

I did this ... where does it go?

I did this...	Elements Module	Elements Activity Type	Important Data Fields
I supervised a graduate student pursuing a PhD	Teaching	Graduate student supervision	Supervisory role = Committee chair
I served on an advisory committee for a graduate student	Teaching	Graduate student supervision	Supervisory role = Committee member
I directed the dissertation (or thesis) of two students	Teaching	Graduate Student Supervision	Supervisory role = Committee chair
I supervised students participating on an internship	Teaching	Graduate student supervision or Undergraduate student supervision	Supervisory role = advisor
I gave one or more guest lectures in a formal course for a colleague	Teaching	Other teaching	Indicate “guest lecture” and number and dates/terms of lectures in Comments field
I presented at an in-service/professional development event	Teaching	Other teaching	Describe the event in the Comments field
I was a guest lecturer for a course at another university	Teaching	Other teaching	Indicate “guest lecture” and number and dates/terms of lectures in Comments field
I taught a class through NLI	Teaching	Other teaching	
I directed the work of a PostDoc	Teaching	Postdoctoral Associate Supervision	
I developed a curriculum	Teaching	Program/curriculum developed	
I advised 15 undergraduate students	Teaching	Student advising	

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I supervised undergraduate student research	Teaching	Undergraduate student supervision	
I received a teaching award	Professional activities	Award, Honor, or Recognition	Purpose = Teaching and Advising
I wrote a chapter for an edited collection in a book	Publications	Book Chapter or Section	Subtype = Chapter
I wrote a poem that was published in an anthology	Publications	Book chapter or section	Subtype = Poem
I am editor of a book with chapters/articles by other authors	Publications	Books	Relationship = Editor of
I composed a musical work to be performed by a chamber orchestra	Publications	Composition	Medium = Chamber orchestra
I choreographed a series of dances for a local performance group	Publications	Composition	Medium = Dance
I served as session chair at a conference	Publications	Conference	Type of presentation = other
I gave an invited presentation on my research/scholarship at a professional society meeting	Publications	Conference	Select Presentation type Check box for "Invited"
I wrote an abstract that was published for a poster or professional/scholarly presentation	Publications	Conference	Type = Abstract
I participated in a gallery exhibition of my artwork	Publications	Exhibition	Medium = type of artwork
I write a professional blog	Publications	Internet publications	Medium = Blog

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I did this...	Elements Module	Elements Activity Type	Important Data Fields
I produced a YouTube video (or other media) in my area of expertise	Publications	Internet publications	Medium = Video (etc.)
I created content for a web site	Publications	Internet publications	Medium = Web Page
I wrote a book review for a journal/magazine	Publications	Journal article	Sub type = Review
I wrote a tribute (Festschrift)	Publications	Journal article	Choose "Editorial" as a sub-type
I edited a journal article	Publications	Journal article	Relationship = Editor of
I wrote an editorial for a journal	Publications	Journal article	Subtype = editorial
I wrote an extension numbered bulletin	Publications	Numbered Extension Publications	
I wrote a monthly Extension newsletter	Publications	Other; check box by "Extension?"	
I wrote an article for a newspaper or popular magazine	Publications	Other	
I was awarded a patent	Publications	Patent	
I filed a disclosure	Publications	Disclosure	
I directed a play	Publications	Performance	Medium = Theater In Description field, note the roles of Virginia Tech contributors
I directed a dance	Publications	Performance	Medium = Dance In Description field, note the roles of

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			Virginia Tech contributors
I was stage manager for a theatrical production	Publications	Performance	Medium = Theater In Description field, note the roles of Virginia Tech contributors
I presented a poster	Publications	Posters	Relationship = Author of
I gave an invited talk on my research/scholarship (not at a conference)	Publications	Presentation	Presentation type = Seminar
I submitted a manuscript for consideration by a journal	Publications	Refereed Journal articles or Journal articles	Sub type = Article; Status = Submitted
I wrote a white paper in support of policymaking by a governmental agency	Publications	Report	
I submitted a technical report to a state agency	Publications	Report	Status = Submitted if a preliminary or draft version, Published if final report
I wrote a white paper for a company to promote the features of a solution, product or service	Publications	Report	
I developed a mobile app	Publications	Software/Code	
I secured corporate sponsorship for my educational program	Grant	External funding	

