

# 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 GSE website. The purpose of this is to provide one place for you to enter data for both the faculty report and online bio. Here are the sections of this system that display on the web bio page:
  - Biographical data – Name, dept., rank, title, and “Professional Summary” statement.
  - Education/Degrees
  - CV Upload
  - Section II (Research, Scholarly, and Creative Activities):
    - A. Publications
    - B. Presentations and Conference Activities
    - C. Contracts and Grants
    - D. Awards, Fellowships, Honors, and Other Recognition
  - Section III (Service Activities):
    - F. Review Activities
    - H. Professional Service Activities
    - J. Editorship Positions
- For Section II and III data, the bio web page will only display the 5 most recent records and/or the records you mark for display by clicking “Yes” in the “Display on web” field for each record. To explicitly block a record from displaying, select “No”. Otherwise, leave the default of “No Preference” and it will only be included if it is among the most recent outside of those marked “Yes”.
- Please note, the examples and screen shots in this document use the Courses Taught and Advisees sections of the report for demonstration purposes. However, data in those sections is automatically imported as follows:
  - By March 1 each year, courses taught in the academic year, as well as the preceding summer, will be imported into UBProfile.
  - By March 1 each year, students listed as one of your advisees in HUB will be imported into UBProfile.
  - You should still plan to check these sections after the import each year to make sure all records are imported and correct. You can add, edit, or delete the imported records as needed.
- 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.

## Table of Contents

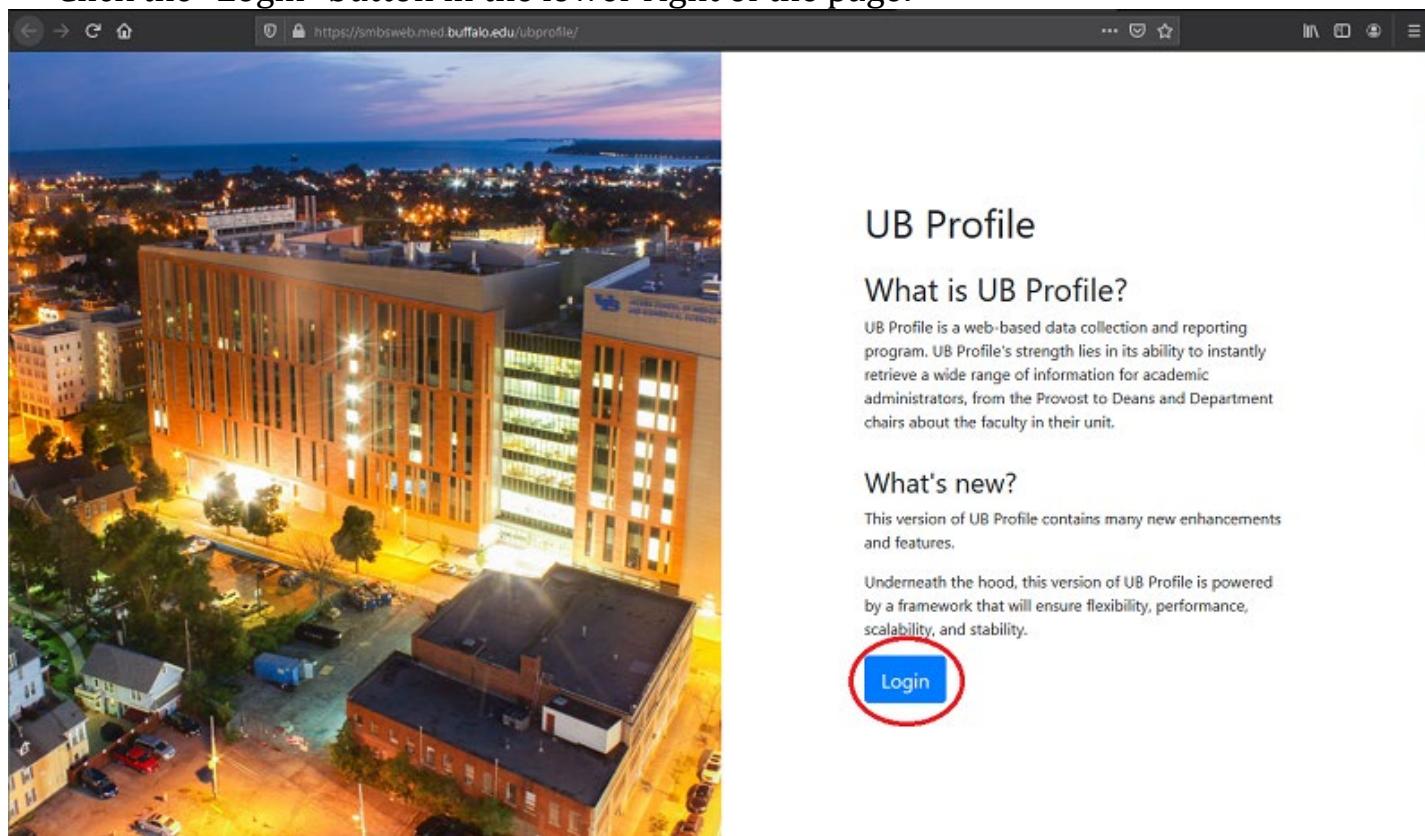
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## Login to UBProfile

