IOWA

College of Public Health

Academic Profiles User Guide

May 2024

Table of Contents

What is Academic Profiles?

Academic Profiles is a University of Iowa created academic data collection tool that is utilized both as the interface that generates the faculty web profile and for generating the faculty CV.

How do we use faculty information?

The College of Public Health uses information entered into the Academic Profiles interface for a variety of purposes. The College uses the data for reporting purposes such as annual tracking of our collegiate outcome measures, CEPH accreditation data reports, faculty public-facing web profile, and faculty CV generation, to name a few.

Keeping Up-to-Date Records is Important

It is crucial that information in the Academic Profiles interface is kept as up to date as possible. Having current data is important for our reporting needs so that we get the most accurate data set possible. It is also important that your public-facing web profile and CVs is an accurate depiction of yourself.

Questions/Comments?

Please contact Becky Toner (**becky-toner@uiowa.edu**) for any questions or comments.

Academic Profiles Dashboard

https://profiles.uiowa.edu

The Academic Profiles Dashboard has two different sections, one to enter information for the public-facing web profile and one for the faculty CV. You can switch between the two sections using the toggle buttons that are on the left-hand side of the screen.
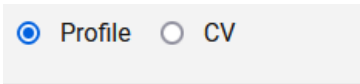
Depending on which section that you select, there will be a different list of categories that you can select to update. (Note: Anything updated in a category that is common to both the Profile and CV sections will automatically update for both.)
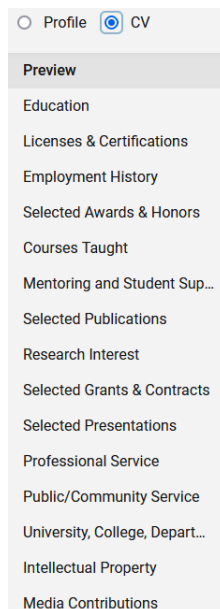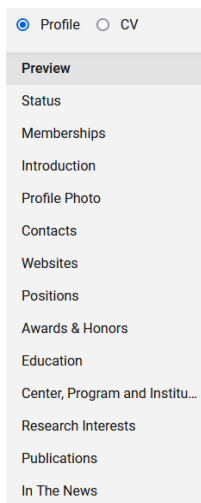

Profile Screen

The Profile screen is where you can get a preview of what your public-facing web profile will look like. You may see some categories listed under this section that you will not have rights to edit (e.g. Status, Memberships, etc.). Those sections can only be edited administratively at the college level. (Please contact Becky Toner at **becky-toner@uiowa.edu** for edits to those sections.)

Helpful Information for Entering Data

- Within each section, there is a Help button in the upper right corner of the screen that includes an explanation of type of content for the section and required format for entry. There is also an example included of what the entry should look like. Some help sections include additional notes for data entry in this section. Please refer to this section for suggestions of optional information to include in the "Notes" section.
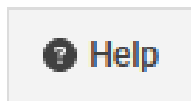
- In each screen, once you have entered your data click "+ Add Item" to save information once entered.

- Editing previously entered data can be done directly on the entry by clicking the pencil icon (✎) in the entry that you want to edit.

- Next to "Year" entry boxes, there are three dots (⋮). If you click these, a separate box will pop up for you to select additional date option filters.
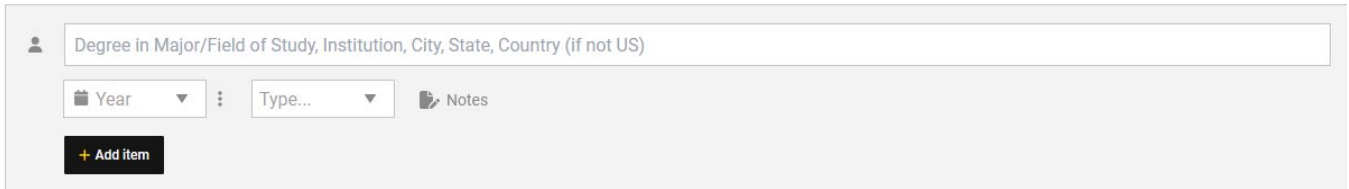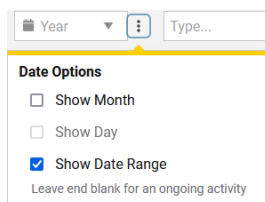

- Additional information can be entered in the notes section. A textbox will open once you click the "Notes" icon. (E.g. Mentor, Honors/Distinctions, Dissertation/Project/Thesis Title, Percent of Course Taught, etc.)