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I received grant funding from a federal agency	Grant	External funding	Title, start date, funder name, funder type, federal agency name
I received a grant from my college	Grant	Internal funding	
I am undergraduate coordinator for my department	Professional Activities	Administrative assignment	Enter Title; Scope = Department
I am a unit coordinator and supervise staff in a county extension office	Professional Activities	Administrative assignment	
I was named to the “40 by 40” list of future leaders	Professional Activities	Award, honor, or recognition	Distinction name = 40 by 40; Purpose of recognition = Other; Enter Scope of recognition
My program received recognition from its accrediting body	Professional Activities	Award, Honor, or Recognition	Purpose = Teaching and Advising
I was awarded an endowed professorship	Professional Activities	Award, Honor, or Recognition	Purpose = Research and creative activities; Scope = University
I provided clinical services in the veterinary hospital	Professional Activities	Clinical service	Choose Type of service and Level of service
I served on a search committee for a faculty search in my department	Professional Activities	Committee service	Committee name = Search committee; Role = Member; Scope = Department
I serve on the promotion and tenure review committee for my college	Professional Activities	Committee service	Fill in Committee name; Committee role = Member;

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			Scope = College; Institution = Virginia Tech
I chaired a committee/task force/working group at Virginia Tech	Professional Activities	Committee service	Fill in Committee name; Committee Role = Chair; Scope = University; Institution = Virginia Tech
I facilitated the activities of a community group	Professional Activities	Community service	
I coordinated a community-based educational program	Professional Activities	Community service	
I served on a steering committee for a community organization	Professional Activities	Community service	
I participated in a community service activity (river cleanup, Habitat for Humanity, etc.)	Professional Activities	Community service	
I consulted on my area of expertise for a government agency or business	Professional Activities	Consulting/advisory	Organization, description, start date
I performed an economic impact analysis for OIRED	Professional Activities	Consulting/advisory	
I served as a judge at a competitive event	Professional Activities	Event administration	
I organized a professional conference in my area of expertise	Professional Activities	Event administration	Event type = Conference; Administrative role = Event administrator

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I did this...	Elements Module	Elements Activity Type	Important Data Fields
I was an exhibitor at an expo	Professional Activities	Event participation	
I gave expert testimony at a Food & Drug Administration hearing	Professional Activities	Expert witness	Case = FDA hearing
I coordinate a 4-H specialty club	Professional Activities	Extension activity	
I gave a TED talk related to my research	Professional Activities	Non-scholarly presentation	
I presented at a community-based educational program	Professional Activities	Non-scholarly presentation	
I gave a public (guest) lecture on my research, scholarship, or outreach activity	Professional Activities	Non-scholarly presentation	Title, date
I received a Guggenheim Fellowship for visit to xyz country	Professional Activities	Fellowship	Title = Guggenheim Fellowship; Organization = Guggenheim Foundation; Add country to "Description"
I received a Fulbright Fellowship	Professional Activities	Fellowships	Title of Fellowship = Fulbright International Education; Organization = Fulbright Scholar Program, Add Country to "Description"
I served on a grant review panel or study section for NSF/NIH	Professional Activities	Grant proposal review	Enter Funding organization;

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I reviewed/evaluated a curriculum	Professional Activities	Program/ institutional review	
I was interviewed on a TV news program	Professional Activities	Interview	Enter Program, Topic, Interviewer name
I conducted an interview with a writer posted to YouTube	Professional Activities	Interview	Fill in topic, Interviewer name, First broadcast date, URL
I serve as an editor or on the editorial board of a scholarly journal	Professional Activities	Editorial/curatorial	Indicate role = chair, co-chair, or member
I reviewed submissions for presentations at a conference	Professional Activities	Manuscript reviewing/ refereeing	Publication type = conference
I reviewed manuscripts for a professional journal	Professional Activities	Manuscript reviewing/ refereeing	Enter Journal; choose Review type; Publication type = journal article
I am a member of a professional society/association	Professional Activities	Membership	Enter Society/Other organization name, address; Membership type; Scope
I served as president of a professional society/association	Professional Activities	Office held	Office held type = President; enter Institution name, address; scope
I serve on a non-profit organization's board of directors	Professional Activities	Office held	Office held type = Director; Scope = Public
I attended an in-service/professional development event	Professional Activities	Professional development	

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I did this...	Elements Module	Elements Activity Type	Important Data Fields
I attended an NLI class	Professional Activities	Professional development	
I hosted a visiting faculty member from another institution	Professional Activities	Service to colleagues	
I acted as a formal mentor to a faculty member	Professional Activities	Service to colleagues	
I went on a recruiting trip for prospective graduate students	Professional Activities	Service to students	
I spoke at orientation session for new freshmen	Professional Activities	Service to students	
I chaired a student poster judging competition at a local symposium	Professional Activities	Service to students	
I am the faculty advisor to a student club	Professional Activities	Service to students	
I provided formal graduate student professional development	Professional Activities	Service to students	
My educational efforts resulted in documented impacts	Impact	Link to relevant activities	Describe impacts, upload documentation, link to activities
I collaborated in an international research effort	Various	Enter the publication, grant, teaching or professional activity as appropriate	Use the Label function to indicate international activity
I contributed to diversity inclusion efforts in my unit	Various	Enter the publication, grant, teaching or	Use the Label function to indicate diversity activity

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		professional activity as appropriate	