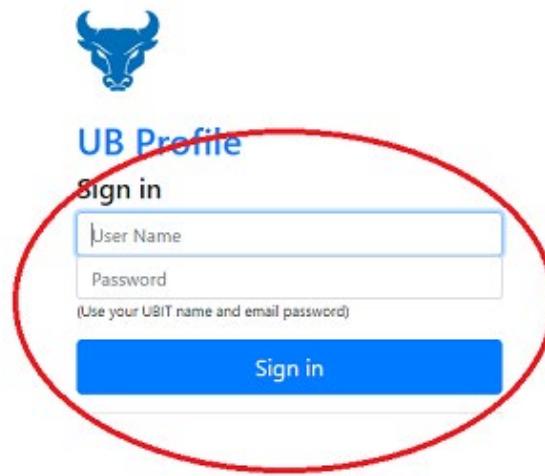
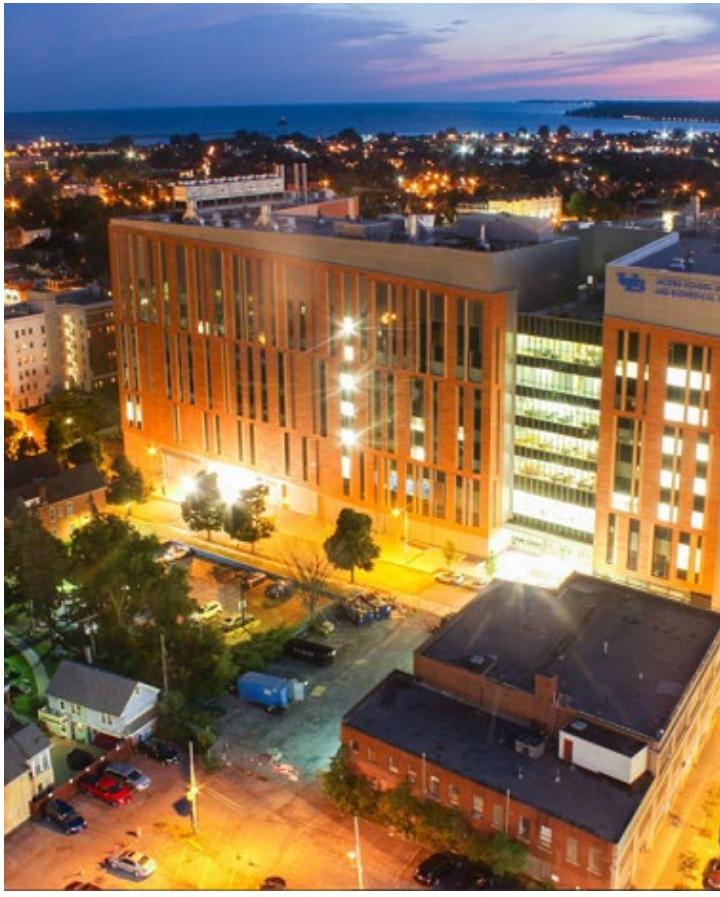
- To access the UBProfile system go to this webpage:

<https://smbsweb.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.



