eProfessional

Quick Start Guide for McMicken College of Arts & Sciences

http://webcentral.uc.edu/eprof/

UNIVERSITY OF
Cincinnati

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Questions?
Contact micah.ovadia@uc.edu or 556-5868

Overview & Quick Tips

Overview

eProfessional makes managing your professional information simple and central. Generate CVs, Web pages, and other reports with the click of a mouse button. To log into eProfessional, visit ***http://webcentral.uc.edu/eProf/***.

eProfessional consists of three main areas to enter:

1. Manage
- Manage Professional Data
- Choose your Delegates (if applicable)
- Act on Behalf of (if applicable)

2. Report
- View eProfessional Documents

3. Search

Area 1: Manage

Just as its name suggests, the "Manage" portion of eProfessional lets you manage your eProfessional information. After clicking on the "Manage" link, three options appear: "Manage Professional Data" and in some cases, you may see "Choose your Delegates" or "Act on Behalf of."

The "Manage Professional Data" link is where you enter information into your eProfessional account, such as, publications, presentations, honors, research support and more.

When entering data in the "Manage" section, please remember to do the following:

- **An Academic Term MUST be selected for each entry.** If you do not select an academic term, the entry will not appear in your annual review.
- **Enter pending and unfunded grants in the A&S Self Evaluation form's Research section** (see page 24).
- **You MUST select a Type when entering data in Publications, Presentations, Honors & Awards, Service, Creative Productions and Patents & Inventions.**

"Choose your Delegates" lets eProfessional users select UC faculty or staff to act on their behalf. Delegates are able to modify and add information in eProfessional. If you do not have this option, contact **micah.ovadia.@uc.edu**. "Act on Behalf of" will appear if you are someone's delegate. Click this option to edit the information of the account of which you are a delegate. **Please note, delegates can not access or view someone else's annual self-evaluation form or faculty annual review page.**

Area 2: Report

After entering in all of your information, you will want to see how eProfessional generates CVs, Web pages and other reports. The report area is where to go to see this information. From the homepage, after clicking on "Report," one option appears: "View eProfessional Documents." The possible documents to view will be two curricula vitae (one public, one private), two Web pages (one public, one private), the A&S Annual Faculty Review and other documents, depending upon your field. Each of these possible publications will be automatically generated from the data provided in the "Manage" area. You are also able to edit, view or download the reports.

When editing your Web pages, please remember the following:

- **"Web Page" feeds into your public Web page on the A&S and department websites.** If you hide something in "Web Page," it will also be hidden on the A&S and department websites.
- **"Web Page Private" feeds into your A&S Faculty Annual Review.** If you hide something in "Web Page Private," it will also be hidden in your A&S Faculty Annual Review.

To view your A&S Annual Faculty Review, click on the "View" icon in the A&S Annual Faculty Review row. Select the review period you would like to see and hit "Submit." If data is missing from your annual review, go back to the "Manage" section and check if an academic term was selected.

Area 3: Search

There are two ways to search in eProfessional: by keyword and by name. The keyword search is a free text search of the public Web pages of eProfessional users. For the name search, simply type in the last name of the person you are looking for and with a few clicks, you can see their public Web page. Note, if a user has hidden some of their data entries in their public Web page, these items will not appear in a search. Only the public Web page is searched, not the private Web page or CVs.

eProfessional Reports

Department heads and annual review committees can access the faculty annual reviews at ***http://webcentral.uc.edu/eProfReports/***. If you are unable to log in, please contact **melanie.cannon@uc.edu** or **micah.ovadia.@uc.edu**.

Research Support

MANAGE PROFESSIONAL DATA

B Add New Items

Add Item : Research Support

N Submit O Submit and Add Cancel Reset

Grant Number

Investigators C

Start Date D

End Date E

Grant Sponsor F

Grant Title G

Role H

Award Type I ----Select---

Grant Amount J

Status K ----Select---

Percent Effort L

Major Goal

Hello,

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- A Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations

Tips on entering Research Support:

Enter all completed and active grants on this page and select an academic term during the current reporting period. Grants that are pending or unfunded may be entered in the A&S Self Evaluation form's Research section (see page 24).

A. Select Research Support
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Investigators.
D. Enter Start Date.
E. Enter End Date.
F. Enter Grant Sponsor.
G. Enter Grant Title.
H. Enter Role.
I. Enter Award Type.
J. Enter Grant Amount.
K. Enter Status.
L. Enter Percent Effort.
M. **Select an academic term.** If you do not select an academic term, the entry will not appear in your annual review.
N. Click "Submit" ***OR***
O. Click "Submit and Add" if you have more entries to add.

= eProf Guidance = Dean's Requirements

Major Goal

Grant Abstract

Grant Thesaurus

Level ----Select---

Academic Term M ----Select---

Comment

N Submit Cancel Reset

- Lecture
- Paper Presentations
- Symposium
- Event Organized
- Courses Taught
- Creative Productions
- Honors and Awards
- Patents and Inventions
- Student Advising
- Service
- Board Certifications & Licenses
- Other Information
- Keywords
- Faculty Development Activities
- Other Experience and Professional Memberships
- A&S Self Evaluation