- There is a person icon next to each entry text box (👤). This icon can be clicked on to indicate different preferences for your web profile. This can also be edited on individual entries that have already been entered in the system.

  - Default Icon: - Will be added to your profile as is.

  - Featured Activity: - Will be added to your profile as a featured/highlighted activity.

  - Internal Use Only: - Will not be added to your profile and will only be used internally.

- There is a sort button (⇅) above the entries saved in the system. You may need to hit this to have the most recent entry show at the top. (NOTE: If you enter something and are not seeing it in your list after you save, hit this button once or twice to sort to most recent and it should show up.)
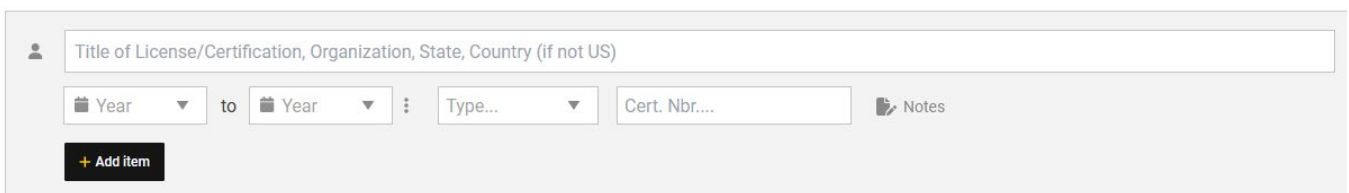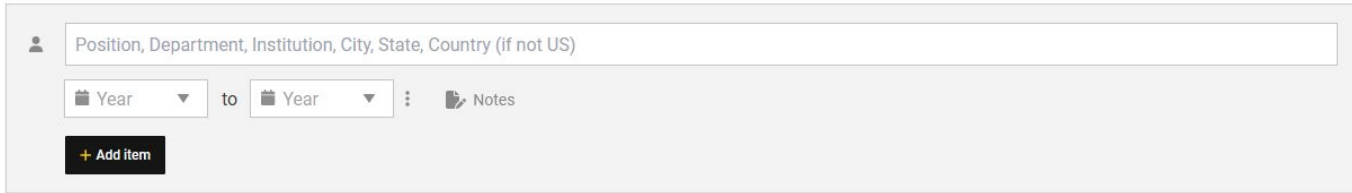
Data Entry Screens

Education

- Enter educational degree information as Degree in Major/Field of Study, Institution, City, State, Country (if not US).

- Do not put periods in degrees. E.g. use PhD instead of Ph.D.

- Information such as Mentor, Honors/Distinctions, Minor, Dissertation/Project/Thesis Title, etc. can be entered in the notes section. A textbox will open once you click the "Notes" icon.
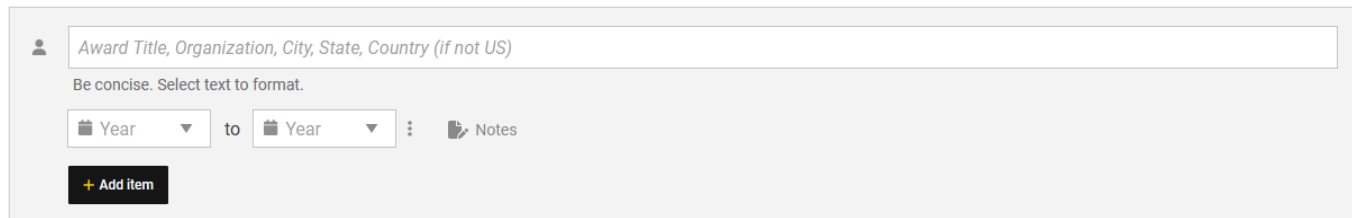
Licenses & Certifications

- Enter information as Title of License/Certification, Organization, State, Country (if not US)

- Specify an end date if the license/certification is no longer active.