- Once logged in, you will see the main system page with 5 tabs across the top. On your first login, you should be on the “Web Profile” tab as shown in the screen shot below:

- Each of the first 4 tabs (Web Profile, Faculty Annual Report, Curriculum Vitae, and By Category) represent different ways to visualize the different types of data in the system. However, they all get you to the same sections for data entry. You may find one view is easiest for you or you may use different views depending on what data you’re looking to update. These options are provided to make the system easier and more accessible for a broader range of faculty preferences.
- Here are screen shots of the remaining data entry tabs (the Reports tab will be covered below):
  - Faculty Annual Report:

### 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:
- J. Editorialship Positions [EDIT](#)

### Additional Comments [EDIT](#)

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

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

### Additional Comments [EDIT](#)

## ○ Curriculum Vitae:

Michael Tinsmon 

Web Profile Faculty Annual Report Curriculum Vitae By Category Reports

**Curriculum Vitae (GSE Version)**

Name [EDIT](#) University Address University E-mail Address  
University Phone Number

**Education** [EDIT](#)

Ph.D./Ed.D.	University Major Area	Year Degree Granted
M.A./M.S.	University Major Area	Year Degree Granted
B.S./B.A.	University Major Area	Year Degree Granted

**Employment History**  
(Do not annotate or provide lengthy description of duties)  
Position, name of employer/institution, inclusive dates of employment

**National Leadership Positions, National Prominent Awards, Editorial Board Designations**  
Editor, name of journal [EDIT](#)  
Award, name of organization, year [EDIT](#)

**PUBLICATIONS** [EDIT](#)  
(List only published or "in press" works using APA format)

**Books**  
Edited Books  
Book Chapters

**Refereed Journal Articles**  
(If more than one area of research, divide into 2-3 stated areas)

**Other Publications**  
(Non-refereed electronic publications, non-refereed articles, book reviews, newsletter articles)

<https://smbsweb.med.buffalo.edu/ubprofile/viewForm.php#tabAFR>

## ○ By Category:

Michael Tinsmon 

Web Profile Faculty Annual Report Curriculum Vitae By Category Reports

**About You**

Contact Information [EDIT](#) Education/Degrees [EDIT](#)  
Programs [EDIT](#) CV Upload [EDIT](#) COVID-19 Impact Statement [EDIT](#)

**Goals**

Teaching and Advisement [EDIT](#) Research, Scholarly, and Creative Activities [EDIT](#)  
Service Activities [EDIT](#) Estimated Effort [EDIT](#)

**Teaching and Advisement**

Courses Taught [EDIT](#) Course Development/Revisions [EDIT](#)  
Advisees [EDIT](#) Degrees and Certificates Awarded [EDIT](#)  
Research Supervision [EDIT](#) Clinical Supervision [EDIT](#)  
Additional Comments [EDIT](#)


## Basic Usage

- There are grey "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.
- For these steps and screen shots, we're using the Faculty Annual Report tab, but the functionality is the same, regardless of the tab you choose.

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

Michael Tinsmon

(Michael Tinsmon)

## Graduate School of Education

### FACULTY ANNUAL REPORT

Michael Tinsmon [EDIT](#)

June 1, 20XX - May 31, 20XX

Education/Degrees [EDIT](#)

Programs [EDIT](#)

Research Areas [EDIT](#)

CV Upload [EDIT](#)

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

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

[Save Changes](#) [Cancel Changes](#)

- 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 may 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.
- You can also add up to three website links that will appear on your bio page.
- 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> button is for the “Programs” section. Please select any/all GSE programs you are affiliated with.
- The 4<sup>th</sup> button takes you to a page of Research Areas. Please check the box for each term that applies to you. You can also add in your own keywords or short phrases in the text box at the top of the page. 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.