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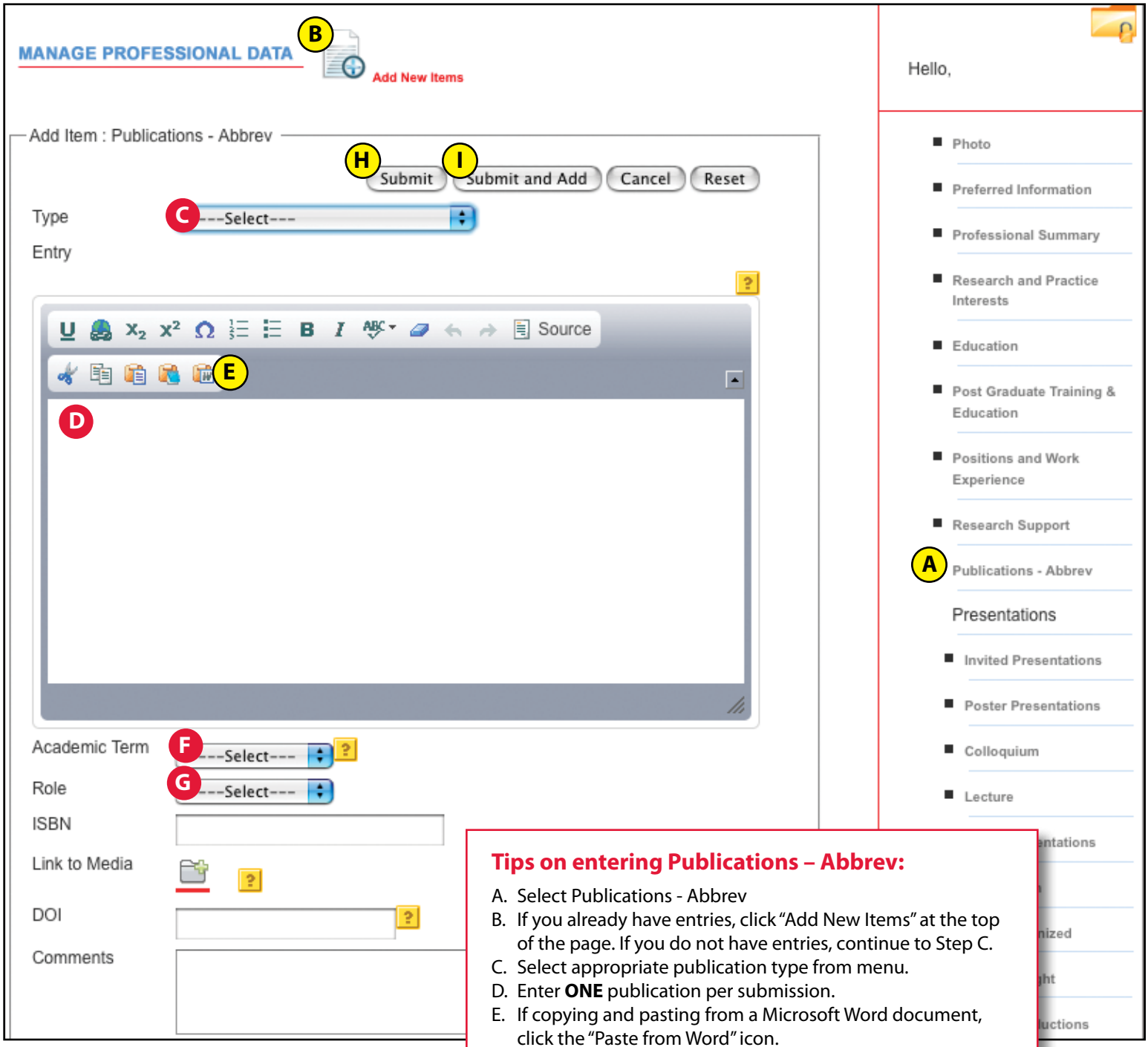
= Dean's Requirements

Publications – Abbrev



Tips on entering Publications – Abbrev:

A. Select Publications - Abbrev
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Select appropriate publication type from menu.
D. Enter **ONE** publication per submission.
E. If copying and pasting from a Microsoft Word document, click the "Paste from Word" icon.
F. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
G. Select Your Role.
H. Click "Submit" ***OR***
I. Click "Submit and Add" if you have more entries to add.

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= Dean's Requirements

Invited Presentations

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Invited Presentations

K Submit L Submit and Add Cancel Reset

Presenters,Authors C

Date D

Title of Presentation E

Meeting Venue F

Location G

Level H ----Select---

Pending Status I ----Select---

Location Type ----Select---

Academic Term J ----Select---

Comments

Link to Media

Category

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

A Invited Presentations

- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations

Tips on entering Invited Presentations:

A. Select Invited Presentations
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Presenters, Authors.
D. Enter Date.
E. Enter Title of Presentation.
F. Enter Meeting Venue.
G. Enter Location.
H. Select Level.
I. Select Pending Status.
J. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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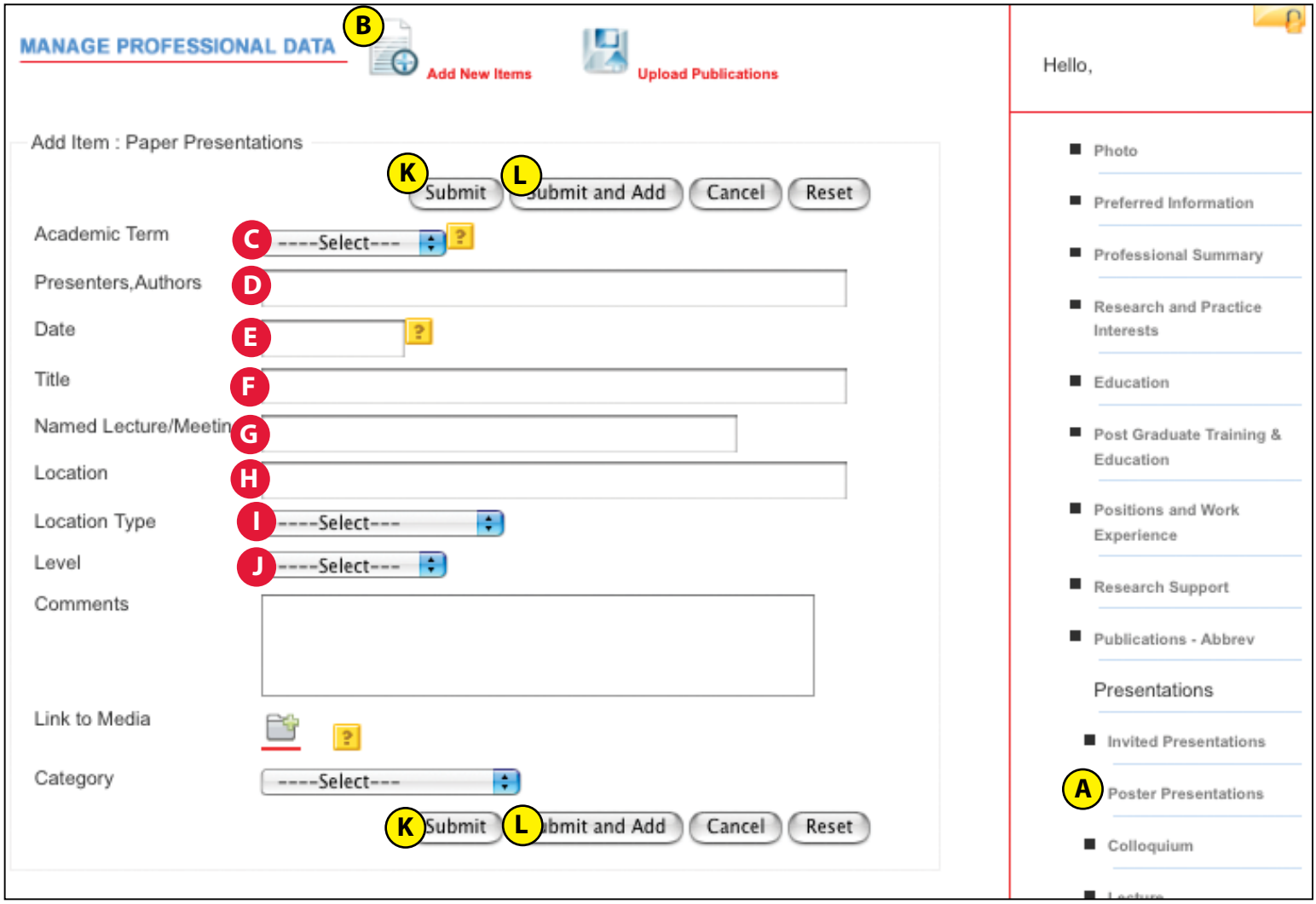
Poster Presentations



