

# UBProfile Faculty Reporting System

A few quick notes on this system:

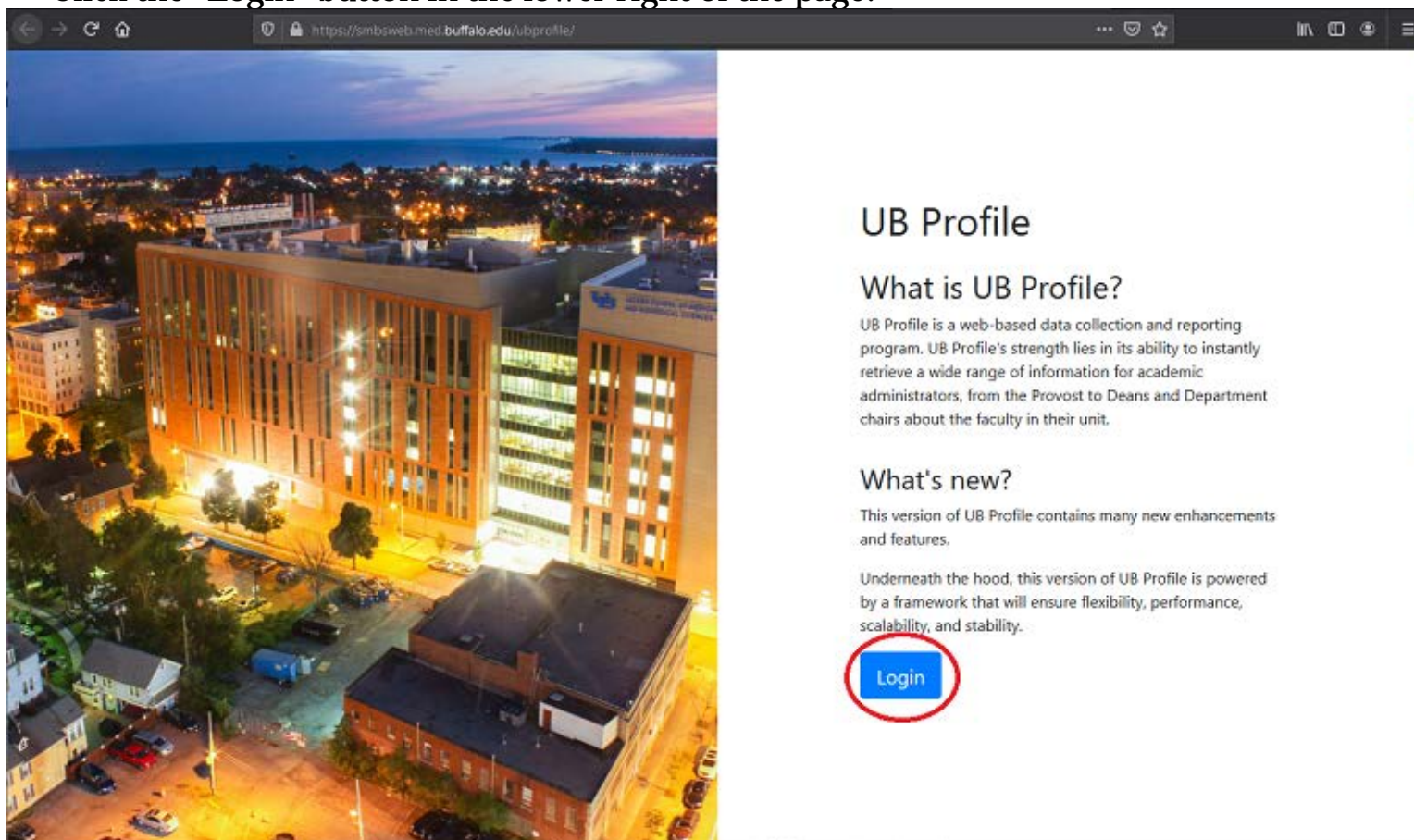
- The system is cumulative, meaning all the data you enter for each year will be kept in the system. If you have used this system over the past few years you will still see your old data when you login this year. You will simply add your new data for the current year's report. **PLEASE DO NOT DELETE YOUR OLD DATA**
- Certain data within this system is used to populate the Faculty Bio web pages on the new GSE website within the UB CMS (Publications, Presentations, Grants, Awards, etc.). The purpose of this is to provide one place for you to enter data for both the faculty report and online bio.
- If you have any difficulties or run into any questions while adding in your new data please submit a work order at <http://ed.buffalo.edu/help> and we will work to assist you as soon as possible.