- Certification number is optional.

- Type options: License, Certification, or Unknown

Employment History

| 👤 | Position, Department, Institution, City, State, Country (if not US) |
| 📅 Year ▾ | to | 📅 Year ▾ | ⋮ | 📝 Notes |

+ Add item

- Enter information as Position, Department, Institution, City, State, Country (if not US)
- Click the 3 dots next to the Year boxes for additional date options. (e.g. to be able to indicate month, etc.)

Selected Awards & Honors

| 👤 | Award Title, Organization, City, State, Country (if not US) |

Be concise. Select text to format.

| 📅 Year ▾ | to | 📅 Year ▾ | ⋮ | 📝 Notes |

+ Add item

- Enter information as Award Title, Organization, City, State, Country (if not US)
- Click the 3 dots next to the Year boxes for additional date options. (e.g. to be able to indicate month, etc.)

Courses Taught

| 👤 | "Course Title, Course Number (i.e. subject:course:section), Institution, City, State, Country (if not US), Credit Hours: #, Enr: #, Percent of Course: ##.#%" |

📅 Semest… ▼ | Year ▼ | to | 📅 Semest… ▼ | Year ▼ | ⋮ | Role… ▼ | Scope… ▼ | 📝 Notes

+ Add item

- Enter information as Course Title, Course Number (i.e. subject:course:section), Institution, City, State, Country (if not US), Credit Hours: #, Enr: #, Percent of Course: ##.#%

- Click the 3 dots next to the Year boxes for additional date options.

- Role options: Primary Instructor, Guest Lecturer, Team Teacher, Course Director, Course Supervisor, Coordinator, Teaching Assistant

- Scope options: University of Iowa, Other Institutions (use to indicate if the course was taught at the UI or a different institution)

Mentoring and Student Supervision

| 👤 | First Name Last Name, Level (Graduate/Undergraduate/Medical Students, etc.), Program, Degree Objective, Institution (role) |

📅 Semest… ▼ | Year ▼ | to | 📅 Semest… ▼ | Year ▼ | ⋮ | Type… ▼ | Student Completion… ▼

📝 Notes

+ Add item

- Enter information as FirstName LastName, Level (Graduate/Undergraduate/Medical Students, etc.), Program, Degree Objective, Institution (role)

- Click the 3 dots next to the Year boxes for additional date options.

- Type options: Advisor, Thesis/Dissertation Committee, Capstone Project, Comprehensive Exam, Honors Thesis, Independent Study, Internship Advisor, Mentor, Peer Mentor, Postdoctoral Research Supervision, Research Assistant, Supervised Research, Supervised Teaching Activity, Other Supervision

- Student Completion options: Completed, In Process, Withdrawn

Selected Publications

👤	*Authors (bold faculty member's name). (pubYear). Title. Journal. Volume (number):page numbers. DOI. PMID. PMCID.*

Be concise. Select text to format.

📅 Year ▾ ⋮ | Journal Articles ▾ | Status... ▾ | Peer Reviewed... ▾

Are any of the authors students?... ▾ | 🖉 Notes

+ Add item

- Enter information as Authors. (PubYear). Title. Journal. Volume (number):page numbers. DOI. PMID. PMCID.

- Click the 3 dots next to the Year boxes for additional date options.

- Type options: Journal Article (default), Abstracts, Books, Conference Proceedings, Editorials, Magazine/Trade Publications, Reviews, Software, Technical Reports, Other Publications

- Status options: Accepted/In Press, In Preparation; Not Yet Submitted, Published, Revising to Resubmit, Working Paper, Unknown

    o   *** Be sure to update the status as the paper progresses and changes status.

- Was the Publication Peer Reviewed? Yes or No response

- Are any of the authors students? Yes or No response.

    o   **** We use this section for CEPH Accreditation and collegiate annual outcome measures. Please indicate an answer for this section if possible.

- Note: Only publications marked as "Published" will be shown on the profile page. You will need to edit the sharing feature for a publication if it is in a different status and you want it to show on your web profile.

Research Interests

👤	Title

Type... ▾ | 🖉 Notes

+ Add item

- Enter Area of Expertise, Research Interests, or Teaching Interests in text box.