Tips on entering Poster Presentations:

A. Select Poster Presentations.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Presenters, Authors.
E. Enter Date.
F. Enter Title.
G. Enter Named Lecture/Meeting.
H. Enter Location.
I. Enter Location Type.
J. Enter Level.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Colloquium

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Colloquium

K Submit L Submit and Add Cancel Reset

Academic Term C ----Select---

Presenters,Authors D

Date E

Title F

Meeting G

Location H

Location Type I ----Select---

Level J ----Select---

Comments

Link to Media

Category ----Select---

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- A Colloquium

Tips on entering Colloquium:

A. Select Colloquium.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Presenters, Authors.
E. Enter Date.
F. Enter Title.
G. Enter Meeting.
H. Enter Location.
I. Select Location Type.
J. Select Level.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Lecture

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Lecture

K Submit L Submit and Add Cancel Reset

Academic Term C ----Select---

Presenters,Authors D

Date E

Title F

Named Lecture/Meeting G

Location I

Location Type J ----Select---

Level ----Select---

Comments

Link to Media

Category ----Select---

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- A Lecture

Tips on entering Lecture:

A. Select Lecture.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Presenters, Authors.
E. Enter Date.
F. Enter Title.
G. Enter Named Lecture/Meeting.
H. Enter Location.
I. Select Location Type.
J. Select Level.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Paper Presentations

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Paper Presentations

K Submit L Submit and Add Cancel Reset

Academic Term C ----Select---

Presenters,Authors D

Date E

Title F

Named Lecture/Meeting G

Location H

Location Type I ----Select---

Level J ----Select---

Comments

Link to Media

Category ----Select---

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- A Paper Presentations

Tips on Paper Presentations:

A. Select Paper Presentations.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Presenters, Authors.
E. Enter Date.
F. Enter Title.
G. Enter Named Lecture/Meeting.
H. Enter Location.
I. Select Location Type.
J. Select Level.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Symposium

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Symposium

K Submit L Submit and Add Cancel Reset

Academic Term C ----Select---

Presenters,Authors D

Date E

Title F

Named Lecture/Meeting G

Location H

Location Type I ----Select---

Level J ----Select---

Comments

Link to Media

Category ----Select---

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- A Symposium

Tips on entering Symposium:

A. Select Symposium.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Presenters, Authors.
E. Enter Date.
F. Enter Title.
G. Enter Named Lecture/Meeting.
H. Enter Location.
I. Select Location Type.
J. Select Level.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Event Organized

MANAGE PROFESSIONAL DATA

B Add New Items Upload Publications

Hello,

Add Item : Event Organized

K Submit L Submit and Add Cancel Reset

Academic Term C ----Select---

Title of Event D

Type of Event E ----Select---

Date From F

Date To G

Location H

Level I ----Select---

Number of Participants J

Link to Media

Category ----Select---

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- A Event Organized

Tips on entering Event Organized:

A. Select Event Organized.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter Title of Event.
E. Enter Type of Event.
F. Enter Date From.
G. Enter Date To.
H. Enter Location.
I. Enter Level.
J. Enter Number of Participants.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Courses Taught

MANAGE PROFESSIONAL DATA

B Add New Items

Hello,

Add Item : Courses Taught

K Submit L Submit and Add Cancel Reset

Type C ----Select---

Course Name D ----Select---

Course Name (if not in list) E

Course Number (if not in list) F

Actual Enrollment G

Level H ---Select---

Link to Media

Section Number(s)

Instructional Method

Max Enrollment

Service Learning ----Select---

Academic Term I --Select---

Number of Credits J

Comments

K Submit L Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized
- A Courses Taught
- Creative Productions
- Honors and Awards

Tips on entering Courses Taught:

A. Select Courses Taught.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Type, if necessary.
D. Select a Course Name. If the course is in the list, proceed to step G. If the course is NOT in the list, proceed to step E.
E. Enter Course Name.
F. Enter Course Number.
G. Enter Actual Enrollment.
H. Select Level.
I. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
J. Enter Number of Credits.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

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Creative Productions

MANAGE PROFESSIONAL DATA (B) Add New Items

Add Item : Creative Productions

(L) Submit (M) Submit and Add Cancel Reset

Academic Term (C) ----Select---

Type (D) ----Select---

Level (E) ----Select---

Title (F)

Venue (G)

Venue Size (H)

Number of Attendees (I)

Location (J)

Date (K)

(L) Submit (M) Submit and Add Cancel Reset

Hello,

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized

- Courses Taught
- (A) Creative Productions

Tips on entering Creative Productions:

A. Select Creative Productions.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Select a Type.
E. Select Level.
F. Enter Title.
G. Enter Venue.
H. Enter Venue Size.
I. Enter Number of Attendees.
J. Enter Location.
K. Enter Date.
L. Click "Submit" ***OR***
M. Click "Submit and Add" if you have more entries to add.

(yellow) = eProf Guidance (red) = Dean's Requirements

Honors & Awards

MANAGE PROFESSIONAL DATA (B) Add New Items

Hello,

Add Item : Honors and Awards

(M) Submit (N) Submit and Add | Cancel | Reset

Start Date (C)

End Date (D)

Title (E)

Description (F)

Academic Term (G) ---Select---

Type (H) ---Select---

Monetary Amount

Awarding Entity (I)

Status (J) ---Select---

Level (K) ---Select---

Category (L) ---Select---

(M) Submit (N) Submit and Add | Cancel | Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized

- Courses Taught
- Creative Productions
- (A) Honors and Awards

Tips on entering Honors & Awards:

A. Select Honors & Awards.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter a Start Date.
D. Enter End Date.
E. Enter Title.
F. Enter Description.
G. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
H. Enter Type.
I. Enter Awarding Entity.
J. Select Status.
K. Select Level.
L. Select Category.
M. Click "Submit" ***OR***
N. Click "Submit and Add" if you have more entries to add.

