College of Pharmacy Quick-Start Guide
Last Updated 12/14/2020

Timelines

Central Council has outlined the following deadlines for completion of Annual Activity Reports and the annual review process:

- Faculty deadline for completion of Annual Activity Report: **February 8th, 2021**
- Departmental completion of peer review activities: **March 12, 2021**
- Department Head completion of faculty annual review reports: **May 12, 2021**

General tips:

- Additional guides and training can be found at http://works.umn.edu/guides-and-training
- Once you log into Works click on "Review a Guide". This will facilitate entering information and navigation through the various screens.
- Consider often generating a report in the Health Sciences standard format without waiting till you are finished with entries. This will assure that you have entered specific information in the right place. This is also important in the case of imported data, where the report may show more complete information that what appears on the individual screens.
- Make sure you verify the "Do you want this record printed in the report?" check box is checked at the bottom of individual pages so that items on that page are included in the report. If you uncheck the box, the data will not be included in your report for your annual review.
- Verify all imported information for accuracy. Click on individual items and check for complete and relevant information, e.g., role and number of hours.
- Adding items to a specific page: If an "Add New Item" button is not available, it is likely because the data on that screen is imported. In these cases, the information will typically be entered on a different screen. For example, grants should be manually entered on the "Other Grants, Contracts, Gifts, or Earnings (manual entry)" screen.
- Use boxes marked "annotation" to add explanations of your role, effort, etc. or any other information you wish to be included in your Annual Report for Department Head review.
- Use "Supplementary Material" to include information that does not have it's own specific place for entry, e.g., peer evaluations, commendation for service, etc.

Step 1: Access Your Account: Go to works.umn.edu and log in with your University of Minnesota username and password. Click on *Activities* to begin entering your accomplishments.

Step 2: Enter Required Information: The following screens require entry/review for the completion of your Annual Activity Report (note specific instructions in the boxes):

Scholarship/Research/Creative Activities
Publications and Other Intellectual Contributions
- Required, if applicable
- Imported publications are often incomplete. Use the "edit" function to add missing items.
- Faculty are encouraged to import their publications directly from PubMed or another citation manager, or by linking their ORCID account.
- See [mini guide](#) for details about importing publications:

Presentations
- Required, if applicable
- You need to fill in relevant fields when you click on each presentation.

Creative and Artistic Practice, Performances, and Exhibits
- Required, if applicable

Grants, Sponsored Research, and Contracts
- Required (pre-populated)
- See grants mini guide

Other Grants, Awards, Gifts, or Endowment Earnings
- Manual entry
- Required if grants are not processed by SPA or received at another institution (non-UMN) or from a previous institution

Collaboration and Research/Creative Activity Currently in Progress
- Required, if applicable
- Research in progress that is not funded, published, or otherwise not captured in the earlier screens
- It is desirable for faculty to document collaborations and partnerships as reports from Works will then assist with awareness and relationship development across the College. Include a brief description of the focus for the partnership.

Biographical Sketch
- Optional

Patents and Intellectual Property
- Required, if applicable

Scholarly Reviews of/Commentaries on My Work
- Optional

Teaching
College of Pharmacy: Course Teaching and Instruction
- Required, if applicable
- Some data is pre-populated, but faculty can edit as needed and add additional teaching.

- - - Faculty can list multiple roles within a single course.
  - Course roles and definitions:
    - Lecturer/Discussion Lead – lecturing and/or running a discussion
    - TBL Lead – leading in-class TBLs
    - Facilitator – in-class assistance
    - Assessor – used for the Oral Exam, OSCE, etc.
    - Lab Instructor – used for lab personnel
    - Other
  - Indicate if you are a course director or a module coordinator
  - <u>Teaching Evaluations</u> – Per University guidance, it is optional for faculty to upload Spring and Summer 2020 Student Rating of Teaching (SRTs). Submission of Fall 2020 SRTs is required.
  - <u>Adaptions due to COVID</u>: Faculty are encouraged to include in the "Annotation" section a summary of alterations made in course design and instructional activities to support effective student learning during the pandemic.

College of Pharmacy: Experiential Teaching
- Required, if applicable
- Use Jan 1, 2020 as a start date and Dec 31, 2020 as the end date.
- If you participate in multiple rotations do a separate entry for each (i.e. "add new item")

College of Pharmacy: Experiential Teaching - Course Coordination
- Required, if applicable

Scheduled Teaching (Imported Data)
- **DO NOT USE this section**

Other Instructional Activity (Guest Lectures, Clinical Teaching, etc.)
- Required, if applicable
- Use for teaching that does not fit elsewhere (i,e. workshops, non-traditional courses, teaching other professions in a classroom).
- For post doc, resident, and trainee supervision, enter items under *Advising-Post Doc, Resident, and Trainee Supervision/Mentorship*
- If you have evaluation data for teaching activities with pharmacy resident or medical resident learners, include those experiences in this section.

