

# FACULTY HISTORY

Archivum's Faculty Information System (FIS)

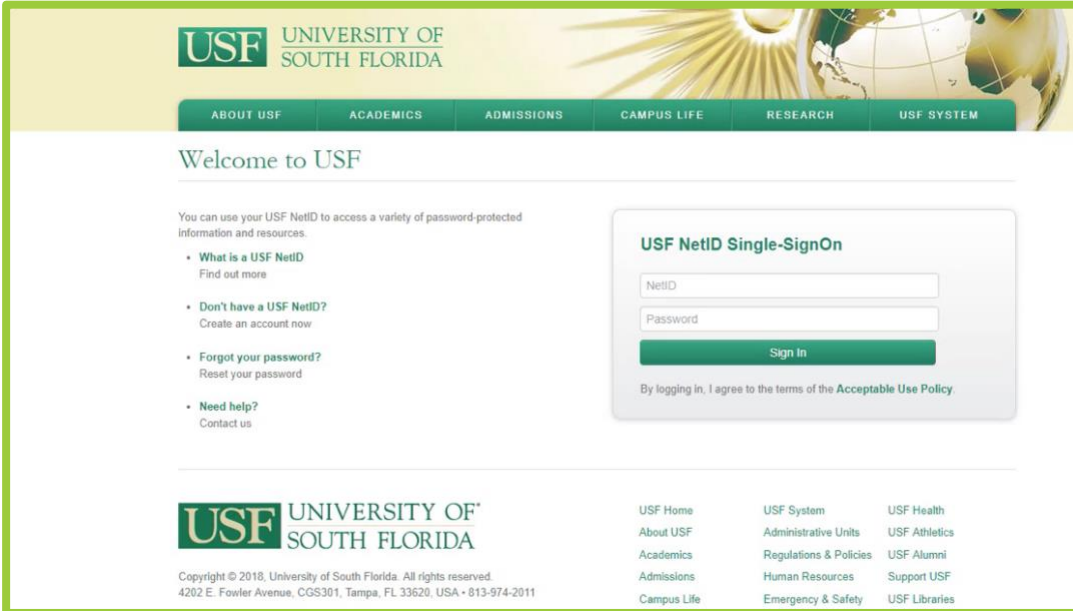
This tutorial discusses the Faculty History portion of the FIS.

## Table of Contents

<b>FACULTY HISTORY.....</b>	<b>1</b>
<b>Logging Into the System.....</b>	<b>2</b>
<b>Experience &amp; Education .....</b>	<b>6</b>
<i>Edit or Add Education.....</i>	<i>6</i>
<i>Edit or Add Experience .....</i>	<i>8</i>
<b>Teaching .....</b>	<b>10</b>
<i>Courses Taught.....</i>	<i>11</i>
<i>Awards and Distinctions.....</i>	<i>12</i>
<i>Committees .....</i>	<i>14</i>
<b>Research &amp; Creative Activity .....</b>	<b>14</b>
<i>Books.....</i>	<i>15</i>
<i>Book Reviews .....</i>	<i>17</i>
<i>Articles.....</i>	<i>17</i>
<i>Other Publications.....</i>	<i>20</i>
<i>Grants and Contracts .....</i>	<i>20</i>
<i>Patents and Licenses.....</i>	<i>21</i>
<i>Presentations .....</i>	<i>22</i>
<b>Service &amp; Supplemental.....</b>	<b>22</b>
<i>Supplemental Materials.....</i>	<i>22</i>

## Logging Into the System

To begin, log into the **my.usf.edu** portal.



The screenshot shows the University of South Florida (USF) NetID Single-SignOn portal. At the top, there is a navigation bar with links for ABOUT USF, ACADEMICS, ADMISSIONS, CAMPUS LIFE, RESEARCH, and USF SYSTEM. Below this is a "Welcome to USF" section. On the left, there are links for "What is a USF NetID", "Don't have a USF NetID?", "Forgot your password?", and "Need help?". On the right, there is a "USF NetID Single-SignOn" form with fields for "NetID" and "Password", and a "Sign In" button. Below the form, there is a link to the "Acceptable Use Policy". At the bottom, there is a footer with the USF logo, copyright information, and a grid of links for various university services.

Then on the horizontal task bar, go to **Business Systems** and from the dropdown menu, select **Archivum**.



The screenshot shows the "Welcome to MyUSF" portal. At the top, there is a navigation bar with links for EMAIL, LEARNING & TEACHING TOOLS, BUSINESS SYSTEMS, and MY RESOURCES. Below this, there is a horizontal task bar. The "BUSINESS SYSTEMS" link is highlighted with a red oval, and a dropdown menu is open, showing the "Archivum" link. A mouse cursor is pointing at the "Archivum" link. Other links in the dropdown menu include "GEM".

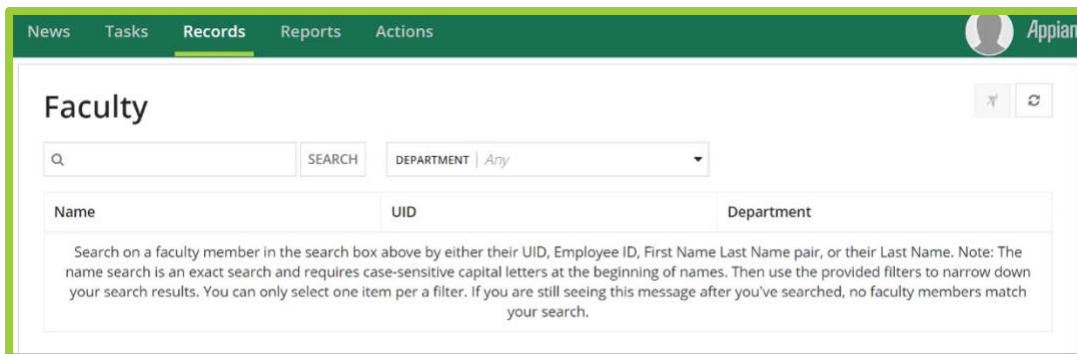
Once in the Archivum platform, you will see several options on the green horizontal task bar. Click on **Records** and select the **Faculty** option from the menu.