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Patents & Inventions

MANAGE PROFESSIONAL DATA

B Add New Items

Add Item : Patents and Inventions

J Submit K Submit and Add Cancel Reset

Application Number

Patent Number

Title C

Inventors D

Status E ---Select---

Issue Date F

Date Submitted (if not issued) G

Academic Term H ---Select---

Your Role I ---Select---

Link to Media

DOI

Comments

J Submit K Submit and Add Cancel Reset

Hello,

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized

- Courses Taught
- Creative Productions
- Honors and Awards
- A Patents and Inventions

Tips on entering Patents & Inventions:

A. Select Patents & Inventions.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Title.
D. Enter Inventors.
E. Enter Status.
F. Enter Issue Date, if applicable.
G. Enter Date Submitted, if not issued.
H. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
I. Select Your Role.
J. Click "Submit" ***OR***
K. Click "Submit and Add" if you have more entries to add.

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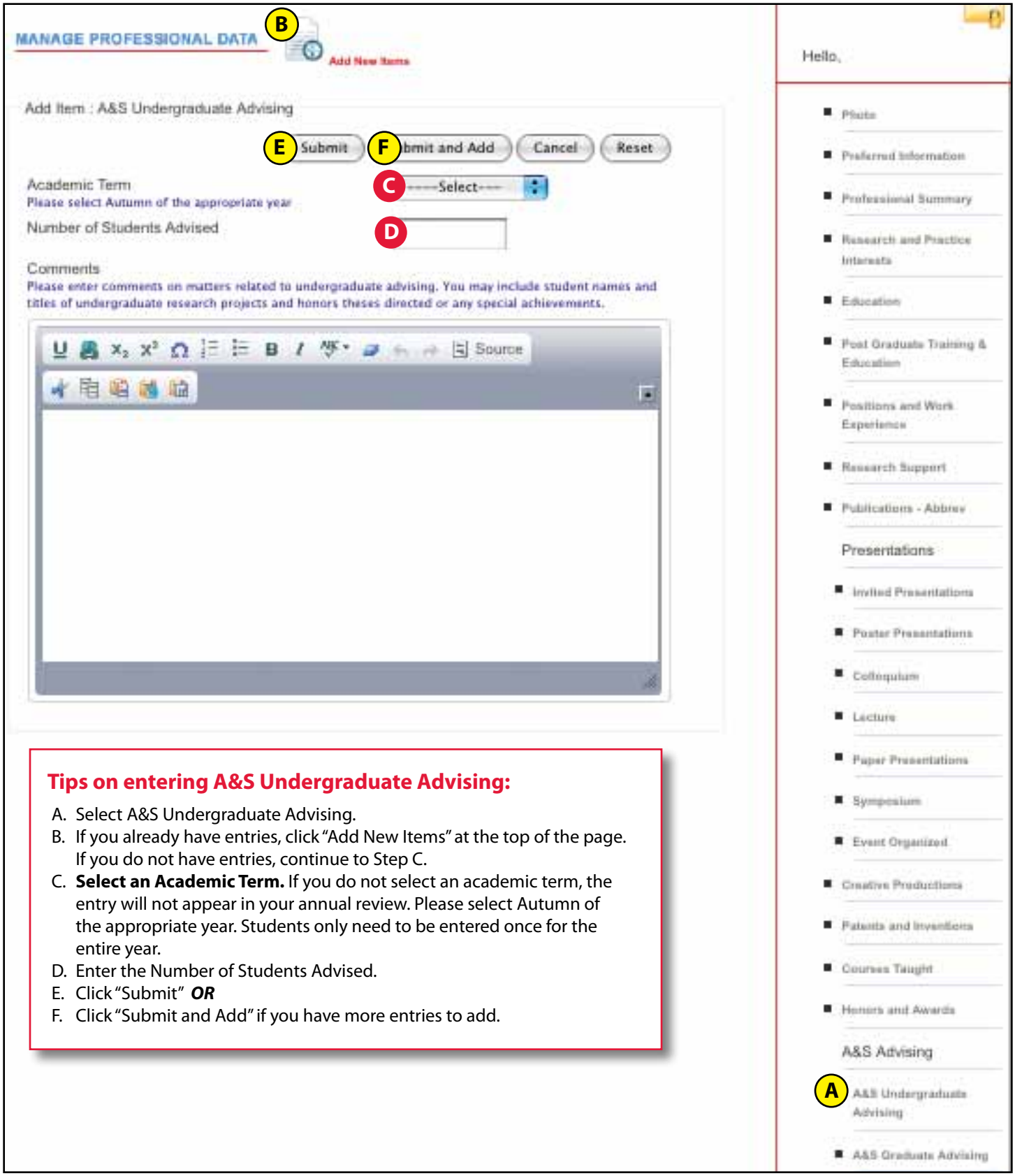
A&S Undergraduate Advising



Tips on entering A&S Undergraduate Advising:

A. Select A&S Undergraduate Advising.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review. Please select Autumn of the appropriate year. Students only need to be entered once for the entire year.
D. Enter the Number of Students Advised.
E. Click "Submit" ***OR***
F. Click "Submit and Add" if you have more entries to add.

= eProf Guidance

= Dean's Requirements

A&S Graduate Advising

MANAGE PROFESSIONAL DATA (B) Add New Items

Hello,

Add Item : A&S Graduate Advising

(N) Submit (O) bmit and Add Cancel Reset

Academic Term (C) ---Select---
Please select Autumn of the appropriate year

Student Name (D)

Student Level (E) ---Select---

Student Activity (F) ---Select---

Faculty Role (G) ---Select---

Status (H) ---Select---

Date Completed (I)

Thesis/Research Title (J)

Comments

Award (K)

Award Amount (L)

Award Sponsor (M)

(N) Submit (O) bmit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized
- Creative Productions
- Patents and Inventions
- Courses Taught
- Honors and Awards

A&S Advising

- A&S Undergraduate Advising
- (A) A&S Graduate Advising

Tips on entering A&S Graduate Advising:

A. Select A&S Graduate Advising.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review. Please select Autumn of the appropriate year. Students only need to be entered once for the entire year.
D. Enter Student Name.
E. Select Student Level.
F. Select Student Activity.
G. Select Faculty Role.
H. Select Status.
I. Enter Date Completed, if applicable.
J. Enter Thesis/Research Title
K. Enter Award, if applicable.
L. Enter Award Amount, if applicable.
M. Enter Award Sponsor, if applicable.
N Click "Submit" ***OR***
O. Click "Submit and Add" if you have more entries to add.

