**ABOUT:**

**PCATS** is an electronic database that tracks faculty accomplishments including extension, teaching, research, engagement and service activities.

The purpose of **PCATS** is to record the activity and accomplishments of the faculty and graduate students with an appointment of .5 and greater in the College of Health and Human Sciences (CHHS Strategic Plan Vision 1-B).
PCATS Reporting System

The College of Health & Human Sciences implemented a web-based activity reporting system called PCATS (powered by Digital Measures©). This document provides guidelines related to maintaining and managing information on faculty activities and accomplishments associated with research, scholarship, creative activity, design, teaching, engagement, extension, and service. Faculty with appointments .5 and above are required to maintain their profiles and activities through this web-based activity reporting system. Designated professional staff and graduate students employed by the College of Health & Human Sciences will also be eligible to maintain their profiles through this system.

Intended uses

PCATS supports the management of faculty data to promote the College and its units as well as provide data output in various printable formats, including monthly accomplishments reports, annual evaluations and building reports for higher education program specific accrediting bodies. Implementation of PCATS serves to reduce the number of requests that faculty, departments, and the college receive for the same data. It also serves to increase the accuracy and consistency of reported data.

PCATS may interface with some of the existing K-State systems so that information may be easily added (e.g., KSIS, Registrar). Faculty can auto populate their information with publications stored within systems such as PubMed or use BibTex files to upload files from Google Scholar, EndNote, Web of Science, etc. Publications entered into the PCATS reporting system may be summarized in a report and reviewed for inclusion in our institutional repository, K-State Research Exchange (K-REx), where appropriate. Faculty members who do not want any or single items included within K-REx can opt-out of participation by emailing cads@k-state.edu.

Access and reports generated

Data are stored on secure servers through the web-based activity reporting system. Users will be able to access their account on the Faculty and Staff page of the College of Health & Human Sciences website using the university single sign-in method.

Faculty and staff members are able to run reports on their individual data. Department heads or their appointed staff member will be able to run annual faculty evaluation reports and other reports that summarize activities and accomplishments of faculty and staff in their department. The Dean and Associate Deans or their designees will be able to run reports to obtain information for activities and accomplishments reports on faculty and staff or departments and within the college.

Data retention

All data provided by and collected for the College of Health & Human Sciences by the web-based reporting system, are solely owned by the College. Per the terms of the service agreement the College of Health & Human Sciences has with Digital Measures, user data cannot be disclosed, disseminated, sold, or reused in any way by Digital Measures. When no longer employed by the College of Health & Human Sciences, faculty accounts will be deactivated. Data are important for preparing accurate historical and longitudinal reports on college productivity and accomplishments; thus, data are retained by the College of Health & Human Sciences. Faculty joining the College from other institutions that use Digital Measures© may request that their data be transferred into our system. Likewise, faculty who relocate to programs using AI may request their data be copied to their new institution’s system.

January 8, 2019
The office of the Dean...

Thank you for your participation in the College of Health and Human Sciences Comprehensive Accomplishments Tracking System (PCATS). We place significant emphasis on this system for data in reporting the accomplishments to the College and others including the Provost and upper administration on our Strategic Plans as well as Communications and Marketing, KSU Foundation and other systems that support and enhance the work in the College.

As a college, we have invested in this system to serve as a one-step opportunity for faculty and graduate students with a .5 appointment and greater in our college. The system allows users to record their accomplishments both in process and final products on all elements of their appointments including teaching, RSCAD (Research, Scholarship, Creative Activity and Discovery), service and engagement, and administration. This allows for quick and easy reporting to others with minimal disruption to the users.

Accomplishments in specific areas are uploaded into the faculty member’s web profile on their KSU webpage allowing potential student, researchers, industry professionals, and others to view a current profile of the faculty member’s work.

Access PCATS on the college webpage https://www.hhs.k-state.edu/ by clicking on Faculty/Staff information on the left side of the page. Instructions and related information are on the following pages.

Users will access PCATS using the single sign-on system with their KSU eID and password 24/7. No faculty member can access or view another faculty members’ information. Department heads may access all records within their own department for reporting purposes. Additionally the system administrator in the Dean’s office may access all records to assist faculty and departments and provide College-wide reports. In some cases, data is uploaded on behalf of faculty through existing University systems (e.g. Registrar’s office, Vice President for Research office).

Data may be entered anytime, anywhere. However, if you are unable to enter your information, send your accomplishments in detail to PCATS@ksu.edu. Staff in the Dean’s office will enter it on your behalf.

Thank you for your commitment to creating the highest profile for our college by entering your work as it occurs.
The Professional Comprehensive Accomplishments Tracking System, PCATS, is a collection tool that houses information included in curriculum vita, institutional faculty profiles, documentation for promotion and tenure, accreditation, etc. The database structure allows these data to be arranged in output documents, including but not limited to a vita, presenter biography, a faculty roster, or other reports required by accrediting bodies.