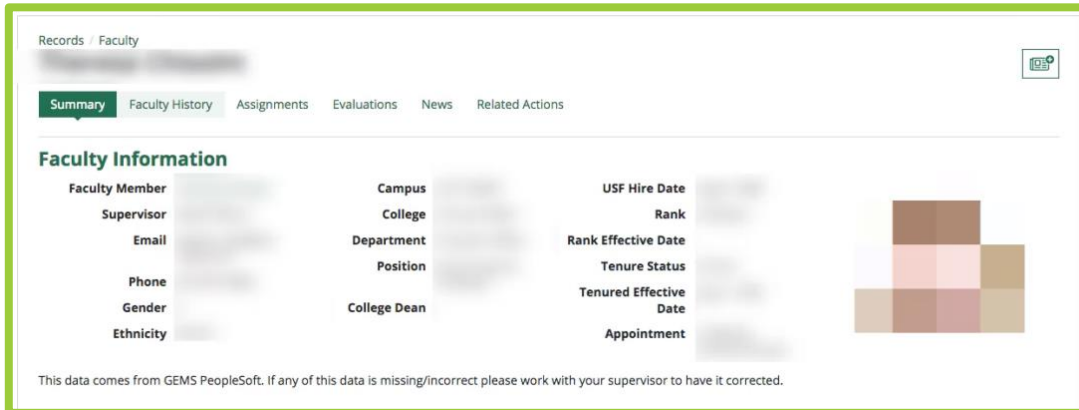
Once you select Faculty, you will see a **SEARCH** option that allows you to enter your **Name**, **UID** or **Employee ID**. Enter any one to access a link to your Faculty Record.

Please note that the names are case sensitive.

Your name should then appear below the search fields. Click on your name, which will open your Faculty Record.



On the first page, the default tab is a **Summary** of information about you that is auto-populated from GEMS, USF's HR system.



Records / Faculty

Summary Faculty History Assignments Evaluations News Related Actions

**Faculty Information**

Faculty Member  
Supervisor  
Email  
Phone  
Gender  
Ethnicity

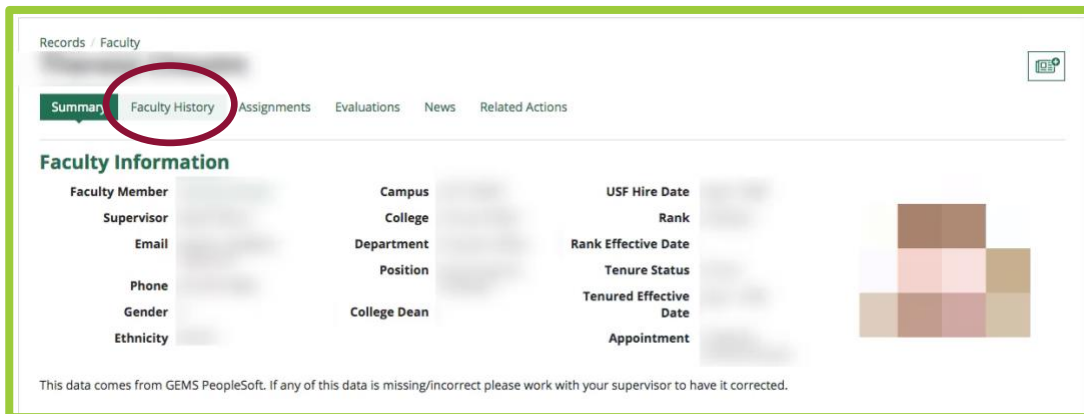
Campus  
College  
Department  
Position  
College Dean

USF Hire Date  
Rank  
Rank Effective Date  
Tenure Status  
Tenured Effective Date  
Appointment

This data comes from GEMS PeopleSoft. If any of this data is missing/incorrect please work with your supervisor to have it corrected.

If any of the information within this summary page is incorrect, you will need to work with your Supervisor, which could be a Supervisor or Department Representative, to have the information updated in GEMS.

The next tab at the top of the Records page is titled **Faculty History**. This option will allow you to begin developing a record of your activities and is the focus of the rest of this tutorial. This information in your Faculty History can then be used in Annual Evaluations and Tenure or Promotions dossiers.



Records / Faculty

Summary Faculty History Assignments Evaluations News Related Actions

**Faculty Information**

Faculty Member  
Supervisor  
Email  
Phone  
Gender  
Ethnicity


Campus  
College  
Department  
Position  
College Dean

USF Hire Date  
Rank  
Rank Effective Date  
Tenure Status  
Tenured Effective Date  
Appointment

This data comes from GEMS PeopleSoft. If any of this data is missing/incorrect please work with your supervisor to have it corrected.

Clicking on the Faculty History link brings you to a page that allows you to select and enter information about your Experience & Education, Teaching activities, Research and Creative activities and Service activities. There is also a link for you to upload Supplemental Materials that you may want to include and use in your Annual review or for T&P purposes.