= eProf Guidance = Dean's Requirements

Service

MANAGE PROFESSIONAL DATA (B) Add New Items

Hello,

Add Item : Service

(K) Submit (L) Submit and Add Cancel Reset

Type (C) ----Select---

Level (D) ----Select---

Name of Organization or Journal (E)

Name of Committee (F)

Position (G) ---Select---

Start Date (H)

End Date (I)

Academic Term (J) ----Select---

Name of Event

Comments

(K) Submit (L) Submit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized

- Courses Taught
- Creative Productions
- Honors and Awards
- Patents and Inventions
- (A) Service

Tips on entering Service:

A. Select Service.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Select Type.
D. Select Level.
E. Enter Name of Organization or Journal.
F. Enter Name of Committee.
G. Select Position.
H. Enter Start Date.
I. Enter End Date.
J. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
K. Click "Submit" ***OR***
L. Click "Submit and Add" if you have more entries to add.

= eProf Guidance = Dean's Requirements

Board Certifications & Licenses

MANAGE PROFESSIONAL DATA (B) Add New Items

Add Item : Board Certifications & Licenses

(G) Submit (H) Submit and Add Cancel Reset

Organization (C)

Title (D)

Date (E)

Description

Academic Term (F) ----Select---

(G) Submit (H) Submit and Add Cancel Reset

Hello,

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized
- Courses Taught
- Creative Productions
- Honors and Awards
- Patents and Inventions
- Service
- (A) Board Certifications & Licenses

Tips on entering Board Certifications & Licenses:

A. Select Board Certifications & Licenses.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Organization.
D. Enter Title.
E. Enter Date.
F. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
G. Click "Submit" ***OR***
H. Click "Submit and Add" if you have more entries to add.

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Faculty Development Activities

MANAGE PROFESSIONAL DATA (B) Add New Items

Add Item : Faculty Development Activities

(J) Submit (K) Submit and Add Cancel Reset

Start Date (C)

End date (D)

Type (E) ----Select---

Title (F)

Organization (G)

Location (H)

Description

Hours

Academic Term (I) ----Select---

(J) Submit (K) Submit and Add Cancel Reset

Hello,

- Photo
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- Publications - Abbrev

Presentations

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- Colloquium
- Lecture
- Paper Presentations
- Symposium
- Event Organized
- Courses Taught
- Creative Productions
- Honors and Awards
- Patents and Inventions
- Service
- Board Certifications & Licenses
- Other Information
- Keywords
- (A) Faculty Development Activities

Tips on entering Faculty Development Activities:

A. Select Faculty Development Activities.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Start Date.
D. Enter End Date.
E. Select Type.
F. Enter Title.
G Enter Organization.
H. Enter Location.
I. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
J. Click "Submit" ***OR***
K. Click "Submit and Add" if you have more entries to add.

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Other Experience & Professional Memberships

MANAGE PROFESSIONAL DATA (B) Add New Items

Hello,

Add Item : Other Experience and Professional Memberships

(J) Submit (K) bmit and Add Cancel Reset

Start Date (C)

End Date (D)

Title (E)

Description (F)

Institution (G)

Location (H)

Academic term (I) ---Select---

(J) Submit (K) bmit and Add Cancel Reset

- Photo
- Preferred Information
- Professional Summary
- Research and Practice Interests
- Education
- Post Graduate Training & Education
- Positions and Work Experience
- Research Support
- Publications - Abbrev

Presentations

- Invited Presentations
- Poster Presentations
- Colloquium
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- Courses Taught
- Creative Productions
- Honors and Awards
- Patents and Inventions
- Service
- Board Certifications & Licenses
- Other Information
- Keywords
- Faculty Development Activities
- (A) Other Experience and Professional Memberships

Tips on entering Other Experience & Professional Memberships:

A. Select Other Experience & Professional Memberships.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. Enter Start Date.
D. Enter End Date.
E. Enter Title.
F. Enter Description.
G. Enter Institution.
H. Enter Location
I. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
J. Click "Submit" ***OR***
K. Click "Submit and Add" if you have more entries to add.

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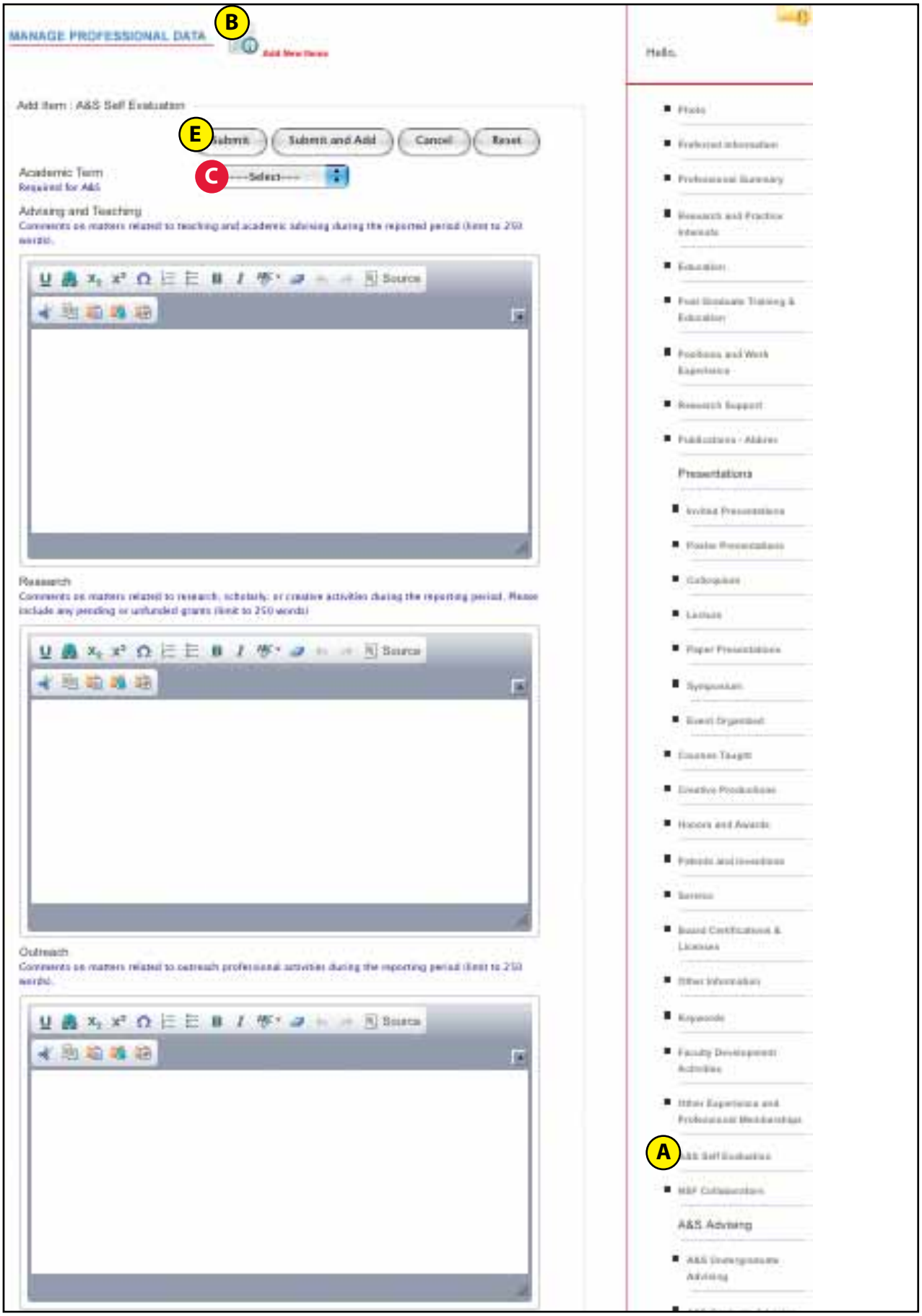
A&S Self Evaluation