Curriculum Development
- Required, if applicable

Advising
Doctoral and Postdoctoral Placement
- Optional

My Advisees
- Required, if applicable
- Addresses MS and PhD advising. Prepopulated from PeopleSoft. If there is an error, see DGS or AD Graduate programs
- Use the "edit" function to add relevant missing information, e.g. title of project, summary of advisory activities, number of hours.

- For committee advising, review your committee advising records and enter either a Preliminary Committee Meeting Date or Final Committee Meeting Date.

Other Student Advising (e.g. UROP, Student Supervision, and Student Mentorship/Career Advising)
- Required
- List each student working under your direction in a research setting, students in directed study, volunteer, UROP, or Melendy programs, or graduate students completing lab rotations should be included
- Do not include Early or Advanced Practice Experience students - they should be entered in "College of Pharmacy: Experiential Teaching"
- Do not include graduate advising students - they are captured in the "Academic Advising" section -

Post Doc, Resident, and Trainee Supervision/Mentorship
- Required, if applicable

Clinical Activities - All required, as applicable
- Clinical Productivity/Professional Practice
- Quality Improvement Projects
- Clinical Trials and Registries
- Service at Clinical Sites

Service - All required, as applicable
- University/Department
- Discipline/Profession/Interdisciplinary Areas
- Public/External/Community
  - It is desirable for faculty to document collaborations and partnerships as reports from Works will then assist with awareness and relationship development across the College. Include a brief description of the focus for the partnership.
- Mentoring/Career Advising
  - Enter colleagues you have mentored. Do not enter mentoring/advising of students, postdocs, or other trainees

Annual Reporting
Narrative, Goals, and Supplementary Material Upload
- Required
- Expectations for Goals and Narratives: Department Heads have requested that for each of the narrative sections on this page, faculty share three items:
  - Share the goals shared in last year's annual report for 2020.
  - Report progress on those goals.
  - Outline goals for the 2021 calendar year.
- NOTE: All faculty are encouraged to use the "Effects on my work due to the coronavirus pandemic" text box to provide a "COVID Impact Statement." This is an opportunity to share how COVID-related factors have affected teaching, scholarship, or clinical/academic service activities. The intent of this section is to support open communication and proactively identify ways to support faculty who may be experiencing challenges. Department Heads may identify opportunities to offer guidance and mentorship regarding how to address COVID disruptions in the P&T process regardless

of an individual's timeline. Faculty may wish to use this section to share the impact of COVID-19 on their work and use other communication methods to discuss the specifics leading to this impact with their Department Head.

● Supplementary material: Upload your updated CV plus any other relevant information that does not have a defined place for entry, e.g., peer evaluations, commendation for service, etc.

Leaves
● Required, if applicable

Extension, Outreach, and External Engagement - All required, as applicable
● International Engagement Summary
● Outreach and Community/Public/Private Partnerships Summary
  ○ It is desirable for faculty to document collaborations and partnerships as reports from Works will then assist with awareness and relationship development across the College. Include a brief description of the focus for the partnership.
● Consulting and Professional Consultations
● Media Appearances and Interviews

Contact Information, Recognition, and Web Profile
● Personal and Contact Information Required
● Honors and Recognition Required, if applicable
● Biography and Expertise (Web Profile) Optional

Education and Appointments - All required
● Education
● Graduate/Post-Professional Training (Practicums, Residencies, Fellowships, and Visiting Engagements)
● Current Position and Employment History
● Administrative Appointments
● Licensures and Certifications
● Professional Memberships
● Professional Development
  ○ Mentoring received: For your primary mentors, select "Mentorship" from the "Activity Type" drop-down and include the name of your mentor, the number of hours spent, and key career development items

Step 3: Enter Additional, Optional Activities and Accomplishments: Your accomplishments are many and varied. Screens exist in Works to capture the full range of faculty activities, and you are encouraged to explore. **Detailed data-entry, importing, and reporting guides can be found here.**

Step 4: Run Your Annual Activity Report: Once you have completed entering your activities (or at any point during the process to view progress), you can run a report. Click on *Rapid Reports.* Select the specific report (in this case, select: "Annual Activity Report, AHC Standard"),

the dates, and the file format. Click on *Run Report.* Save a copy of your report for you records and forward a copy to your department head if requested.

Notes:

1. Faculty hired July 1, 2017 or later are required to use Works for the generation of their CV for Promotion and Tenure.
2. Additional guides and training can be found at http://works.umn.edu/guides-and-training
3. **PasteBoard: USEFUL TOOL:** Allows you to copy text from another document (CV in word, etc.). After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system to have it pasted into the field. To access the PasteBoard, click the text PasteBoard in the left-hand menu under Manage Activities. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.

Update your activities throughout the year! Return to works.umn.edu at any time to enter new accomplishments!