Records / Faculty



Summary **Faculty History** Assignments Evaluations News Related Actions

## My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

 [Experience & Education](#)     [Teaching](#)     [Research and Creative Activity](#)     [Service](#)     [Supplemental Materials](#)

[EDIT EDUCATION](#)

[EDIT EXPERIENCE](#)

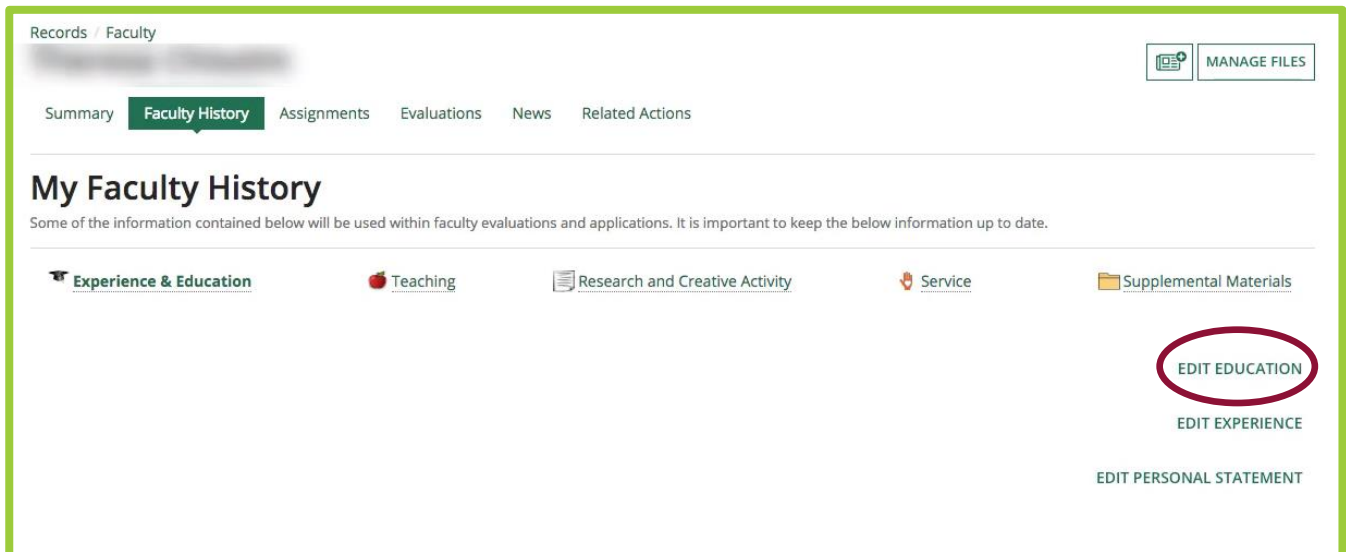
[EDIT PERSONAL STATEMENT](#)

## Experience & Education

Let's start by populating the Experience & Education section.

### Edit or Add Education

To add or edit information about your education, click on the **Edit Education** option on the right-hand side of the screen.



Records / Faculty

MANAGE FILES

Summary **Faculty History** Assignments Evaluations News Related Actions

### My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

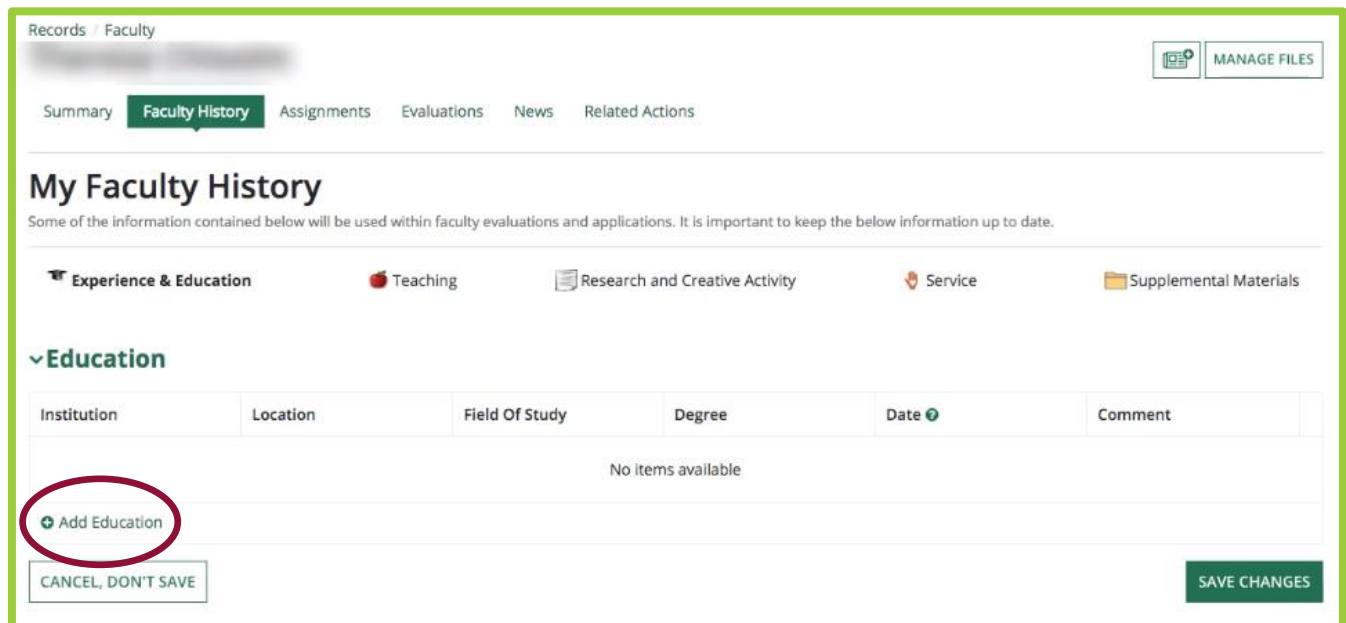
**Experience & Education** Teaching Research and Creative Activity Service Supplemental Materials

**EDIT EDUCATION**

EDIT EXPERIENCE

EDIT PERSONAL STATEMENT

Then click on the option to **Add Education** next to the + (plus) sign on the left-hand side.