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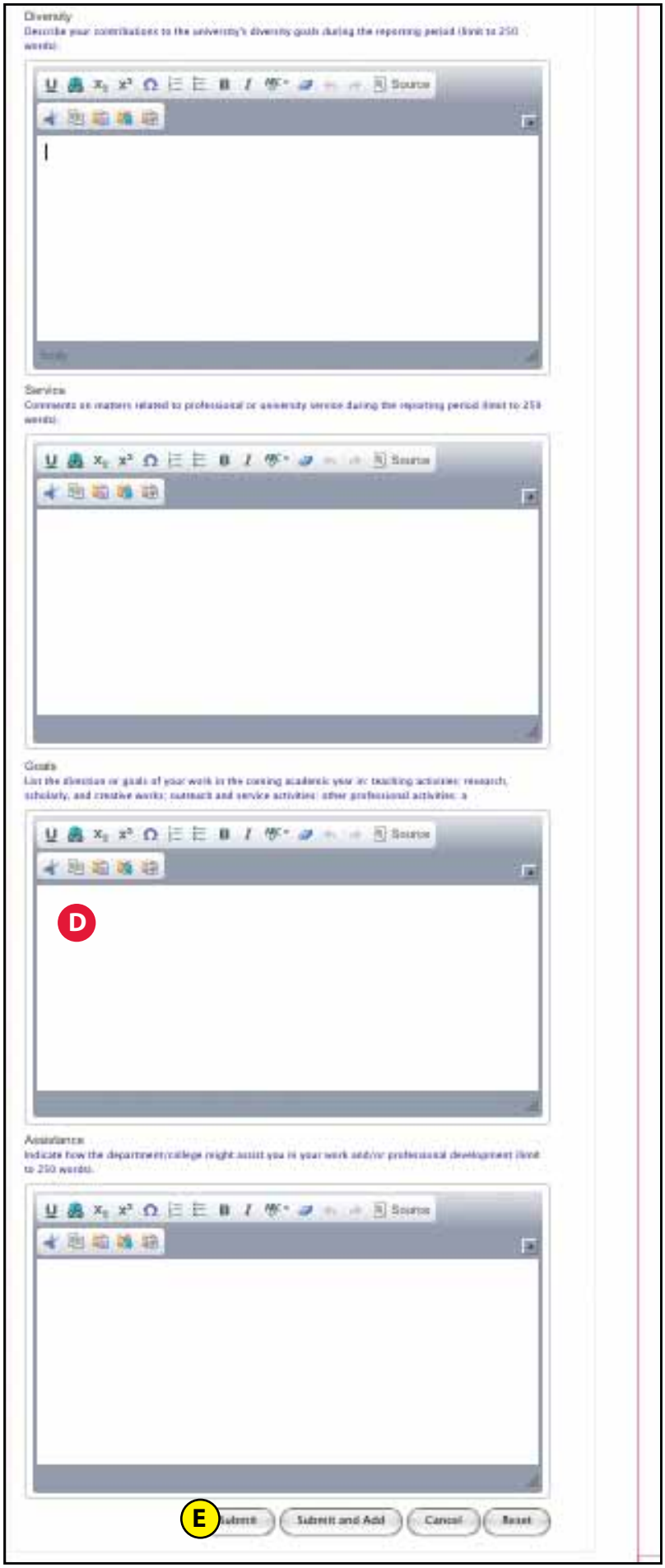