Back Logout	GSE Research Areas 																					
<p>Faculty research is at the core of what we do, and often faculty members are involved in or conducting research across disciplines.</p> <p>In the first section below, write your specific research interests in 250 characters or less. This will appear on your faculty profile and on each department's faculty list. Use the format below to ensure consistency across the website.</p> <p><b>Research Interests:</b> Keyword or short phrase; keyword or short phrase</p> <p>Research Interests: <input type="text"/></p> <p>It is also important we capture faculty members' areas of expertise in a more systematic way. This information will be used on the website as a way of curating lists of faculty members by research area and also as a way of better identifying appropriate faculty members that media can interview when expertise is needed. <i>The following categories were developed in partnership with the dean, the department chairs and GSE faculty. If you feel your area(s) of expertise are not represented below, please propose additions to your department chair for consideration.</i></p> <p><b>Please check all research topics that apply then click the “Save Changes” button on the bottom of the screen.</b></p> <p><b>Teaching and Learning in the Content Area Expertise</b></p> <p>Select all that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> Computer Science Education</td> <td><input type="checkbox"/> Environmental Education</td> <td><input type="checkbox"/> Reading Instruction</td> </tr> <tr> <td><input type="checkbox"/> Curriculum and Instruction</td> <td><input type="checkbox"/> ESL/ENL/Bilingual</td> <td><input type="checkbox"/> Science Education</td> </tr> <tr> <td><input type="checkbox"/> Early Childhood Education</td> <td><input type="checkbox"/> International Education</td> <td><input type="checkbox"/> Social Studies Education</td> </tr> <tr> <td><input type="checkbox"/> Elementary Education</td> <td><input type="checkbox"/> Literacy</td> <td><input type="checkbox"/> STEM education</td> </tr> <tr> <td><input type="checkbox"/> Engineering Education</td> <td><input type="checkbox"/> Mathematics Education</td> <td><input type="checkbox"/> Writing Instruction</td> </tr> <tr> <td><input type="checkbox"/> English Education</td> <td><input type="checkbox"/> Music Education</td> <td></td> </tr> </table> <p><b>Counseling, Development, and Intervention</b></p> <p>Select all that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> Addictions</td> <td><input type="checkbox"/> Family</td> <td><input type="checkbox"/> Rehabilitation Counseling</td> </tr> </table>		<input type="checkbox"/> Computer Science Education	<input type="checkbox"/> Environmental Education	<input type="checkbox"/> Reading Instruction	<input type="checkbox"/> Curriculum and Instruction	<input type="checkbox"/> ESL/ENL/Bilingual	<input type="checkbox"/> Science Education	<input type="checkbox"/> Early Childhood Education	<input type="checkbox"/> International Education	<input type="checkbox"/> Social Studies Education	<input type="checkbox"/> Elementary Education	<input type="checkbox"/> Literacy	<input type="checkbox"/> STEM education	<input type="checkbox"/> Engineering Education	<input type="checkbox"/> Mathematics Education	<input type="checkbox"/> Writing Instruction	<input type="checkbox"/> English Education	<input type="checkbox"/> Music Education		<input type="checkbox"/> Addictions	<input type="checkbox"/> Family	<input type="checkbox"/> Rehabilitation Counseling
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<input type="checkbox"/> English Education	<input type="checkbox"/> Music Education																					
<input type="checkbox"/> Addictions	<input type="checkbox"/> Family	<input type="checkbox"/> Rehabilitation Counseling																				
<p><a href="#">Save Changes</a> <a href="#">Cancel Changes</a></p>																						

- The 5<sup>th</sup> “Edit” button takes you to a screen where you can upload an Adobe Acrobat .pdf file of your CV to be linked from your online GSE web profile page:

Select a PDF version of your CV to upload

CV File:

View File Remove File Current file: [ No file selected ]

\*\*\* Note: This file can be made available for viewing outside of this system (e.g. on a web profile) \*\*\*

Choose File

- Click the “Browse” button, find the .pdf file of your CV, then make sure to click the “Save Changes” button at the bottom of the screen. Your CV file will be linked from your web bio page.