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## Login to UBProfile

- To access the UBProfile system go to this webpage:  
<https://smbweb.med.buffalo.edu/ubprofile/>
- Click the “Login” button in the lower right of the page:



- You will be taken to the login page shown below. Enter your UBIT username and password then click the “Sign in” button.



  
**UB Profile**  
**Sign in**

User Name  
Password  
(Use your UBIT name and email password)

**Sign in**

- Once logged in, you will see the main faculty reporting page as shown in the screen shot on the next page.

## Graduate School of Education

FACULTY ANNUAL REPORT  
Michael Tinsmon [EDIT](#)  
June 1, 20XX - May 31, 20XX  
Education/Degrees [EDIT](#)  
Research Areas [EDIT](#)

### GOALS

At the start of each academic year, all GSE faculty are expected to meet with their respective department chairs to articulate their teaching, research, and service goals for the year. At the conclusion of the academic year, faculty are expected to report on their accomplishments within these three domains. The purpose of goal setting is to help faculty organize and prioritize their teaching, research, and service efforts. In addition to goal-setting serving as a mechanism to prioritize workload efforts, it should also serve as an opportunity to consider how to connect goals from each domain in such a way that faculty are provided both greater synergy in their work effort as well as continuity.

One new element added to the annual report this year are prompts asking faculty to consider the ways in which, if applicable, their teaching, research, and service, contribute to equity, diversity, inclusion, and justice. By adding these prompts, I am not suggesting that this is work we do in addition to our typical teaching, research, and service obligations, but that we begin to think about ways that equity, diversity, inclusion, and justice are integral to our teaching, research, and service. While the connections might be direct for some, and indirect for others, I do encourage you to consider equity, diversity, inclusion, and justice as fundamental to our work.

To this end, when setting goals with your department chair, goals related to equity, diversity, inclusion, and justice should not be considered separately from goals for teaching, research, and service, but as a part of each of these workload domains.

- I. Teaching and Advisement [EDIT](#)
- II. Research, Scholarly, and Creative Activities [EDIT](#)
- III. Service Activities [EDIT](#)
- IV. Estimated Effort [EDIT](#)

### ANNUAL REPORT

#### I. Teaching and Advisement

- A. Courses Taught: [EDIT](#)
- B. Course Development/Revisions: [EDIT](#)
- C. Advisees: [EDIT](#)
- D. Degrees and Certificates Awarded: [EDIT](#)
- E. Research Supervision: [EDIT](#)
- F. Clinical Supervision: [EDIT](#)

#### Additional Comments [EDIT](#)

As you reflect on your teaching and mentorship activities, you are invited to describe any curricular, pedagogical, or mentoring efforts, in which you engaged, that are inclusive, and attentive to advancing equity and promoting diversity.

#### II. Research, Scholarly, and Creative Activities

- A. Publications: [EDIT](#)
  - 1. Books and Monographs:
  - 2. Edited Books:
  - 3. Book Chapters:
  - 4. Articles in Scholarly Journals:
    - a. Published:
      - a. Refereed:
      - b. Non-Refereed:
    - b. Submitted:
      - a. Refereed:
      - b. Non-Refereed:
  - 5. Book Reviews:
  - 6. Other Publications (e.g., conference abstracts, reports, manuals):
- B. Editorship Positions: [EDIT](#)
- C. Presentations and Conference Activities: [EDIT](#)
  - 1. Conference Papers and Posters Presented:
  - 2. Invited Lectures:
- D. Contracts and Grants (indicate role as PI, Co-PI, and amount of grant, funding source): [EDIT](#)
  - 1. Grant Proposals Submitted:
  