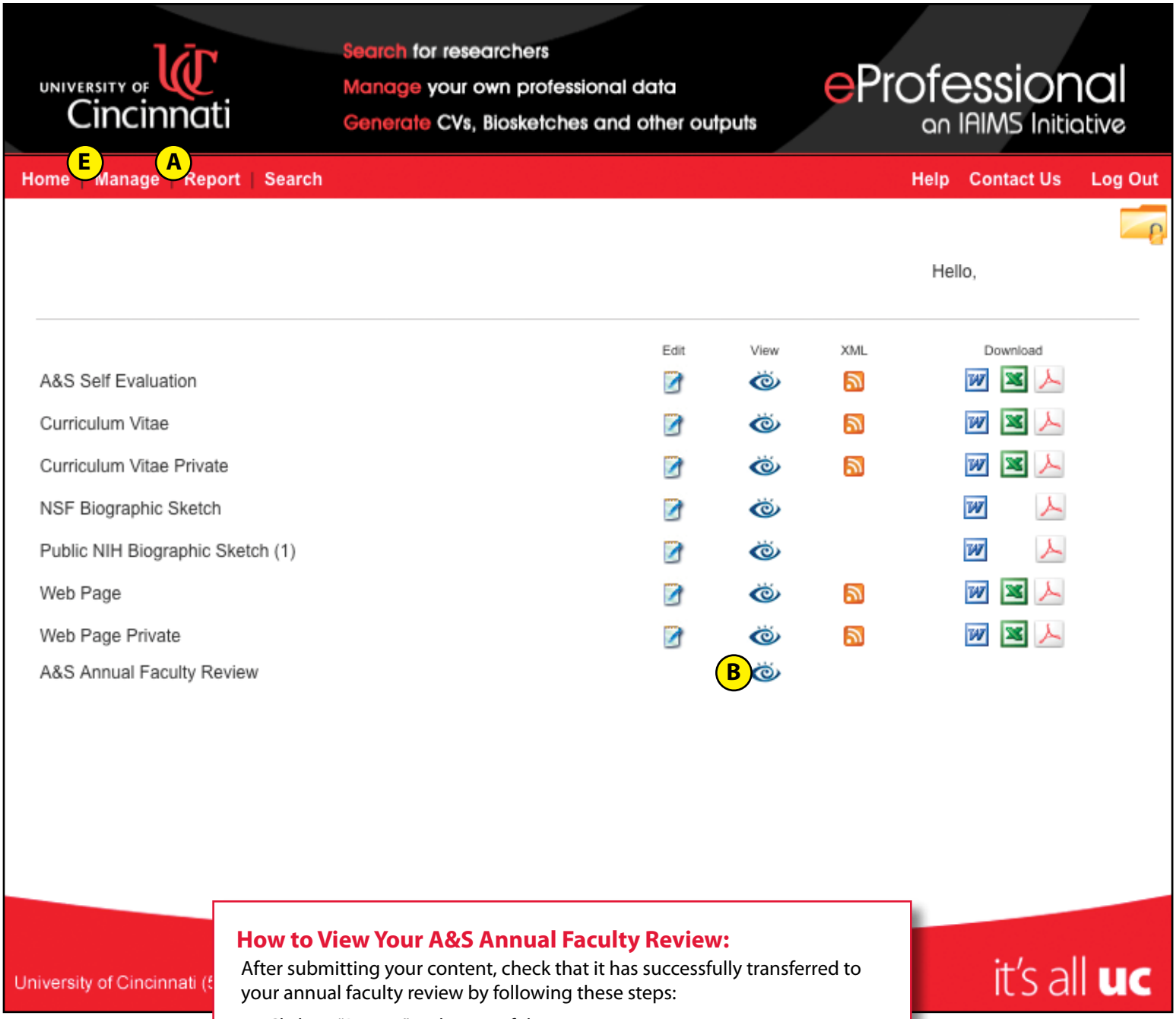
Tips on entering A&S Self Evaluation:

A. Select A&S Self Evaluation.
B. If you already have entries, click "Add New Items" at the top of the page. If you do not have entries, continue to Step C.
C. **Select an Academic Term.** If you do not select an academic term, the entry will not appear in your annual review.
D. Enter comments on Goals.
E. Click "Submit" or you'll lose all of your entry.

NOTE: **The self-evaluation form is only to be filled out during the annual review period. Delegates will not be able to access or view your self-evaluation form.**

= eProf Guidance **= Dean's Requirements**

A&S Annual Faculty Review



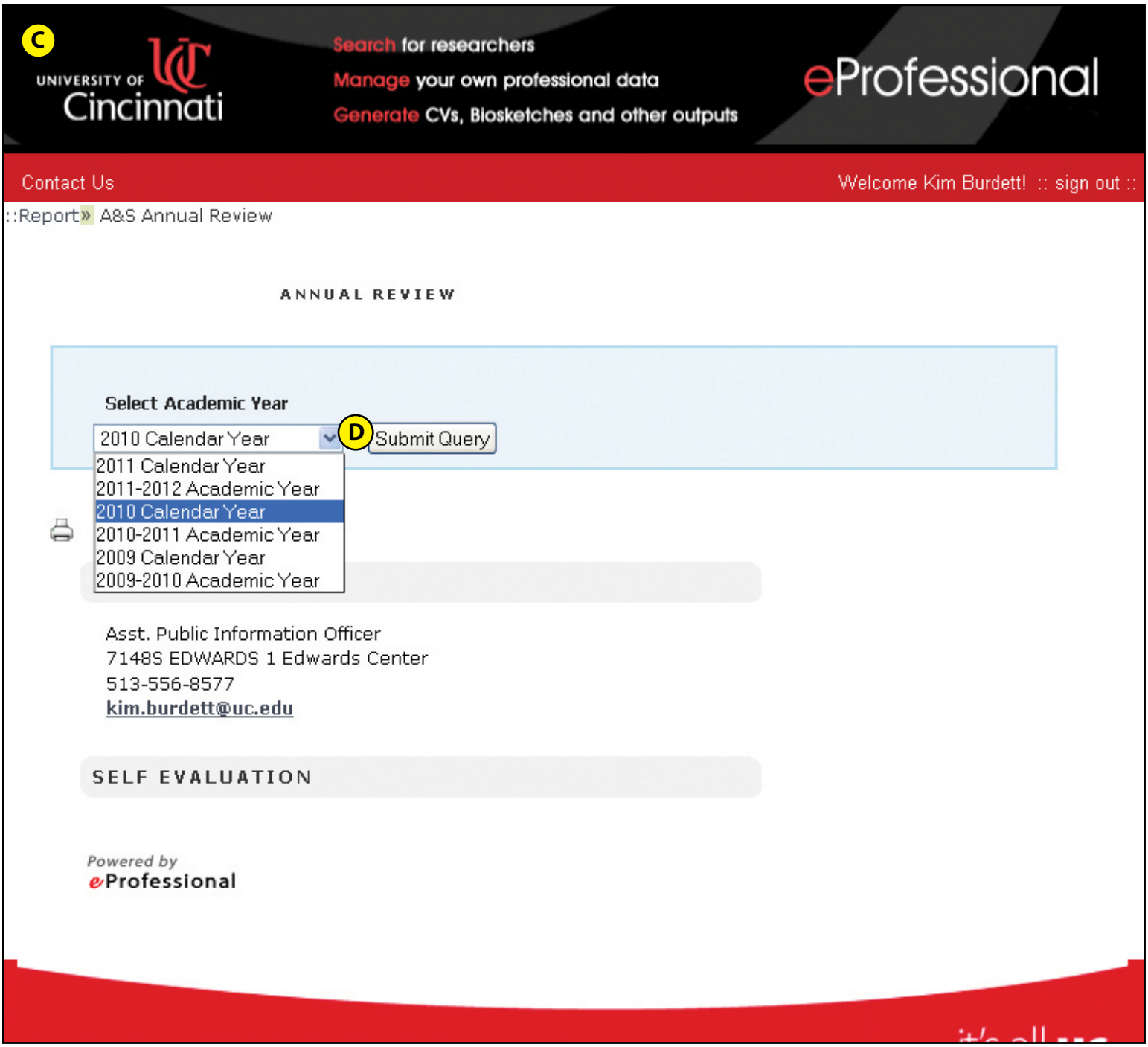
How to View Your A&S Annual Faculty Review:

After submitting your content, check that it has successfully transferred to your annual faculty review by following these steps:

A. Click on "Report" at the top of the page.
B. Click on the "View" icon in the A&S Annual Faculty Review row.
C. A new page will open that pulls data from eProfessional and displays your annual review.
D. Select a review period from the drop-down list and click "Submit Query."
E. If content is missing, click the back arrow in your web browser and then click the "Manage" tab in eProfessional to check if the academic term was selected in your entries.