Records / Faculty

MANAGE FILES

Summary **Faculty History** Assignments Evaluations News Related Actions

### My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

**Experience & Education** Teaching Research and Creative Activity Service Supplemental Materials

#### Education

Institution	Location	Field Of Study	Degree	Date	Comment
No items available					

**+ Add Education**

CANCEL, DON'T SAVE **SAVE CHANGES**

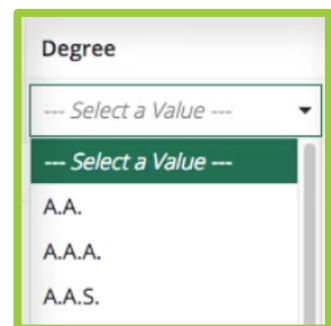
This will open up a row which will allow you to enter the name of the institution, the location, your field of study and the date.



The screenshot shows a table with columns: Institution, Location, Field Of Study, Degree, and Date. A callout box for the Date field shows a hint icon and the format mm/dd/yyyy.

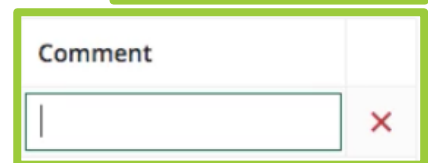
Please note the question mark shown next to the date. Any time you see a question mark it means there is a hint related to the entry.

Also note that for the Degree designator, a drop-down menu is provided. If your degree designator is not listed, you may select Other.



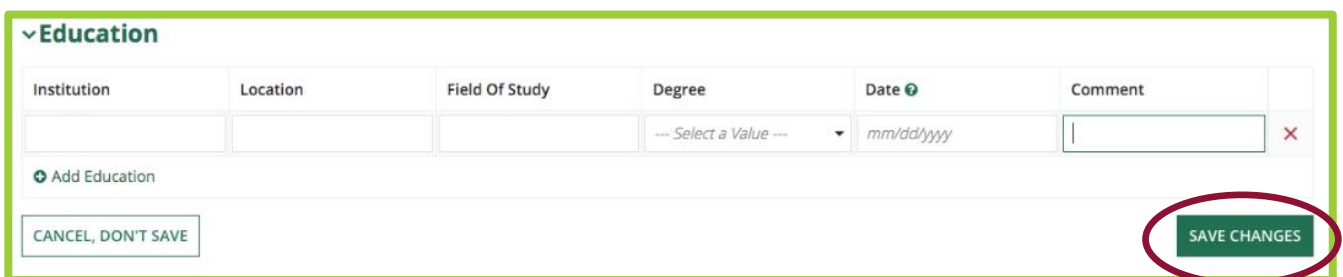
The screenshot shows a dropdown menu for the Degree field with options: --- Select a Value ---, A.A., A.A.A., and A.A.S.

In many sections of the Faculty History, you will see a Comments box like the one shown here. These are optional and you may find them useful. In terms of Education, for example, if you graduated with honors, you could indicate it in the Comments box.



The screenshot shows a text input field labeled 'Comment' with a red 'X' icon to its right.

Once you have completed entering the information for one of your degrees, it is recommended that you click the **Save Changes** button.



The screenshot shows the Education table with a 'Comment' column. Below the table are two buttons: 'CANCEL, DON'T SAVE' and 'SAVE CHANGES' (which is circled in red).



**TIP**

*You can wait until you have multiple entries before saving, but the recommendation is to save often.*

To add information about additional degrees or educational experiences, simply click the **Add Education** button on the left. You will also have the ability to delete entries by clicking the red X.

**Education**

Institution

Field Of Study

Degree

Date

Comment

+ Add Education

CANCEL, DON'T SAVE

Institution	Field Of Study	Degree	Date	Comment	
		--- Select a Value ---	mm/dd/yyyy	Graduated with Honors	X
		--- Select a Value ---	mm/dd/yyyy		X

**SAVE CHANGES**

If at any time you make an error or wish to exit without saving, you can click on **Cancel, Don't Save**. Please note that you must complete working within a section before moving on to another section.



## Edit or Add Experience

After you have completed entering and saving your Education, click on the **Edit Experience** option on the right.

Records / Faculty

**MANAGE FILES**

Summary **Faculty History** Assignments Evaluations News Related Actions

---

### My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

**Experience & Education**

**Teaching**

**Research and Creative Activity**

**Service**

**Supplemental Materials**

EDIT EDUCATION

**EDIT EXPERIENCE**

EDIT PERSONAL STATEMENT



The process is similar as before. Click the **Add Experience** button on the left.

### My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

Experience & Education
Teaching
Research and Creative Activity
Service
Supplemental Materials

#### Education

Institution	Location	Field of Study	Degree	Date	Comment
					Graduated with Honors

#### Experience

Place	Position/Title	Start Date	End Date	
		mm/dd/yyyy	mm/dd/yyyy	✕

[+ Add Experience](#)
CANCEL, DON'T SAVE
SAVE CHANGES

Then enter the **Place** of employment and the **Position/Title** that you held, as well as the **Start** and **End Dates**.

Leave the End Date blank for any currently held position.

Once you have saved information about your work-related experience, you have the option of adding a Personal Statement. Simply click on the **Edit Personal Statement** option on the right-hand side.

#### Experience

Place	Position/Title	Start Date	End Date	
				↓

EDIT EXPERIENCE  
[EDIT PERSONAL STATEMENT](#)

This section can be used to create a short Bio statement or any other kind of personal statement, for example, your teaching philosophy. You can, however, leave this section blank.