  
  - 2. Grant Proposals Awarded:
  - 3. Continuing Grant Support:
- E. Awards, Fellowships, Honors, and Other Recognition: [EDIT](#)

#### Additional Comments [EDIT](#)

As you reflect on your research efforts this year, you are invited to highlight the ways that your research is attentive to advancing equity and promoting diversity. This may include the subject of your research, or it may pertain to how you structure your research team(s) and/or activities to be inclusive and attentive to advancing equity, promoting diversity, and/or achieving justice.

#### III. Service Activities [EDIT](#)

- A. Administrative Assignments:
- B. Program-Level Activities (e.g., comprehensive exams, accreditation reports):
- C. Departmental Activities:
- D. School-Level Activities:
- E. University-Level Activities:
- F. Review Activities:
- G. Ad Hoc Reviewer:
- H. Professional Service Activities:
  - 1. Offices Held and Committee Memberships:
  - 2. Reviewing for Conference Presentations:
  - 3. Reviewing for Grants and Contracts:
  - 4. Other Service Activities:
- I. Public Service:

#### Additional Comments [EDIT](#)

As you reflect on your service contributions this year, you are invited to highlight the ways that your service is attentive to advancing equity, promoting diversity, and/or achieving justice.

#### IV. Estimated Effort [EDIT](#)

#### Additional Comments [EDIT](#)

## Basic Usage

- There are blue “Edit” buttons distributed throughout the page:

**EDIT**

- Each button provides access to add and edit information for that section of the report through a combination of drop-down menus and text fields. There are specific instructions at the top of each section.

Starting with the page header, you have access to edit basic bio information as well as to add in your Education and Degrees and Research Areas:

Michael Tinsmon

(Michael Tinsmon)

## Graduate School of Education

FACULTY ANNUAL REPORT


Michael Tinsmon **EDIT**

June 1, 20XX - May 31, 20XX

Education/Degrees **EDIT**

Research Areas **EDIT**

- The first “Edit” button (next to your name) takes you to the “Biographical Data” section:

Back Logout Biographical Data (Michael Tinsmon) 

Last Name:	<input type="text" value="Tinsmon"/>
First Name:	<input type="text" value="Michael"/>
Middle Name:	<input type="text" value="Middle Name"/>
Display Name for web profile:	<input type="text" value="Michael Tinsmon"/>
Salutation:	<input type="text" value="Salutation"/>
Suffix:	<input type="text" value="Suffix"/>
Primary Department Affiliation:	<input type="text" value="Dean's Office"/>
Secondary Department Affiliation (if joint appointment):	<input type="text"/>
Academic Rank:	<input type="text"/>
Administrative Title:	<input type="text" value="Director"/>
Title Detail:	<input type="text" value="Information Technology"/>
Professional Summary:	<input type="text" value="Professional Summary"/>

- In this section you can add your preferred name for your web profile in the “Display name for web profile” field.
  - You can also add any Administrative Title you hold.
  - The “Professional Summary” field appears on your online bio web page, you can use that to make any personal or professional statements about your academic or research interests.
  - Once you’ve made your changes, Click the “Save Changes” button on the bottom of the screen to save your changes and return to the main report page.
  - If you do not need to make any changes, simply click the “Back” button in the upper left of the screen or “Cancel Changes” button on the bottom.
- NOTE:** You cannot change any of the unavailable (“greyed out”) fields in this view. That is because this information was brought in from the UB HR system. If the info. is incorrect please contact UB HR to get it corrected at the source.
- Click on the 2<sup>nd</sup> “Edit” button next to “Education/Degrees” to enter in that info.
  - The 3<sup>rd</sup> “Edit” button takes you to a page of Research terms and checkboxes. Check each box that applies to you and click the “Save Changes” button at the bottom of the page. These terms will be used on the GSE website as tags to link faculty and other web content. Please select at least one term that describes your subject area expertise. If you do not have any terms selected you will not appear on the website as topical/subject expert.

