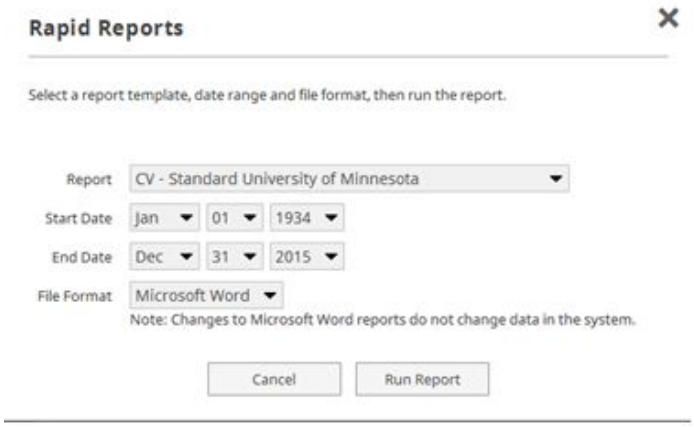
## Rapid Reports

Rapid Reports allows you to run a report such as your formatted annual activity report.

Once you select Rapid Reports, you are able to select the type of report, the dates, and the file format.




You will likely be using the rapid reports function to generate an annual activity report. In the case of the annual activity report, you will either run the standard report or the college-specific report depending on your department's instructions. These reports are predefined reports for individual faculty use.

## Print to Reports/Public Profile Boxes

You will see the following checkboxes while entering your data in Works. These allow you to control what appears on your reports and public web profile if Works information is used for this purpose in your college. In many cases, the boxes are automatically checked. To uncheck or check a box, you need to click on the box once.

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## International/Public Engagement Activities

Select screens in your Works profile provide an area at the bottom of the record to enter details for an international or public engagement component. Answering "Yes" to either of these questions will open additional fields for capturing information.

**International and/or Public Engagement component**

Was/is this an international activity? [ ]

Does this activity involve a community or other outside entity? [ ]

> ★ Enter international and/or public engagement information when applicable.

This information helps your department and college document their international and community reach.

## Dates

NOTE: Dates are **ESSENTIAL** to everything you save in Works—entries will not save without dates because reports pull records based on dates.

- ➔ If an activity was only one day, enter the day as end date.
- ➔ If an activity is ongoing, enter only the start date.

# Entry Guide

## Section: Works Activities: General Information

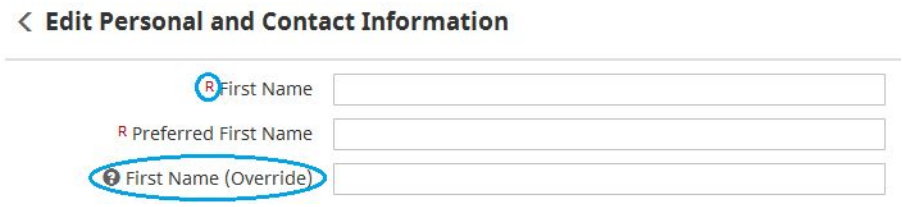
## Screen: Personal and Contact Information

> ★ Enter general information including a short biography, research interests, preferred name, endowed position name etc.
> ★ Enter advanced to native language proficiency in languages other than English.

You need not enter information on this screen on an annual basis.

You are unable to edit read-only fields (fields with a red capital R). These fields are imported from the PeopleSoft UMN database. Contact your administrator to fix any errors in the imported fields. If you

would prefer a name other than that listed in your Works account, the override fields are there for this purpose. All fields other than the read-only fields are manual entry.




## Screen: Education

> ★ Enter your earned degrees/institutions attended.

Fill in all of the relevant fields (the only required field=Date Completed). You need not enter information on this screen on an annual basis.

### Screen: UMN Faculty Promotion Dates

Please enter promotion dates. If promotion dates were already entered, please review and correct if necessary. You need only enter the year of your promotion.

### Yearly Data

Yearly Data contains your current appointments at the University.

> ★ Enter any additional appointments if applicable. The fields for primary appointments are imported and cannot be edited. If you notice any errors, please contact your department administrator.