**Personal Statement**

*Please enter a short narrative about yourself. Limit of 8500 characters.*

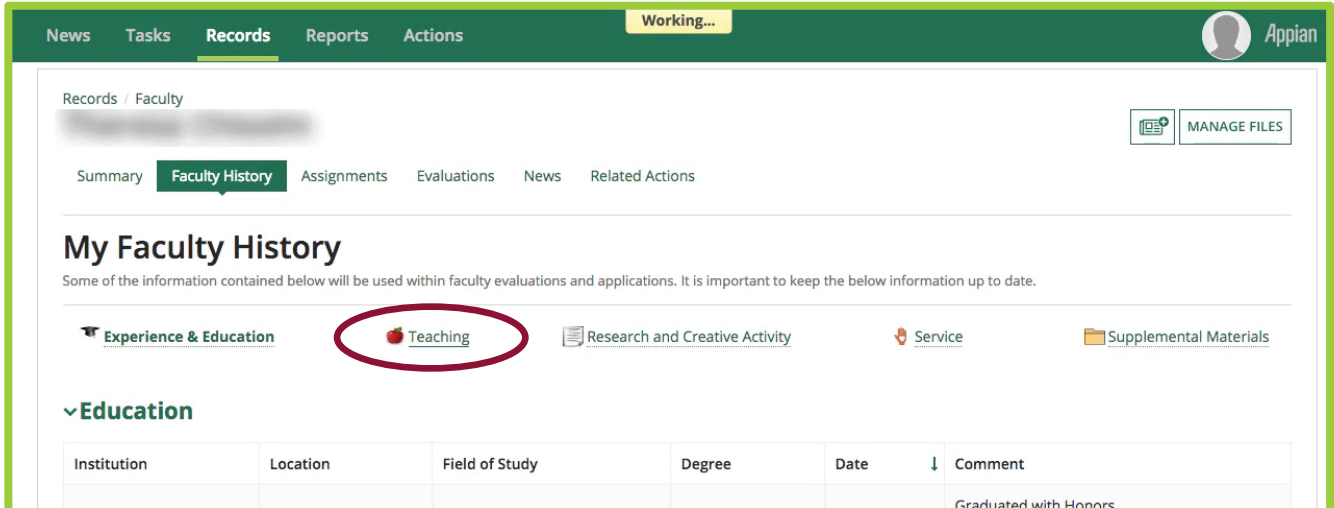
0/8500

CANCEL, DON'T SAVE
SAVE CHANGES

You can type directly in the text box, or you can cut and paste from a text editor, but please note that the character counts may be different, as word processors and other applications typically have additional hidden characters.

## Teaching

Now let's move to the Teaching section of your Faculty History.



The screenshot shows the Appian interface for a faculty member's records. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' section is active, and the 'Faculty History' tab is selected. Below the navigation, there are tabs for 'Summary', 'Faculty History', 'Assignments', 'Evaluations', 'News', and 'Related Actions'. The main heading is 'My Faculty History', with a note that the information is used for evaluations and applications. Below this, there are five categories: 'Experience & Education', 'Teaching' (circled in red), 'Research and Creative Activity', 'Service', and 'Supplemental Materials'. Under the 'Teaching' category, there is a section titled 'Education' with a table containing columns for Institution, Location, Field of Study, Degree, Date, and Comment. A single row is visible with the comment 'Graduated with Honors'.

## Courses Taught

Once you click on Teaching, all the courses that you taught and are currently teaching at USF will be auto-populated from our student information system, Banner, and shown in a grid with additional course specific information.

At the bottom of the grid, you will see the total number of courses you taught or are currently teaching at USF.

**▼ Courses Taught**

**Courses Taught at USF**  
The grid below shows a faculty member's courses taught at USF as well as the student evaluation data for the given course, if applicable. Click on the student response rates to see the student


2014 SP	GR	SPA 6508 Prac: Clerkship III AuD	001	23881	6 (Click for Comments)	13
---------	----	----------------------------------	-----	-------	------------------------	----

<< < 1 - 10 of 155 > >>

**Courses Taught Outside USF**  
List all relevant courses taught outside of the USF system.

No courses taught outside the USF system have been entered.

[EDIT COURSES TAUGHT OUTSIDE USF](#)

 [EDIT AWARDS AND DISTINCTIONS](#)

[EDIT COMMITTEES](#)

[EDIT TEACHING GOALS](#)

2014 SP	GR	SPA 6910 Directed Research	006	16653	1 (Click for Comments)	4
2014 SP	GR	SPA 6508 Prac: Clerkship III AuD	001	23881	6 (Click for Comments)	13

< 1 - 10 of 155 >

In addition to the auto-populated course information, you can add information about courses you taught outside of USF by clicking on that option on the right.

Simply click the “Edit Courses Taught Outside of USF” button followed by the “Add Course” link.

**Courses Taught Outside USF**  
List all relevant courses taught outside of the USF system.

No courses taught outside the USF system have been entered.

**Courses Taught Outside USF**  
List all relevant courses taught outside of the USF system.

Year	Term	Prefix	Number	Title	Comment
No items available					

[+ Add Course](#)

You can enter the Year, select the term from a drop-down option, enter a Prefix, Number, Title and a Comment. Note that all the fields except for Year and Title are optional. Please remember to click "Save Courses Changes" after you enter information.