Faculty research is at the core of what we do, and often faculty members are involved in or conducting research across disciplines. It is important we capture specific areas of expertise each faculty member self identifies. The following categories were developed in partnership with the Dean and the Associate Dean for Interprofessional Education & Engagement. If you feel your area(s) of expertise are not represented below, please propose additions to the Dean and Associate Dean for consideration. This information will be used on the website as a way of locating faculty members by research area and also as a way of better identifying appropriate faculty members that media can interview when expertise is needed. **Please check ALL research topics that apply then click the "Save Changes" button on the bottom of the screen.**

### Teaching and Learning in the Content Area Expertise

Select all that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Computer Science Education | <input checked="" type="checkbox"/> English Education | <input type="checkbox"/> Mathematics Education    |
| <input type="checkbox"/> Curriculum and Instruction | <input type="checkbox"/> Environmental Education      | <input type="checkbox"/> Music Education          |
| <input type="checkbox"/> Early Childhood Education  | <input type="checkbox"/> ESL / ENL / Bilingual        | <input type="checkbox"/> Reading Instruction      |
| <input type="checkbox"/> Elementary Education       | <input type="checkbox"/> International Education      | <input type="checkbox"/> Science Education        |
| <input type="checkbox"/> Engineering Education      | <input type="checkbox"/> Literacy                     | <input type="checkbox"/> Social Studies Education |

### Counseling, Development, and Intervention

Select all that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Addictions                       | <input type="checkbox"/> Educational Policy                     | <input type="checkbox"/> Professional / Staff Development |
| <input type="checkbox"/> Administration/Management        | <input type="checkbox"/> Family                                 | <input type="checkbox"/> School and District Reform       |
| <input type="checkbox"/> Bullying                         | <input type="checkbox"/> Leadership                             | <input type="checkbox"/> School Counseling                |
| <input type="checkbox"/> Child and Adolescent Development | <input type="checkbox"/> Leadership Training                    | <input type="checkbox"/> School Environment               |
| <input type="checkbox"/> Clinical and Career Counseling   | <input type="checkbox"/> Meditation, Mental Health and Wellness | <input type="checkbox"/> School Finance                   |
| <input type="checkbox"/> Cognitive Psychology             | <input type="checkbox"/> Mental Health                          | <input type="checkbox"/> Social and Emotional Development |
| <input type="checkbox"/> Community Wellness               | <input type="checkbox"/> Moral Education                        | <input type="checkbox"/> Sociology of Education           |
| <input type="checkbox"/> Economics of Education           | <input type="checkbox"/> Organizational Change                  | <input type="checkbox"/> Special Education                |