## 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.

Courses Taught	
Search..	Filter: -- Show All --
IS 123 LIS Test Spring 2019 (2018-2019)	02/25/2020 4:56pm <input type="button" value="Delete"/>
LAI 123 LAI Test Winter 2017 (2016-2017)	05/02/2017 4:06pm <input type="button" value="Delete"/>
CEP 456 Test Course Summer 2017 (2017-2018)	05/09/2017 4:21pm <input type="button" value="Delete"/>
IS 123 LIS Test Spring 2017 (2016-2017)	10/22/2019 3:50pm <input type="button" value="Delete"/>
IS 123	02/25/2020 4:56pm <input type="button" value="Delete"/>

- 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 “Search” field is a keyword search of all records in that section. The list will be filtered to only records containing your search terms.
- 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.

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

Department:

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

Course Number:  Course Number

Course Section:  Course Section

Course Title:  Course Title

Credit Hours:  .0

Course Type:  Online

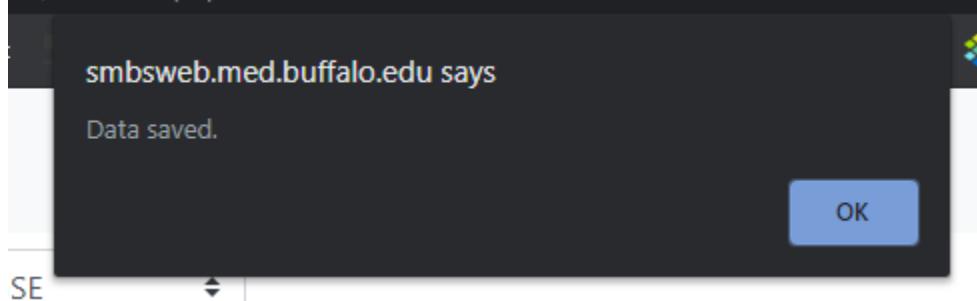
Enrollment:  0

Semester:  Summer

Year:  2020

[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 above.
- 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 “Delete” button to the far right of the course record in your course list:

### Courses Taught

Search..	Filter: -- Show All --	Results: 8
GSE 567 Test Course Summer 2024 (2024-2025)		08/16/2024 4:58pm <a href="#">Delete</a>

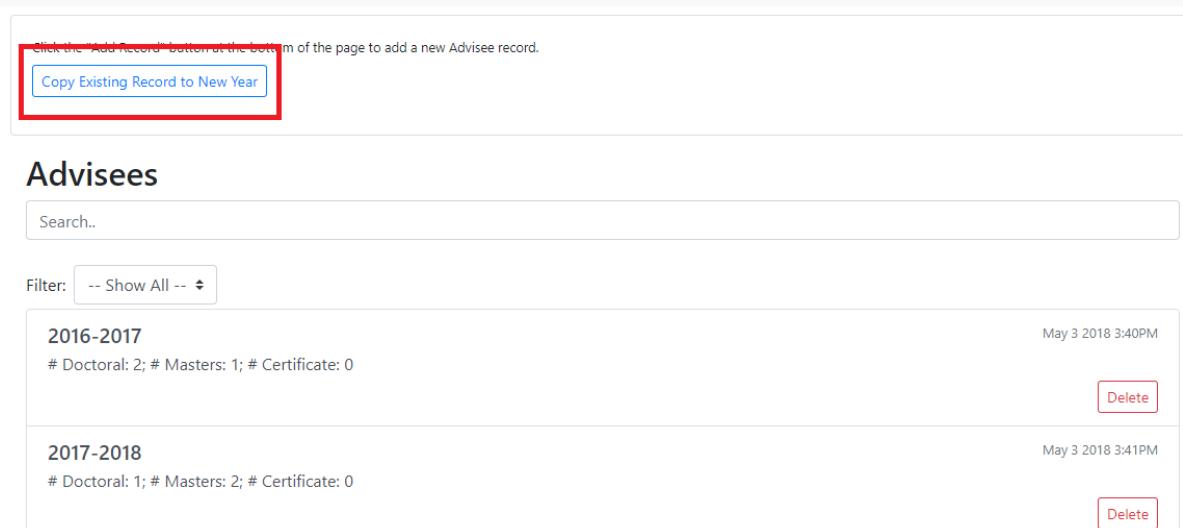
**NOTE:** The remaining “Edit” buttons throughout document sections I, II, III, and IV all function in the same way as the section outlined above. Please read the “Help Text” in each section for specific instructions and notes.