**Courses Taught Outside USF**  
List all relevant courses taught outside of the USF system.

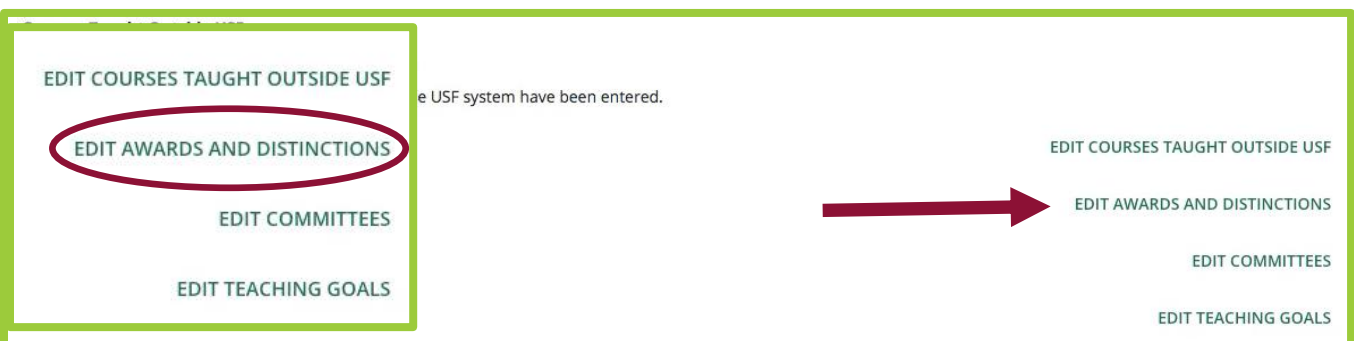
Year	Term	Prefix	Number	Title	Comment	
<input type="text"/>	--- Select a Value ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	--- Select a Value ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	--- Select a Value ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

+ Add Course

CANCEL, DON'T SAVE SAVE COURSES CHANGES

## Awards and Distinctions

Other options within Teaching include providing information about Awards and Distinctions and Student committees on which you served.



Clicking on "Edit Awards & Distinctions" allows you to add entries by first selecting the type from a drop-down menu, and then providing details and dates about the entry.

### Teaching Awards, Distinctions

List all relevant honors, awards, distinctions, etc.

Type	Details	Year Received/Activity Dates
No items available		

[Add Entry](#)

CANCEL, DON'T SAVE

SAVE AWARDS AND DISTINCTIONS CHANGES

## Committees



The “Edit Committees” button allows you to enter information about your supervision of individual student research and creative activities.

To add information about students you supervise just click the "Add

**▼ Supervision and Committees**

My unit does not utilize Post-Docs.  
 My unit does not have a Ph.D program.  
 My unit does not have a Master's program.

Type	Student	Service Start Date	Service End Date ?	Director ?	Professional Career Information ?
No items available					
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-right: 10px;">+ Add Student</span>					
<span style="border: 1px solid #ccc; padding: 2px 10px;">CANCEL, DON'T SAVE</span>				<span style="background-color: #006633; color: white; padding: 5px 15px; border-radius: 5px;">SAVE COMMITTEES CHANGES</span>	

Student" link on the left.

You can enter the "type" of student committee from the drop-down menu and then the student's name and dates of supervision.

Leaving the end date blank means the supervision is ongoing.

Type	Student	Service Start Date	Service End Date ?	Director ?	Professional Career Information ?
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: small;">--- Select a Value ---</span> </div>		mm/dd/yyyy	mm/dd/yyyy	<input checked="" type="checkbox"/>	
<span style="font-size: small;">+ Add Student</span>					

If you directed the student's work, tick the box, and finally, if you have any information about the student's current career or current continued education, you can enter that information in the last box.

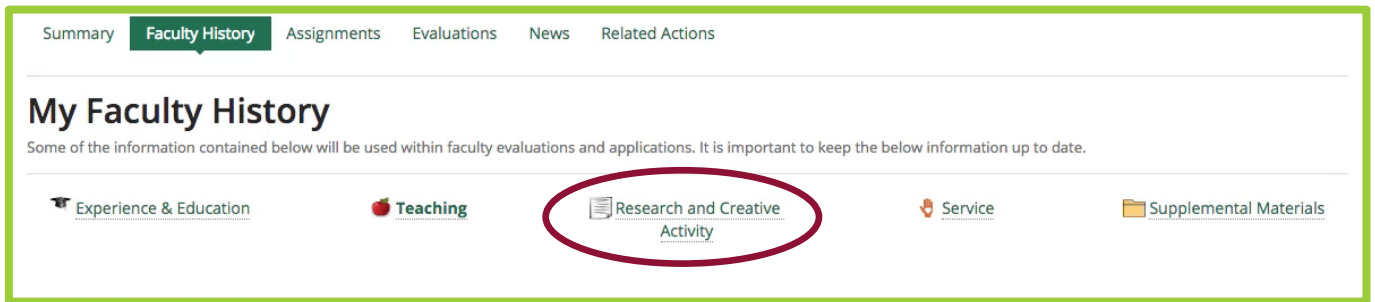


### TIP

*Always save your changes!*

## Research & Creative Activity

Now let's navigate to the "Research and Creative Activity" tab.



Summary **Faculty History** Assignments Evaluations News Related Actions

## My Faculty History

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

[Experience & Education](#)
[Teaching](#)
[Research and Creative Activity](#)
[Service](#)
[Supplemental Materials](#)

## Books

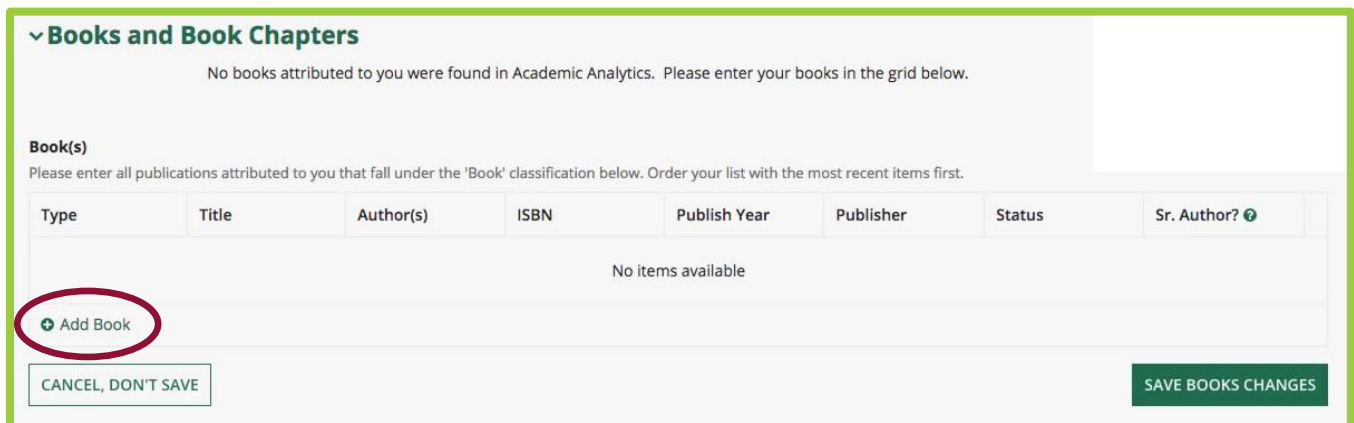
To edit books and book chapters, you will select the "Edit Books" button.