### Learning Sciences

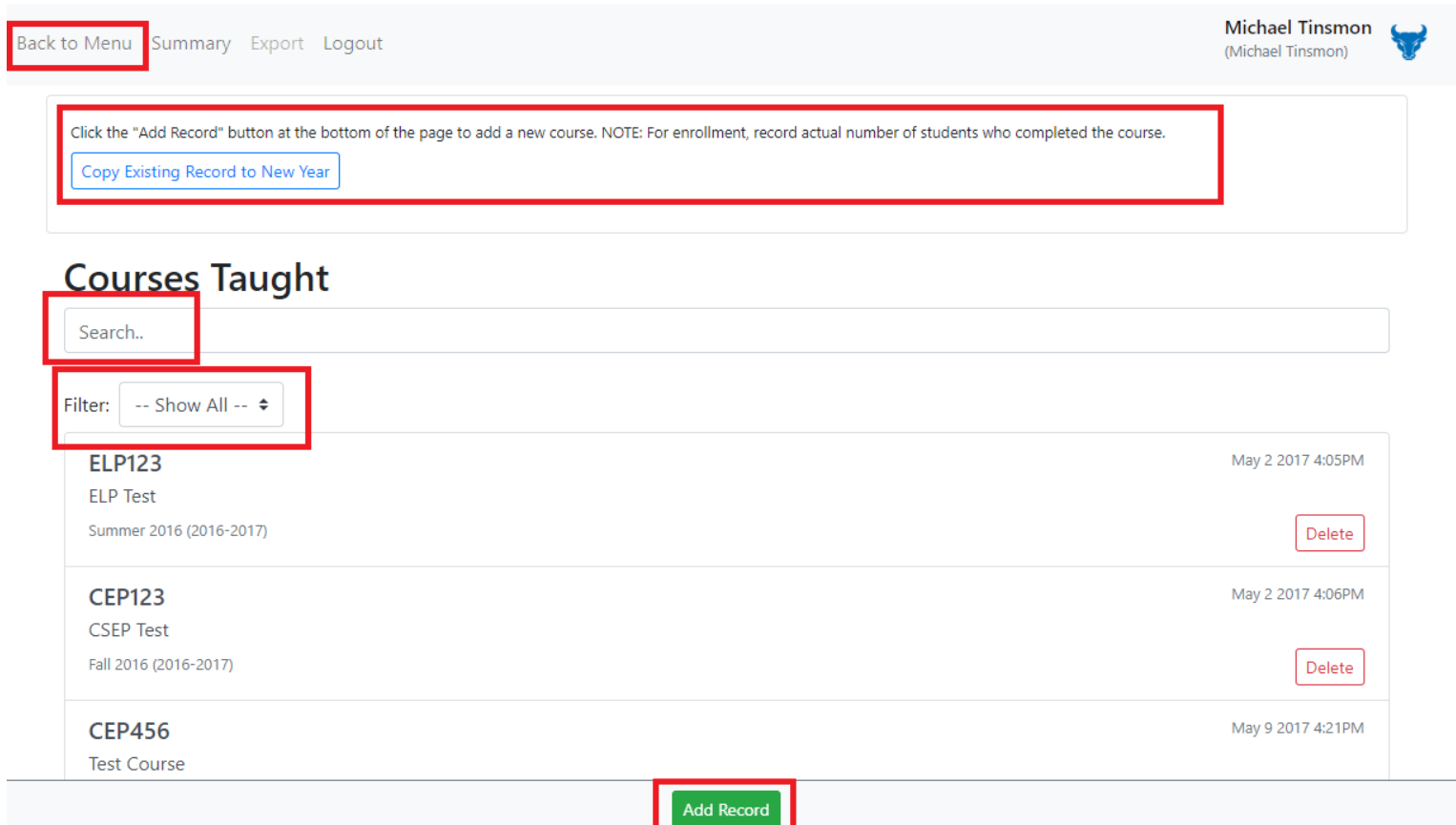
Select all that apply:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Academic Performance Standards | <input type="checkbox"/> Information Science                 | <input type="checkbox"/> Psychometrics                 |
| <input type="checkbox"/> Achievement                    | <input type="checkbox"/> Instructional Technology            | <input type="checkbox"/> Qualitative Research Methods  |
| <input type="checkbox"/> Assessment                     | <input type="checkbox"/> Large-Scale Assessment and Research | <input type="checkbox"/> Quantitative Research Methods |
| <input type="checkbox"/> Coanition                      | <input type="checkbox"/> Learning Communities                | <input type="checkbox"/> Research Design               |

## Adding a Record

The editing buttons in Sections I, II, III, and IV of the report all function in the same way, so we will take a detailed look at just the first one, Section I. A. "Courses Taught."

- Clicking the "Edit" button next to "A. Courses Taught:" on the main screen takes you to the "Courses Taught" section of the site:



Back to Menu Summary Export Logout Michael Tinsmon (Michael Tinsmon)

Click the "Add Record" button at the bottom of the page to add a new course. NOTE: For enrollment, record actual number of students who completed the course.

Copy Existing Record to New Year

### Courses Taught

Search..