## Screen: Leaves

> ★ Report activities and accomplishments for sabbatical and single semester leaves upon completion of the leave. Other leaves may be captured here if instructed by your college.

### Screen: Current Position and Employment History

Use this screen to add **employment** records as you would like them displayed on reports.

> ★ Enter current and past employment.
> ★ Enter affiliate or graduate faculty positions, including those in other departments.

Complete all of the relevant fields for your entries (the only required field=date).

## Screen: Administrative Assignments

- ★ Add administrative appointments (e.g. Associate Dean, Director of Graduate Studies, etc.) you have held at either the University of Minnesota or another institution of, or related to, higher education.

Fill in all of the relevant fields for your entries (the only required field = date).

## Screen: Awards and Honors

- ★ Enter any awards and honors you have received or for which you were nominated.

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| **Landscape Architecture** | Examples may include CELA, ASLA, Sigma Lambda Alpha, CDes, or University Awards. |

## Screen: Fellowships, Residencies, and Visiting Engagements

- ★ Enter fellowships, residencies, visiting artist engagements, visiting professorships, visiting scholar positions or other related positions.

## Screen: Consulting

- ★ Enter consulting activities (e.g. academic, government, litigation, etc.)
- ★ NOTE: Some activities will be more appropriately listed in the Service section of Works.
- ★ Indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

## Screen: Professional Memberships

- ★ Record any current affiliations you have with professional organizations, along with leadership positions in these organizations.

## Screen: Professional Development

- ★ Enter information about mentoring/career advising relationships in which you were the mentee.
- ★ Record any professional development activities.

The "Activity Type" drop-down shows activities that fall under professional development. **Note: Professional memberships** should be entered on the Professional Memberships screen.

## Screen: Licensures and Certifications

- ★ Record any professional licensures or certifications you have.

## Screen: Media Appearances

- ★ Record media appearances, including TV, radio, newspaper, magazine, internet, or other interviews or media mentions.
- ★ NOTE: Most of your publications should be entered on the "Publications & Intellectual Contributions" screen.
- ★ Indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

## Screen: Annual Goals and Narrative

- ★ Provide a narrative about your accomplishments and goals as required by your department or college. The narratives and goals of this screen are included in your annual activity report.

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| **Landscape** | In the sections provided, describe in layperson's terms what is exciting, |

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| **Architecture** | innovative, and/or integrative about the work you are doing and how your efforts may have an effect on the Department, College, the wider University, the community, and the environment in general. For example, is there a particular transformation of students, colleagues, or circumstances in and around landscape architecture of which you are particularly proud?<br><br>Additionally, consider the following questions:<br>● What was (were) your most significant accomplishment(s) in the past 12 months? Who, if anyone, was partnered with you in this work? How would you hope the Department and/or the College would build on these accomplishments?<br>● What obstacles made it difficult for you to accomplish as much as you had planned? What could be done to mitigate the impact of these obstacles?<br>● Are there leadership, human resources issues or significant collegial and/or staff circumstances that need to be addressed?<br><br>In the "Teaching and Advising" section, please note any existing BED courses that look as if they might be attractive to you, or if you have an idea for a new large lecture course you may wish to teach to a more general University undergrad audience. |
| **Architecture** | Include your overall workload balance and any changes you would like to make in the future. Include plans for future leaves or teaching reductions. Please provide comments regarding an overall self-evaluation and include an overall self rating (above expectations, at expectations, or below expectations).<br><br>In the "Teaching and Advising" section, include a one-paragraph narrative providing information specific to your courses or any issues that are outside the one year window of this review, such as:<br>● Development of a new class<br>● Program leadership<br>● Adjunct mentorship<br>● Co-teaching<br>● Master's Final Project students (committee chair)<br>● Course buyouts, leave/sabbatical<br>● Teaching honors and awards<br>● Future courses you would like to teach<br>Also in this section, please include a teaching self evaluation. Rate your teaching this last year as (above expectations, at expectations, or below expectations).<br><br>In the "Research, Scholarship, and Creative Activity" section, include a narrative providing information specific to your research and any information that falls outside this one year window of review, such as:<br>● Progress of manuscripts or articles under development |