NOTE: If you hide something on Web Page Private, it will not be visible on your A&S Annual Faculty Review.

= eProf Guidance


C
UNIVERSITY OF Cincinnati
Search for researchers
Manage your own professional data
Generate CVs, Biosketches and other outputs
eProfessional
Contact Us
Welcome Kim Burdett! :: sign out ::
::Report» A&S Annual Review
ANNUAL REVIEW
Select Academic Year
2010 Calendar Year
D
Submit Query
2011 Calendar Year
2011-2012 Academic Year
2010 Calendar Year
2010-2011 Academic Year
2009 Calendar Year
2009-2010 Academic Year
Asst. Public Information Officer
7148S EDWARDS 1 Edwards Center
513-556-8577
kim.burdett@uc.edu
SELF EVALUATION
Powered by
eProfessional

eProfessional FAQs

Q. Where can I access eProfessional?

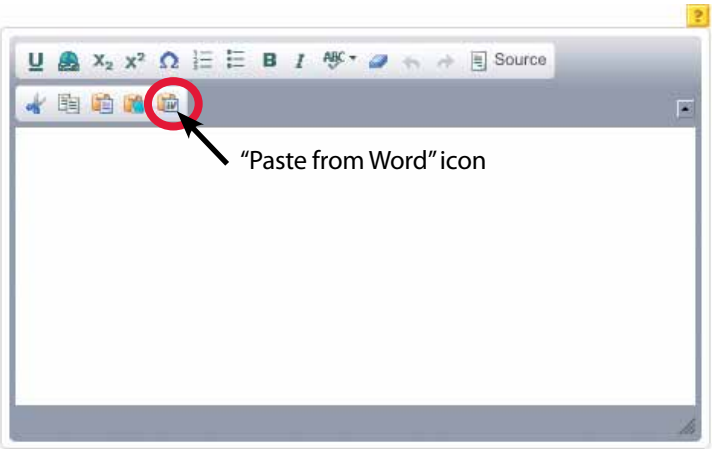
A. The web address for eProfessional is ***http://webcentral.uc.edu/eprof/***. In the McMicken College website, faculty can access eProfessional on the Faculty & Staff page under the "Current Employees" section.

Q. How do I log into eProfessional?

A. Your username is typically the first 6 characters of your last name, the first character of your first name and the first character of your middle name. If you do not know your password, you can click on "Need Password" in the login box to have it emailed to you.

Q. Can I copy and paste my CV from Microsoft Word into eProfessional?

A. You can copy and paste individual entries from Microsoft Word into text boxes by first clicking in the text box and then clicking the "Paste from Word" icon.



Q. Why is my professional summary, research and practice interests and/or publications in different fonts on my web page?

A. This is typically caused by copying and pasting entries from Microsoft Word directly into text boxes in eProfessional without using the "Paste from Word" icon, as described above. The text boxes retained the original formatting done in Microsoft Word.

Q. Can I enter all of my publications at once?

A. No, you must submit one publication at a time. Please remember to also select a publication type and an academic term for each entry.

Q. How can I sort my publications?

A. You can sort your publications in the "Report" section by following these steps:

1. Log into your eProfessional account.
2. Click on "Report," then "View eProfessional Documents."
3. Click on the Edit icon (the pencil) in the far right column of the Web Page row.
4. Scroll down to Publications - Abbrev. There you can move individual publications by clicking [up] or [down] to the right of the publication. Or you can choose one of the following options from the drop-down menu at the top of the list to sort all publications at once:
   - Sort by Type, ascending
   - Sort by Type, descending
   - Sort by Entry, ascending
   - Sort by Entry, descending
   - Sort by Academic Term, ascending
   - Sort by Academic Term, descending

   Sort by Academic Term will sort publications by the year, however you must have an academic term selected for each publication (which is done in the Manage section).

Q. How do I add an academic term to my publications?

A. You may add an academic term in the by following these steps:

1. Log into your eProfessional account.
2. Click on "Manage," then "Manage Professional Data."
3. Click on Publications - Abbrev.
4. Click on the edit icon (the pencil) next to the publication you want to edit.
5. Select an academic term.
6. Click "Submit."

Q. Why do some sections ask for a year and an academic term?

A. The year you enter in the "Date" field will appear with your entry in your CV and on your web page. The academic term you select is used for internal purposes and determines which data is being pulled for your annual review.

Q. Do I have to choose the exact academic term?

A. In the "Courses Taught" section, you do need to choose the exact academic term. For all other sections, you can choose any academic term as long as it is in the correct year. For example, if your department is doing annual reviews for the 2010 calendar year, you would need to select 2010W, 2010S, 2010U or 2010A. If your department is doing annual reviews for the 2009-2010 academic year, you would need to select 2009A, 2010W, 2010S or 2010U.

Q. Who can see my self evaluation?

A. Only you will be able to see your self evaluation in your eProfessional account. Delegates will not have access to it. Your department head and the dean will be able to see your self evaluation in the annual review reports.

Q. How do I upload a photo?

A. You can upload a photo by following these steps:

1. Log into your eProfessional account.
2. Click on "Manage," then "Manage Professional Data."
3. Click "upload ID Photo"
4. A screen will pop up with the following instructions: "Please upload an image with width 180 pixels and height 231 pixels or upload and then click on the Picture to crop to the required size."
5. Click on "Browse" to upload a photo from your computer.
6. Click "Open" when you have the photo selected.
7. Size photo as needed and click "Save Image."

Q. Who can I call for help if my question is not answered in this guide?

A. Contact the eProfessional Development Team and Main Support Line at 558-2101 or web.central@uc.edu. You may also contact Micah Ovadia at 556-5868 or micah.ovadia@uc.edu.

Questions?

Contact micah.ovadia@uc.edu or 556-5868