## 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 to 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.

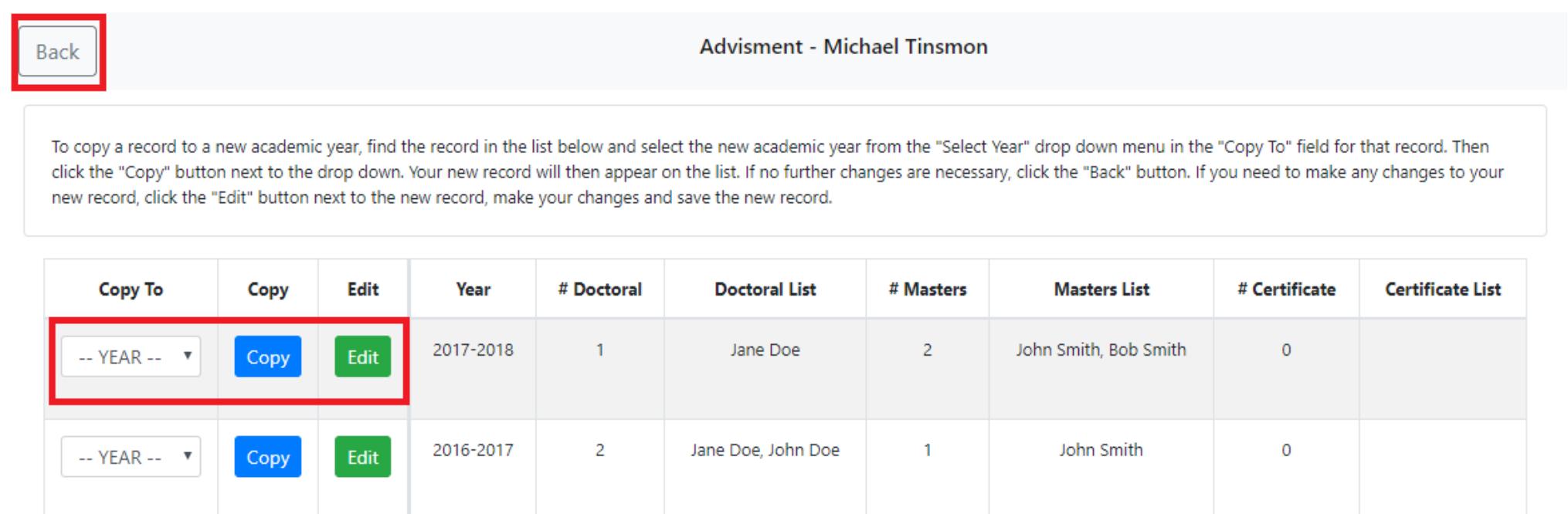
**Advisees**

Search..

Filter: -- Show All --

Year	Created	Action
2016-2017	May 3 2018 3:40PM	<a href="#">Delete</a>
# Doctoral: 2; # Masters: 1; # Certificate: 0		
2017-2018	May 3 2018 3:41PM	<a href="#">Delete</a>
# Doctoral: 1; # Masters: 2; # Certificate: 0		

- 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.