Selected Grants and Contracts

- Enter information as Title; Sponsor; Investigator Name(s); (Role)

- Click the 3 dots next to the Year boxes for additional date options.

- Status options: Active (funded), Completed, Not Funded, Planned, Under Review

    o *** Be sure to update the status as the grant progresses and changes status.

- Does this grant have any global components? Yes or No response.

    o **** We use this section for CEPH Accreditation and collegiate annual outcome measures. Please indicate an answer for this section if possible.

- Is there a student involved on this grant?

    o **** We use this section for CEPH Accreditation and collegiate annual outcome measures. Please indicate an answer for this section if possible.

- Community-Engaged Research?

    o **** We use this section for CEPH Accreditation and collegiate annual outcome measures. Please indicate an answer for this section if possible.

- DO NOT enter "$" or "%" in the Amount or Percent of Effort fields, the system adds this automatically.

Selected Presentations

> 👤 | *Authors (separated by commas). Presentation Title. "Presented at" Conference/Institution, Sponsor, City, State, Country (if not US)*
>
> Be concise. Select text to format.
>
> 📅 Month ▼ | Year ▼ ⋮ | Type... ▼ | Scope... ▼ | 📝 Notes
>
> **+ Add item**

- Enter information as Authors (separated by commas). Presentation Title. "Presented at" Conference/Institution, Sponsor, City, State, Country (if not US)

- Click the 3 dots next to the Year boxes for additional date options.

Professional Service

> 👤 | *Committee, Organization (ABBR, if applicable), City, State, Country (if not US), Role*
>
> Be concise. Select text to format.
>
> 📅 Year ▼ to 📅 Year ▼ ⋮ | Annual Hours... | Scope... ▼ | Category... ▼
>
> 📝 Notes
>
> **+ Add item**

- Enter information as Committee, Organization (ABBR, if applicable), City, State, Country (if not US)

- Click the 3 dots next to the Year boxes for additional date options.

- Category options: Professional Organizations, Journal Reviews/Referee Manuscripts, Review Panels, Organize Conferences/Sessions/etc., National/International Committees, State/Local Committees, Professionally Relevant Community Involvement, Professional Consulting, Other

Public/Community Service

🔒	Committee, Organization, City, State, Country (if not US)
📅 Year ▾	to 📅 Year ▾ ⋮ Scope... ▾ 📝 Notes
+ Add item	

- Enter information as Committee, Organization, City, State, Country (if not US)
- Click the 3 dots next to the Year boxes for additional date options.

University, College, Department Service

🔒	Committee, Institution, City, State, Country (if not US), Role
📅 Year ▾	to 📅 Year ▾ ⋮ Scope... ▾ 📝 Notes
+ Add item	

- Enter information as Committee, Institution, City, State, Country (if not US)
- Click the 3 dots next to the Year boxes for additional date options.
- Scope options: University, College, Department, Division, Other

Intellectual Property

🔒	Inventors, Title, Country, idNumber, date

| 📅 Month ▾ | Day ▾ | Year ▾ | ⋮ | Type... ▾ | Status... ▾ | ✎ Notes |

+ Add item

- Enter information as Inventors, Title, Country, idNumber, date

- Click the 3 dots next to the Year boxes for additional date options.

- Status options: Active, Applied, Issued, Licensed, Terminated, Submitted to University

    o ******* Be sure to update status as it changes.

Media Contributions

🔒	Media Name (specific magazine, newspaper, TV station, etc.), City, State, Country (if not US)

| 📅 Month ▾ | Day ▾ | Year ▾ | ⋮ | Media Type... ▾ | ✎ Notes |

+ Add item

- Enter information as Media Name (specific magazine, newspaper, TV station, etc.), City, State, Country (if not US)

    o Entering City, State, Country information may be optional depending on the type of media.

- Click the 3 dots next to the Year boxes for additional date options.

- Hyperlinks to articles, podcast, etc. can be entered in the "Notes" section.

How to Generate a CV

When the CV button is selected, you can preview how your CV will look before downloading. When you have selected the CV button for CV view and select the Preview option, there is a Download button (shown below) in the upper right corner of the page. Clicking this will download a Word file of your CV.