Filter: -- Show All --

ELP123 ELP Test Summer 2016 (2016-2017)	May 2 2017 4:05PM	Delete
CEP123 CSEP Test Fall 2016 (2016-2017)	May 2 2017 4:06PM	Delete
CEP456 Test Course	May 9 2017 4:21PM	

Add Record

- Please note the location of the "Back to Menu" button at the top of the screen, the "Help Text" section of the page, below that and the "Add Record" button at the bottom. These features will be consistent throughout the report. The "Help Text" will explain how to add a new record and also any specific notes about the reporting content in that section, as needed.
- By default, when you enter into the "Edit" section for any part of the report you will see all records you have entered previously in that section. If you have never entered records in a section before or if this is your first year using the system the list will be blank.
- The "Filter" drop-down menu is designed to help you filter your list by academic year. This has been added to most sections of the report.
- The "Filter" drop-down menu will list the academic years for your data and allow you to filter the list to just the records from that year.

**NOTE:** This menu will only show options for years that you have entered data in the past. If you want to start with a "clean slate" to enter new data, simply add and save one record for the new year, then the new year will appear on the filter drop-down menu. Click on it and you will only see your one new record. You can then continue to enter the rest of the data for that year. Example screen shot below:

Click the "Add Record" button at the bottom of the page to add a new course. NOTE: For enrollment, record actual number of students who completed the course.

Copy Existing Record to New Year

## Courses Taught

Search..

Filter: 2017-2018

CEP456

May 9 2017 4:21PM

Test Course

Summer 2017 (2017-2018)

Delete

- To add a record, click the "Add Record" button at the bottom of the screen and you will be taken a new, blank record:

Back Logout

Department:

Non-GSE department 3-letter code (if applicable):

Course Number:

Course Section:

Course Title:

Credit Hours:

Course Type:

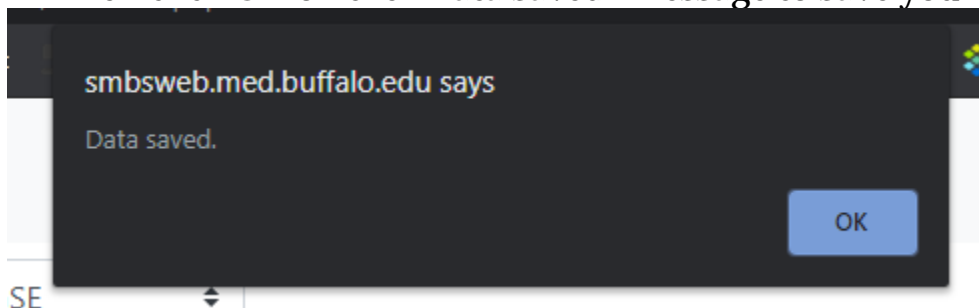
Enrollment:

Semester:

Year:

Save Changes Cancel Changes

- Fill in the values for this course and then click the "Save Changes" button at the bottom of the screen.
- Then click OK on the "Data saved" message to save your record and return to the course list:



- Continue adding courses via the procedure above and when you're done, click the "Back to Menu" button to get back to the main page.

## Search and Filter Records

- There is a Search feature in each section, as seen in the Courses Taught screen shot below.
- This field functions as a keyword search of the records in the list on that page. As you type in your search terms, the list below the search field will be filtered to show only those records containing your keywords.
- Deleting your search terms returns you to the full list.

- This serves as a quick check to see if you've entered in a record or to filter your data, as needed.
- To delete a course, simply click the "X" to the far right of the course record in your course list:

## Courses Taught

Filter: -- Show All --

<b>ELP123</b> ELP Test Summer 2016 (2016-2017)	May 2 2017 4:05PM <div style="border: 1px solid red; padding: 2px; display: inline-block;">Delete</div>
<b>CEP123</b> CSEP Test Fall 2016 (2016-2017)	May 2 2017 4:06PM <div style="border: 1px solid red; padding: 2px; display: inline-block;">Delete</div>

**NOTE:** The remaining "Edit" buttons throughout document sections I, II, III, and IV all function in the same way as the section outlined above. Please read the "Help Text" in each section for specific instructions and notes.