[Experience & Education](#)
[Teaching](#)
[Research and Creative Activity](#)
[Service](#)
[Supplemental Materials](#)

[EDIT RESEARCH GOALS](#)  
[EDIT BOOKS](#)


Then click the "Add book" link.



**Books and Book Chapters**

No books attributed to you were found in Academic Analytics. Please enter your books in the grid below.


**Book(s)**  
Please enter all publications attributed to you that fall under the 'Book' classification below. Order your list with the most recent items first.

Type	Title	Author(s)	ISBN	Publish Year	Publisher	Status	Sr. Author? 
No items available							

[Add Book](#)

In this section, you can begin by providing information about any books or book chapters you have written or are currently writing. To add an entry, you must select the Type, enter a Title and select Status. All other fields are optional. If you are the Senior Author, indicate that by checking the box. When you are finished adding books, save to return to the main window.

**Book(s)**  
Please enter all publications attributed to you that fall under the 'Book' classification below. Order your list with the most recent items first.

Type	Title	Author(s)	ISBN	Publish Year	Publisher	Status	Sr. Author? 	
Book ▾	Book Title					Published ▾	<input type="checkbox"/>	✕
Textbook ▾	Textbook Title					Published ▾	<input type="checkbox"/>	✕

[+ Add Book](#)

[CANCEL, DON'T SAVE](#) [SAVE BOOKS CHANGES](#)

Now that you have added books, you will notice there is a filter tool for you to view specific types of publications.

**Books and Book Chapters**

**Filter by Type**

--- All Books --- ▾

Below are all of the faculty member's provided Book publications.

Type	Citation	Publish Year	↓ ISBN	Status	Sr. Author?
Book	Book Title.			Published	No
Textbook	Textbook Title.			Published	No

[EDIT BOOKS](#)



## Book Reviews

Book Reviews can be added by clicking “Add a new book”.

**▼ Book Reviews**

No Book Reviews have been added

[+ Add a new book](#)

## Articles

To add Articles, you have two options, you can either add a new article manually or add articles directly from Academic Analytics.

To add Articles manually, select Add a new article.

**▼ Articles**

**Filter by Type**

--- Select a Value ---

**Filter by Year**

--Select a Year--

In addition to the above filters, you can further sort the articles grid by each individual column such as 'Type', by clicking on the column header.

No Articles have been added

[+ Add a new article](#)

ADD ARTICLES FROM ACADEMIC ANALYTICS

Then input the article information.

Please be sure to edit all the required fields before saving.

**Title \***

**Journal \***

**Author(s) ?**

**Vol.**  **Issue**  **First pg.**  **Last pg.**  **Publish Year \***  **# Citations**

**Publisher**  **International? ?**  **Community Engaged?**  **Sr. Author? ?**

**Refereed? \***  Yes  No **DOI ?**  **ISSN\_P ?**  **ISSN\_E ?**  **Status \***

**Comments**

Please limit comments to 500 characters.

To add an article from Academic Analytics, select the button then select the article(s).

**Articles**

**Available Article Publication(s)**

Please select any of your existing publications from the table below that you would like to add to your Faculty Record, and then click "Add". Note: only the articles selected on a given page can be added at a time.

<input type="checkbox"/>	Citation	Year	↓	International?	Community Engaged?	Comments
<input type="checkbox"/>	Arnold, Michelle L., Jagan, Rathinam/Chennai, Thomas (2017). Medicaid Hearing Aid Coverage for Older Adult Beneficiaries: A State-By-State Comparison. Health Affairs (2017):13, 3445, 1476-1484.	2017		No	No	
<input checked="" type="checkbox"/>	Deed, Jennifer A., Albert, Marjorie S., Arnold, Michelle/Bangalore, Shikhar/Chennai, Thomas/Cheng, Simon/Cheng, Nancy W./Cheng, Allen W./Cheng, Melissa/Moody, Thomas/Deed, George W./Deed, Nicholas/Ruggers, Elizabeth/Sanchez, Wilson/Shanell, A. Wilkey/Conrad, Joseph/Conrad, Frank B. (2017). A randomized feasibility pilot trial of hearing treatment for reducing cognitive decline: Results from the Aging and Cognitive Health Evaluation in Elders Pilot Study. Alzheimer's & Dementia: Translational Research & Clinical Interventions (2018):17(1).	2017		No	No	

Select Add, scroll down and either save or edit as needed.

