

Below is a list of sections that are used to populate the Faculty Annual Achievement Report in UNLV Folio. Review each section to make sure that the information is correct and up to date. All activities that occurred or were ongoing during the calendar year under review will be included in the report.

As noted below, some sections are populated with data that comes from other university systems of record and cannot be directly edited by you. In those cases, please contact UNLV Folio Support to report errors.

## ▶ Profile

### **Current Position**

This section displays academic rank and position information. More than one position may be displayed. Information here is obtained directly from Workday and therefore cannot be edited.

### **Current Employee Details**

This section displays your employment details, taken from Workday and cannot be directly edited by you.

### **Tenure and Promotion History**

This section includes information on when you attained your academic rank at UNLV and, if applicable, information about your tenure status at UNLV. Please update as appropriate.

## ▶ Activities

For each record, make sure that the Start Semester and End Semester fields are accurate. Pay special attention to those End Semester dates that are listed as “Ongoing.” If the activity has concluded, please update the field to reflect its completion.

### **NARRATIVE: Opening Statement**

Use this to summarize your accomplishments for the period under review. Please keep this under or close to 700 words. The Start Semester field is Spring of the period under review. End semester is Fall of that period. For the field “This narrative is for,” select “Annual evaluation.”

### **NARRATIVE: Evidence of Effective Job Performance (Libraries)**

In addition to an overall summary, this section provides an opportunity to describe your contributions in the areas of innovation, support for research, and support for student success. The Start Semester field is Spring of the period under review. End semester is Fall of that period. For the field “This narrative is for,” select “Annual evaluation.”

### **GENERAL: Awards and Honors**

List your honors, awards, fellowships, certificates, recognitions, etc., internal and external to UNLV.

### **GENERAL: Professional Development**

Record opportunities where you were able to attend activities that serve to inform or enhance your professional development. Participation is primarily as an attendant rather than a presenter.

### **GENERAL: Workload and Reassignment Information**

Percentage of time allocated to teaching, research, service, administrative duties, or other duties.

### **TEACHING: Other Teaching/Instruction**

Document teaching activities where you are the primary instructor or co-instructor that are not covered in Scheduled Teaching. This includes courses (either for-credit or non-credit) taught at other institutions, as well as workshops, master classes, and clinical/practicum/internship supervision and instruction in a group setting.

### **SCHOLARSHIP: Scholarly and Creative Works**

Scholarly contributions and creative work products. Examples: Published books, book chapters, journal articles, poems, conference papers/proceedings, and abstracts; Choreographed dances; Composed musical work; Gallery exhibition; Directed a play; Wrote a policy white paper; Invited keynote speaker/presenter; Poster presentation; Developed a website; Created expert videos; Developed an app/software; Awarded a patent; Filed a disclosure.

### **SCHOLARSHIP: Grants, Contracts, and Funded Activities Managed by the Office of Sponsored Programs**

Information on research that is managed through the Office of Sponsored Programs (OSP) is imported to this section and cannot be directly edited by faculty. Some fields are editable and provide opportunities for you to add additional information. Please contact UNLV Folio Support regarding questions or concerns about the display of data.

### **SCHOLARSHIP: Other Grants, Contracts, and Funded Activities**

Records in this section include research that is funded, either internally or externally, not included in the OSP section. You can also input all unfunded grant submissions, excluding those managed by OSP (select “Submitted-Not Funded” for “Status” and enter “0” for amount awarded). Examples: Corporate sponsorship for academic programs; Grants from philanthropic foundations and organizations; Travel grants from the college/department; Research contracts; Consulting contracts.

### **SCHOLARSHIP: Media Contributions**

Record your professional expertise that has been solicited and used in the media (Internet, magazine, newspaper, radio, or television.) This would include interviews or expert opinions as part of a media interaction.

### **SERVICE: NSHE/University/Unit Committees**

This section is for recording service performed on a committee within the NSHE system or at any level of the university, including standing committees and ad hoc committees. First, change the “Unit” designation to reflect the correct unit this service is for (default is university-level). For standing committees, pick the committee from the drop-down list. For ad hoc committees like search committees, please select “Other” and in the field to the right, input the committee name.

### **SERVICE: NSHE/University/Unit Non-Committee Service**

Enter service performed at or on behalf of UNLV or another NSHE institution in this section. Include your professional expertise that has been solicited and used to contribute to the advancement of professional and personal programs and events (e.g., conferences, student organizations, scholarly publications, or an individual’s professional development). Examples include, but are not limited to, serving as an editor/reviewer, guest speaker, student advisor, conference organizer, judge, program coordinator, or mentoring faculty, undergraduate and graduate students, and post docs.

### **SERVICE: Professional Service**

This section captures non-compensated service in professional organizations, including officer, committee member, reviewer, and/or editor.

### **SERVICE: Public Service/Community Engagement**

Report non-compensated activity directed toward a non-University audience.

#### **Need more Help?**

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team