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| | • Context for any completed publications or grants that were not accepted for publication or award, including potential for reworking into other proposals<br>• Support needed for success<br>• Plans/funding source for future research assistants<br>Also in this section, please include a research and scholarship self-evaluation. Rate your research and scholarship/creative practice this last year as (above expectations, at expectations, or below expectations).<br><br>In the "Service and Public Engagement/Outreach" section, include a narrative providing information specific to your service and any information that falls outside this one year window or review, such as:<br>• Any leadership roles, awards or honors<br>• Support needed for success<br>• Plans/funding source for future travel related to service<br>Also in this section, please include a service/outreach self evaluation. Rate your service and outreach this last year as (above expectations, at expectations, or below expectations). |
| **Design, Housing, and Apparel** | For the previous year, include a self-evaluation of scholarship, teaching, service, administration, and professional development.<br><br>For the year ahead, include goals for teaching, service, administration, and professional development. Please use SMART guidelines: Specific, Measurable, Attainable, Realistic, and Time-Based. |

### Screen: Scholarly Reviews of/Commentaries on My Work

- ★ Document scholarly reviews of your work. This may include written reviews, Festschriften, symposia, panels, author-meets-critic, etc.
- ★ NOTE: In some cases, this information may be better suited for inclusion on the Media Appearances screen.

## Section: Works Activities: Teaching

### Screen: Scheduled Teaching

- ★ Use the annotation field for scheduled teaching to add comments as needed.
- ★ Some teaching records may be more appropriately listed on the Postdoctoral Mentoring, Directed Student Learning, and Other Student Supervision screen.



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★ Indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

Information on this screen is imported from the PeopleSoft UMN database. Imported scheduled teaching is read-only for most fields. If a record is incorrect, please ask your department administrator to correct it in PeopleSoft—this will update the information in Works. You are able to edit a few fields in scheduled teaching.

## Screen: Academic and Committee Advising

★ PhD Graduate Placement: If applicable, indicate the last known placement information for your former Ph.D. students who graduated or who secured positions before graduation (only Ph.D. students where you served as Ph.D. advisor) on this screen.
This will help the department provide evidence of successful placement of doctoral students in both academic and non-academic fields.

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| **Landscape Architecture** | In the Annotation section, include additional information about student projects completed under your direction. |

Information on this screen is  imported from the PeopleSoft UMN database. If a record is incorrect, please ask your department administrator to correct it in PeopleSoft—this will result in a change in Works.

## Screen: Advising Totals

Information on this screen is imported from the PeopleSoft UMN database. If you manually add a record on the "Academic and Committee Advising" screen, you must update the totals on this screen to adequately reflect the manually entered records.

## Screen: Postdoctoral Mentoring, Directed Student Learning, and Other Student Supervision

★ This screen is appropriate for teaching activities that are not included in the regular course schedule under your name.
★ Postdoctoral Placement: If applicable, please indicate the last known placement information for your former postdoctoral trainees. This will help your department document successful placement of postdoctoral trainees.

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| **Landscape Architecture** | In the Annotation section, include additional information about student projects completed under your direction. Awards or recognition received by present of former students can also be captured here. |

## Screen: Instructional Activity (Guest Lectures, Clinical Rotations, etc.)

- ★ Record any instructional activities you have **led** that are not captured on the Scheduled Teaching screen. Some examples of activities under this category are Continuing Education, Guest Lectures, Clinical Rotations, etc.
- ★ NOTE: non-credit activities in which you were a participant should be entered on the "Professional Development" screen.
- ★ Indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

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| **Landscape Architecture** | Guest Lectures in other courses can be captured here. |
| **Design, Housing, and Apparel** | Include any unscheduled credits (problems, independent study, field experience, internships) on this screen. |

## Screen: Curriculum Development

- ★ Record activities associated with developing courses you teach, academic program development, and learning assessment activities.
- ★ NOTE: the brief descriptions (150 words) for curriculum development and collaborative efforts and activities appear on your Works formatted CV. The longer descriptions (300 words) are included on your Works formatted annual activity report.
- ★ At the bottom of the page, indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

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| **Landscape Architecture** | Course and curriculum development, videotapes, slide sets, or computer software on teaching can be captured here. |