## Copy Records

- We have also added a "Copy Records" feature to the Courses Taught, Advisees, Publications, Grants, and Service Activities sections.
- The purpose of this feature is allow you to copy records that either do not change or change very little from year to year.
- This feature allows you to quickly copy an older record to the new year and edit it, if necessary, to make changes quickly.
- This feature is basically the same in each section, so we will examine section I.C. "Advisees", specifically.

In the Advisees edit screen you will see a Copy Data Between Years button at the top. Click on that to access this feature:

Click the "Add Record" button at the bottom of the page to add a new Advisee record.

Copy Existing Record to New Year

### Advisees

Filter: -- Show All --

<b>2016-2017</b> # Doctoral: 2; # Masters: 1; # Certificate: 0	May 3 2018 3:40PM <div style="border: 1px solid red; padding: 2px; display: inline-block;">Delete</div>
<b>2017-2018</b> # Doctoral: 1; # Masters: 2; # Certificate: 0	May 3 2018 3:41PM <div style="border: 1px solid red; padding: 2px; display: inline-block;">Delete</div>

- The copy records screen will show all your existing records in a table. Screen shot below.
- The first three columns (Copy To, Copy and Edit) control what you can do here, the rest list the values for each record, so you can be sure to copy the correct one.
- To copy a record to a new academic year, find the record on the table and select the new academic year from the "Year" drop down menu in the "Copy To" column for that record. Then click the "Copy" button next to the drop down.
- Your new record will then appear on the list with the new academic year and all other values the same.
- If no further changes are necessary, click the "Back" button in the upper, right corner of the screen.
- If you need to make any changes to your new record, click the "Edit" button next to the new record, make your changes and save the new record.

To copy a record to a new academic year, find the record in the list below and select the new academic year from the "Select Year" drop down menu in the "Copy To" field for that record. Then click the "Copy" button next to the drop down. Your new record will then appear on the list. If no further changes are necessary, click the "Back" button. If you need to make any changes to your new record, click the "Edit" button next to the new record, make your changes and save the new record.

Copy To	Copy	Edit	Year	# Doctoral	Doctoral List	# Masters	Masters List	# Certificate	Certificate List
-- YEAR --	Copy	Edit	2017-2018	1	Jane Doe	2	John Smith, Bob Smith	0	
-- YEAR --	Copy	Edit	2016-2017	2	Jane Doe, John Doe	1	John Smith	0	

## New Section: Editorship Positions

- New for 2020, we added section II. B. Editorship Positions.
- These were formerly captured in section III. F. Editorship and Review Activities (now just "Review Activities"). We needed to better capture this data for reporting purposes.
- The "Title of position" and "Journal or Publication Name" fields in this section work a little differently (screen shots below). The reporting system has a pre-populated list of titles and publications.
- Simply start typing your position title or journal name in the appropriate field. If the title or journal name you want is displayed, click on it to select it.
- If the title or journal name does not appear (because it's not on the list), type it out in full.

Title of position:

Editor

Assistant **Editor**

Associate **Editor**

**Editor**

title, if it appears on the menu, just click it to

ation Name

Journal or Publication Name:

Journal or Publication Name:

child Development

**Child** Development

**Children's** Literature in Education

Early **Childhood** Research Quarterly

Exceptional **Children** Journal

Gifted **Child** Quarterly

Journal of Abnormal **Child** Psychology

Journal of **Child** Language

Journal of Early **Childhood** Teacher Education

Journal of Research in **Child** Development

Topics in Early **Childhood** Special Education

from the name.

name in the field

Start Date:

End Date:

## Summary Report and Exit

- Now that you've entered all of your data, click the "Main Menu" icon in the upper left of the main page, then click "Summary".
- Select the academic year from the dropdown menu at the bottom of the screen, then click the "Run Report" button.
- The Summary Report will open in a new web browser tab and lists all of the data you've entered for the given year.
- When you're done, simply click "Logout" on the main menu to exit the system, there is no need to "Save" the entire report. Records are saved individually, as added, in each section.



<< Main Menu icon

Michael Tinsmon

(Michael Tinsmon)

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