<input checked="" type="checkbox"/> <p>Lee, Frank B.; Gilbert, Marjorie S.; Morris, Sharon; Bergdahl, Deborah; Thomas, Theresa; Jeter, Lorraine; Jennifer (Jani), Denise; Moore, Melissa; Wootley, Thomas H.; Nelson, George; Sharnick, Nancy; Conroy, Joan (2016). <i>BEYOND HEARING: THE ACQUISITION OF STUDY AND LITERACY SKILLS IN A RANDOMIZED CONTROLLED TRIAL TO DETERMINE IF HEARING LOSS TREATMENT CAN REDUCE THE RISK OF COGNITIVE DECLINE IN OLDER ADULTS. Alzheimer's and Dementia (1937-2009), 12(7), 662-670.</i></p>	2016	No	No	
<input type="checkbox"/> <p>Smith, Sharon L.; Saunders, Gabriela H.; Thomas, Theresa H.; Frederick, Melissa; Bailey, Beth A. (2016). <i>Examination of Individual Differences in Outcomes From a Randomized Controlled Clinical Trial Comparing Formal and Informal Individual Auditory Training Programs. Journal of Speech, Language, and Hearing Research (1953-2000), 59(4), 876.</i></p>	2016	No	No	

< 1 - 5 of 37 >

Once added, just like books, you can filter and see only certain types of published articles.

When you are finished adding articles, click save or cancel to return to the main window.

## Other Publications

What about those publications that fall outside the classification of books or articles? You can add these into Other Publications.

**ADD ARTICLES FROM ACADEMIC ANALYTICS**

**▼ Other Publications**

Please enter all additional publications attributed to you that do not fall under the 'Book' or 'Article' classification. Order your list with the most recent items first.

Type	Citation ?	Publish Year	Status	International? ?	Community Engaged?	Sr. Author?	Comments ?
No items available							

➕ Add Publication

CANCEL, DON'T SAVE
SAVE OTHER PUBLICATIONS CHANGES

**EDIT PERFORMANCES/COMPETITIONS**

**EDIT OTHER CREATIVE ACTIVITIES**

**EDIT COMMUNITY ENGAGEMENT**

To edit other publications, select the “Edit Other Publications” button and then select “Add Publication”.

In addition to publications, you can add information about Research and Creative Activities, Commissioned Works/Collection Acquisitions, Exhibitions, Performances, Other Creative Activities, and Community Engagement in the same way - you have an edit button to edit the fields and then save.

## Grants and Contracts

Similar to other areas in your faculty history, Grants and Contracts can be pulled in directly from FAST, by selecting Choose Directed Grants from FAST. You can also add them manually by clicking Add Directed Grant Manually.

**Grants and Contracts - Directed**

Below are all of the directed grants associated with the faculty over their time at USF. This grant data pulls from FAST.

Begin Date	End Date	Title	Type of Grant	Purpose of Grant	Sponsor	Agency	Total Amount Funded	Candidate's Share of Funds	Role	Other Team Members
No items available										
<a href="#">ADD DIRECTED GRANT MANUALLY</a> <a href="#">CHOOSE DIRECTED GRANTS FROM FAST</a>										

You can also add information about Grants and Contracts that are currently under review or those that you have applied for but were not selected.

**Grants and Contracts - Under Review / Applied but Not Selected**

No grants and contracts that are "currently under review" or "applied but not selected" have been added.

[EDIT GRANTS - PENDING](#)

## Patents and Licenses

You can add any Patents or Licenses you have in the Patents and Licenses section.

**Patents and Licenses**

Below are all the faculty member's patents and licenses.

Patent Title	Patent Number	Application Date ↓	Applicant List	Role	Licensed?	Generates Income?	International?	Community Engaged?
No patents or licenses to display.								
+ Add New Patent or License								

## Presentations

The last section provides an area to enter Presentations that you have done. Click Add Paper or Speech, enter the information and be sure to press save.

**Presentations**

Please list, beginning with the most recent, in each category, your presentation of papers or major speeches.

Type	Title	Author(s)	Date	Description	International? ⓘ	Community Engaged?	Invited? ⓘ	Lead? ⓘ	Refereed? ⓘ	
--- Select a Value ---			mm/dc		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕
<span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px; display: inline-block;">➕ Add Paper or Speech</span>										
<input type="button" value="CANCEL, DON'T SAVE"/>							<input type="button" value="SAVE PRESENTATIONS CHANGES"/>			

## Service & Supplemental

Now let's look at adding Service. To add service items, select "Edit Service" followed by "Add Service".

Select the type and input all other information. Note that if it is ongoing, you will leave the end date blank.

**My Faculty History**

Some of the information contained below will be used within faculty evaluations and applications. It is important to keep the below information up to date.

🎓 Experience & Education
🍎 Teaching
📄 Research and Creative Activity
👤 **Service**
📁 Supplemental Materials

EDIT SERVICE GOALS  
EDIT SERVICE

**Service**

Type	Role/Position	Office/Organization	Level Type ⓘ	Chairperson? ⓘ	Start Date	End Date ⓘ	Description	
--- Select a Value ---			--- Select a Value ---	<input type="checkbox"/>	mm/dd/yyyy	mm/dd/yyyy		✕
<span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px; display: inline-block;">➕ Add Service</span>								
<input type="button" value="CANCEL, DON'T SAVE"/>							<input type="button" value="SAVE CHANGES"/>	

Additionally, you have the ability to sort based on type, role, start date, or any of the column header titles. Save your changes when you have finished entering your information.

## Supplemental Materials

Finally, The Supplemental Materials area is a repository for any additional documentation. You upload documents by selecting “Manage Files” in the upper right and then selecting “Upload”.

**Service**

Note: A blank end date indicates that the item is ongoing.

Type	Role/Position	↑ Office/Organization	Level Type	Chairperson?	Start Date	End Date	Description
Community	Role1	USF	Local	—	3/2/2016		Ongoing
Professional	Role2	USF	Regional	—	12/6/2018		Ongoing
University	Role3	USF	Regional	—	12/6/2018		Ongoing
Other	Role4	USF	Local	—	12/6/2018		Ongoing
College Service	Role5	USF	Regional	—	12/6/2018		Ongoing

< 1 – 5 of 8 >

[EDIT SERVICE](#)

You can upload a variety of formats including Microsoft word, PDF, or images, but keep in mind that there is a 50 megabyte limit per file. For additional information please see the help section in the Canvas course.