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| **Design, Housing, and Apparel** | Program development and major course changes or development can be captured here. |

## Section: Works Activities: Scholarship/Research/Creative Activities

### Screen: Creative and Artistic Practice, Performances, and Exhibits

- ★ Record exhibits and performances related to art, design, creative writing, dance, drama, music, theater, or other areas. An image, movie, or audio file related to the entry may be attached to the record. Hit "Choose File…" and select the item from the files on your computer.
- ★ At the bottom of the page, indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

### Screen: Grants, Sponsored Research, and Contracts

- ★ Add dollar amounts and annotation as needed.
- ★ At the bottom of the page, indicate whether the activity involved a community or other outside entity or if it was an international activity. Completing information for these activities helps the department and college document their public involvement and international reach.

UMN Grants are imported from PeopleSoft and appear as they were recorded by the Sponsored Project Administration (SPA). Proposal titles and names of sponsoring organizations may appear truncated and in all capital letters. To correct proposal titles/names, you may enter information into the override fields to ensure that it appears correctly on your report. NOTE: these screens are **only for grants received while at the University of Minnesota.**

### Screen: Biographical Sketch

- ★ Enter information relevant to your biographical sketch if applicable.
  After completing the screens, you are able to run a report for your NIH Biographical Sketch or your NSF Biographical Sketch. This saves you the time of formatting the sketches.

## Screen: Other Grants, Awards, Gifts, or Endowment Earnings (manual entry)

- ★ Enter grants  or other awards and gifts that were not captured in the Grants, Sponsored Research, and Contracts screen or that you received while not at the University of Minnesota. Note: "Institution" refers to your affiliated institution at the time.

## Screen: Publications and Other Intellectual Contributions

- ★ For multi-author publications, please indicate in detail your role and contributions in the annotation field.
- ★ A guide for importing publications is provided at works.umn.edu

## Screen: Patents and Intellectual Property

- ★ Record your filed, issued, or licensed patents

## Screen: Presentations

- ★ Enter your presentations. This screen requires at least the presentation type and date fields

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| **Landscape Architecture** | In the Annotation section, indicate how presentations relate to the areas of teaching, research, and service. |

## Screen: Research/Creative Activity Currently in Progress

- ★ Enter any research that is in progress (e.g. not yet funded, ongoing, or otherwise does not fit into other categories within Works).
- ★ At the bottom of the page, indicate whether the activity involves a community or other outside entity or if it is an international activity. Completing information for these activities helps the department and college document its public involvement and international reach.

## Screen: Professional Practice Projects

★ Enter any activities that involve professional practice projects.

# Section: Works Activities: Service

## Screen: University of Minnesota

★ Enter any service within the University of Minnesota (department, college, campus, university).

## Screen: Professional

★ Enter any service to the profession, including editorships.

## Public/External/Community

★ Enter any public, community, or other external service.

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| **Landscape Architecture** | Participation on panels to judge proposals for government meetings or panels concerned with instruction as well as invited participation in reviews of instructional programs at other universities, etc. can be entered here. |

## Mentoring/Career Advising

★ Document mentoring/advising that you provided, for example: career advising, mentoring of colleagues and junior faculty, and peer mentoring. Mentoring of students and trainees should be entered on the *Postdoctoral Mentoring, Directed Student Learning, and Other Student Supervision screen*. Mentoring that you received should be entered on the *Professional Development* screen.



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## Including Additional Attachments for your final Annual Activity Report

There are a few screens in *Works* that will allow you to upload specific documentation related directly to the record (such as uploading a syllabus for a course listed in the *Scheduled Teaching* screen). Some colleges and departments may request additional documentation to be submitted separately along with your Annual Activity Report. In such cases, you should run your report in *Works* and either save or print out this report. This report can then be submitted, either electronically or in paper form, along with any other additional attachments.

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| **Architecture** | Submit the following attachments:<br>● Current CV<br>● All previous year course evaluations |
| **Design, Housing, and Apparel** | Submit the following attachments:<br>● Current vitae to be posted on your faculty profile webpage<br>● Peer review (review of your course and/or your review of a colleague's course). Include the course name and number, the term, and the name of the reviewer |