**Advisment - Michael Tinsmon**

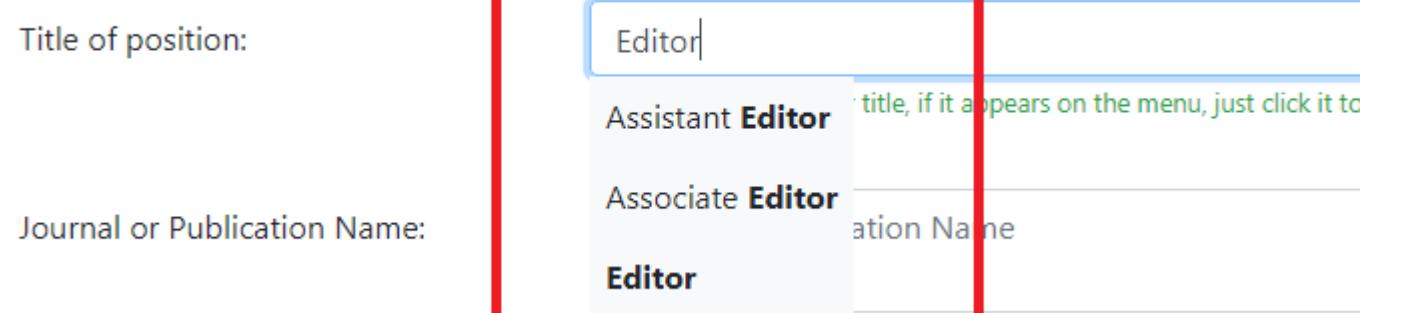
Back

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 --	<a href="#">Copy</a>	<a href="#">Edit</a>	2017-2018	1	Jane Doe	2	John Smith, Bob Smith	0	
-- YEAR --	<a href="#">Copy</a>	<a href="#">Edit</a>	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

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

Start Date:

End Date:

## Reporting and System Logout

- Now that you've entered all of your data, there are several different report format options via the "Reports" tab:

Michael Tinsmon

UB

Web Profile Faculty Annual Report Curriculum Vitae By Category Reports

**Web Profile**

FirstName A. LastName Suffix  
Current Position  
School Name  
Department Name  
Specialty/Research Focus  
Awards and Honors  
Clinical Activities - Clinical  
Professional Summary  
Education and Training  
Employment  
Awards and Honors  
Awards and Honors

**View**

**Annual Report** 2024-2025 **View**

Graduate School of Education  
INDUSTRY ANNUAL REPORT  
June 1, 2024 - June 30, 2025  
Education Services  
Programs  
Research Areas  
Other Areas

**ANNUAL REPORT**  
COVID-19 Impact Statement  
A. Research Initiatives  
B. Research, Scholarly, and Creative Activities  
C. Publications  
D. Degrees and Certificates Awarded  
E. Professional Development  
F. Clinical Supervision  
Additional Comments  
Additional Information  
B. Research, Scholarly, and Creative Activities  
A. Publications  
B. Books and Monographs  
C. Chapters  
D. Book Chapters  
E. Academic Papers  
F. Published  
G. Non-Published

**Curriculum Vitae** **View**

Appendix C: Curriculum Vitae (GSE Version)  
Name  
University Address  
University E-mail Address  
University Phone Number  
Education  
P.D. Ed.D. University Major Area  
M.A. M.S. University Major Area  
B.S. B.A. University Major Area  
Year Degree Granted  
Employment History  
(Do not include or provide lengthy description of duties)  
Position, name of organization  
Editor, name of journal  
Editor, name of journal, role of special issue, page numbers  
Editorial Board Membership, name of journal  
Award, name of organization, year  
**PUBLICATIONS**  
(List only published or "in press" works using APA format)  
Books  
Edited Books  
Book Chapters  
Refereed Journal Articles  
(If more than one set of research, divide into 2-3 stated areas.)  
Other Publications  
(Non-refereed electronic publications, non-refereed articles, book reviews, newsletter articles)  
**GRANTS**  
Principal Investigator (or position or grant, name of organization, amount, funded or not funded)  
**PRESENTATIONS**  
Invited Presentations (type of presentation such as 1-2 day workshop or keynote address, organization, date)  
Conference Presentations (type of presentation such as symposium or poster, organization, date)  
**SERVICE**  
National Service  
University Service  
Position, committee, date  
Graduate Student Education Service  
Position, committee, date  
**DEPARTMENT SERVICE**  
Position, committee, date  
**RESEARCH ADVISORSHIP**  
Name, dissertation/thesis title, date of defense  
**PROFESSIONAL MEMBERSHIPS**  
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**Time and Effort** 2024-2025 **View**

Effort Distribution Report, 2025  
John A. Sample, Ph.D.  
Developer - Medical Computing

- Each report format gives a different view on your data. Simply click the "View" button next to the report you want.
- For a comprehensive look at all data for a given academic year. Use the "Annual Report" format. Select the academic year from the dropdown menu before clicking the "View" button.
- Your report will open in a new browser tab.
- 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

Summary

Logout