2013 Faculty Scholarship and Creative Activity Collection
Detailed Instructions for Using the Web Application

The faculty scholarship web application is intended to facilitate reporting certain types of work first published, produced or performed in the calendar year 2013 by full-time professorial faculty at each CUNY college. The web application is currently available and faculty may begin entering data today. **The collection will close at noon on Monday, May 5, 2014.** The application is the same one used in prior years with the list of faculty updated to reflect active faculty in 2013.

The following types of work are to be reported:

- Book, authored
- Book, edited
- Book Chapter
- Book, introduction, preface etc.
- Conference Presentation - published as proceedings
- Conference Presentation, other
- Journal Article, peer-reviewed
- Journal Article, other
- Newspaper/Magazine Article

- Lecture (Invited)
- Curated an Art Show
- Exhibited in a Curated Art Show
- Direction/Choreography/Dramaturgy/Design (dance, theater, film)
- Performance (music, dance, theater)
- Music Composition Published/Performed
- Play Produced/Performed
- Review/Commentary (including Blogging)
- Patent

Full-time professorial faculty who were active in both the spring and fall of 2013 are designated as "mandatory" and are required to report, even if it's just to indicate "No Work to Report". Full-time professorial faculty who were active one semester, but not both, and other kinds of full-time faculty are not required to report, but may report their scholarship. If you do not find your name (or the name of the faculty member on whose behalf you are reporting) in the drop-down list and wish to add scholarship, add your name manually in the appropriate box. Any names added manually are, by definition, considered "optional" reporters. Please note that the mandatory/optional designations are based on data available from the CUNYfirst system at the time the list was generated in early 2014.

To access the web application and report faculty scholarship:
1. Log into your CUNY Portal Account (make sure you are using a portal account designating you as faculty or staff).
2. On the Welcome page, you will see a link in the box labeled *Applications/Resources.*
3. Click on the icon next to **Full-time Faculty Scholarship and Creative Activity Collection** to bring up the application. Instructions are available at the top of the form page.
4. Select your college and then the department to which you are appointed.
5. Find your name in the faculty drop-down list. A faculty member whose name is not listed can type in his/her name in the available space. It is important that entries are categorized appropriately.
6. Full citations are required for this collection. The format of the citation should follow the standard for the faculty member's discipline. Each citation must include the year first published, produced, performed (only 2013 entries should be included). Separate entries are required for each piece of scholarship/creative activity.

Reminders:
- Faculty may report on a broad set of scholarship/activity. The instructions on the web application also indicate what types of activity should *not* be reported.
- There are three types of reports available from the web application:
  - View Entries report (listing of entries submitted to date)
  - Faculty Not Yet Reporting report (to help Department Chairs and Provosts follow up with mandatory faculty to encourage reporting)
  - Summary report (provides counts of entries including the number of faculty reporting)
- Faculty may designate anyone with a Faculty/Staff CUNY Portal account to report on their behalf. For example, at some colleges, support staff for a given department may be charged with entering scholarship/creative activity for the faculty members of that department (usually working from faculty CV's). Please make sure that all faculty and staff who will be entering the information into the web application have a copy of these instructions.

Note: Some colleges have elected to use an Excel collection template instead of the web-based collection tool. Please speak with your college Provost if you have any questions about which tool to use.