Many K-State faculty are actively involved in engaging students in a variety of exciting and meaningful ways. It is becoming increasingly important for faculty to document this production so that their work can be appropriately acknowledged in annual activity reports, tenure and promotion documents, and external reports to our various constituencies. PCATS will allow for this collection of faculty activities and allow administrators to view summary reports across departments and schools rather than collating information that comes in separately from faculty. The system is pliable and can be tailored to fit the specific needs of the College.

Kansas State University holds the designation as a Carnegie Foundation Collective Community Engagement Institution. As such, faculty regularly report their engagement activities on a biannual basis. The EBT (Engagement Benchmarking Tool) for reporting is included in this PCATS system to streamline recording and reporting.
Benefits of **PCATS & pcats@ksu.edu**

**To Faculty & Graduate Assistants**

**PCATS** organizes and builds reports on teaching, research, and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared. It also assists your administration in responding to requests for faculty-related data, rather than the need to, continually ask you for the information. This enables your College to communicate more effectively about your accomplishments. Most importantly, **PCATS** was designed to be easy to navigate. Faculty can review or enter new data into the database from any computer with an internet connection.

**FACULTY** – If you need assistance entering some of your professional activities data, a private email account (pcats@ksu.edu) is available to you for data-entry assistance. When requesting data entry assistance through pcats@ksu.edu, the “Subject” field of your email should contain

⇒ Your Department | School | Program (IDFS, CoA, FNDH, FSHS, HM, KIN)
⇒ Your First name & LAST name

The activities you request to have entered on your behalf should be complete and included in your email using

1) An attached document containing the activities information
2) By organizing your activities information in the body of the email

Within 48 hours of your request, you should receive an acknowledgement noting your request was received.

*Data entry completion time:* the goal is 48 hours but will also depend on 1) the amount of activity data for which you request assistance 2) how detailed and complete your activities information is 3) the current workload of those entering data. *NOTE:* when there are questions about activities you have requested for data entry in **PCATS**, timely communication with your **PCATS** contact will be an important factor toward a timely completion of your request.

**To Administrators**

Administrators need timely access to faculty activity reports for media, networking, industry, and alumni reports. **PCATS** offers administrators an efficient, centralized, easy-to-navigate source for generating reports on these data. With **PCATS**, administrators are more aware of their faculty activities and are thus, better positioned to publicize their accomplishments.
Logging into **PCATS:**

Follow this link to log in to PCATS: [https://www.hhs.k-state.edu/faculty/pcats/](https://www.hhs.k-state.edu/faculty/pcats/)

---

**PATH to PCATS**
1. K-State home
2. College of Health & Human Sciences
3. Faculty & Staff
4. Activity Insight
5. “LOGIN HERE”

---

**Click on the “LOGIN HERE” button to move to the College PCATS site (also known as Activity Insight)**

---

**Use your K-STATE Login**
- K-State eID
- Password

---

**A.** Your K-State log-in information is also used for the College **PCATS** login:
- K-State eID
- K-State Password

**B.** The **PCATS Home Page** provides a link to “Contact Us” your College Administrator

**C.** The Contact Us link allows you to
- Submit questions or comments about **PCATS** to the College Administrator
- Propose changes to **PCATS** to the College Administrator
The more faculty who use Digital Measures PCATS to enter activity data, the more complete, accurate, and useful reports become. Faculty should enter their activities for the current academic year, and then maintain the data on an ongoing basis. Faculty should enter at least 5 years of data, the data that is pertinent to producing an accurate professional Vita and annual evaluations. The following highlights navigation within the Digital Measures PCATS Manage Data options.
# PCATS Overview

## Using the System

### OVERVIEW: Manage Data

When you first visit the PCATS activities dashboard, it would be good to spend a few minutes looking through the screen topics that are accessible from it. To access a screen topic in any category, click on the topic name. The resulting summary screen displays topic specific records that have been input and stored in your activity data.

Upon selecting a topic from the PCATS activities dashboard, there are multiple actions available from which you may select, although, not all of the following actions are available in every screen:

### ACTIONS:

- To **add a new record**, select the [Add New Item] button.
- To **import items in bulk**, select the [Import Items] button (available only for the Intellectual Contributions screen).
- To **delete a record**, select the appropriate check box, then select the [Delete] button.
- To **edit** or **view a record**, click anywhere in the record row on the summary screen.
  
  **Note:** Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A [icon identifies records that may not be deleted. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the Help link in the bar menu across the top of your screen.

- To **copy a record**, select the appropriate check box, then select the [Duplicate] button.

### Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

### Customizations

The screens available from the Manage Activities tab and all of the fields on them are custom created for the College of Health & Human Sciences and the associated departments and school. These screens are amendable if there is a need to make changes. To propose changes, contact your Administrator (Bronwyn Fees, Associate Dean), using the Help link.
**PCATS Using the “Manage Data” System:**

**ADDING NEW ITEMS**

When you enter data, you will notice that most of the screens have an option that says **Add New Item**. Choose this button to enter your data (see also COPY section below). To edit an old item that appears in the “Add New Item” screen, click on the pencil icon. If you would like to delete an item, click on the trashcan icon. If you choose to delete a record, a prompt will pop-up to confirm your decision to delete a record. **PCATS** allows you to save partial records and data by using the Save button in the form. To add a new record, click the **Add New Item** button.

**UPDATING RECORDS**

To reduce data entry time, use the Duplicate button to copy another entry that requires only a few changes. For example, if you enter a Journal Article on the “Publications and Written Reports” screen and later publish a similar article in a Magazine/Trade Publication, you can duplicate your original entry and simply adjust dates/type as needed. This eliminates the need to re-key all data elements to create the second, and subsequent, publication entries.

**SAVING YOUR WORK**

When you have completed a form, you have two options to save your data. If you click on the Save button, your data will be saved and you will be returned to the “Add Item” screen. If you click on the Save + Add Another button, your information will be saved, and a new blank form will appear to allow input of another item. Cancel will take you to the “Add a New Item” screen if you are entering a record or the Main Menu if you are filling out a form.

**MANUAL DATA ENTRY**

Though some fields automatically populate, most fields require manual data entry within text boxes. These text boxes generally will allow you to input as many characters as you would like. They are freeform and do not have any data validation built in. For fields requiring manual entry within text boxes, you may expand these by clicking on the arrow next to the box.

**Expanding Text Boxes**

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed.

**DATES**

Make sure you enter dates for ALL activities. Undated records will, by default, always appear in a report, regardless of the report date range requested. Additionally, undated activities will appear ahead of any dated activities. If no dates are added, the CV will order itself alphabetically.

- **One-Day Activities** Leave the start date blank and specify the end date.
- **Activities in Progress** Specify the start date and leave the end date blank.
- **Multi-day Completed Activities** Complete start and end dates.
**PCATS Using the “Manage Data” System – continued**

**PasteBoard**

You will find the PasteBoard to be a timesaving feature. The PasteBoard allows you to copy text from an external document, such as your vita in Microsoft Word, and paste it into the PasteBoard. 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 to have the text pasted into the field you want.

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.

**FACULTY INFORMATION**

This manual for **PCATS** will help faculty and administrative staff become familiar with the system. Verify with your College administrator, which information fields you need to complete. Digital Measures **PCATS** is a powerful tool to help build a professional portfolio and can serve each faculty member beyond the requirements for annual evaluation. Faculty members are encouraged to explore how **PCATS** can best meet their needs. The options found when selecting “Manage Your Activities” include four categories of information: Teaching; Research, Scholarship, Creative Activity, and Discovery; Engagement/Extension/Service/Outreach; and General Information. Find additional information for each category and the associated screens below.
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- Non-Credit / Extension Instruction ..................................................................................... Page 13
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- For-Credit Instruction .......................................................................................................... Page 15
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- Teaching Innovation and Curriculum Development ............................................................ Page 17

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# Teaching Screen Titles

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>For-Credit Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed Student Learning and Graduate Studies (e.g., theses, dissertations)</td>
<td>Directed Service - Clinical Teaching</td>
</tr>
<tr>
<td>Non-Credit/Extension and Engagement Instruction</td>
<td>Teaching Innovation and Curriculum Development</td>
</tr>
</tbody>
</table>

- Academic Advising .......................................................... page 11
- Directed Student Learning and Graduate Studies ................................ page 12
- Non-Credit/Extension Instruction ........................................ page 13
- For-Credit Instruction ....................................................... page 15
- Directed Service – Clinical Teaching ...................................... page 16
- Teaching Innovation and Curriculum Development .................... page 17
ACADEMIC ADVISING

Edit Academic Advising

- Academic Year
- Are you an academic advisor or a mentor for undergraduate students?
- Number of undergraduate students advised
- Approximate number of hours spent for the year advising undergraduate students
- Description of Advising Activities
- Upload File for the advising survey results
- Number of undergraduate students mentored
- Approximate number of hours spent for the year mentoring undergraduate students
- Description of Mentoring Activities

- Academic Advisor
- Mentor

NOTE: Only IDFS faculty differentiate between advising and mentoring

For faculty in IDFS only
**PCATS Teaching:**

**DIRECTED STUDENT LEARNING AND GRADUATE STUDIES (e.g., theses, dissertations)**

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>[Edit] Directed Student Learning and Graduate Studies (e.g., theses, dissertations)</th>
<th>Cancel</th>
<th>Save</th>
<th>Save + Add Another</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement Type</td>
<td>□ Directed Individual Independent Study □ Doctoral Program of Study Committee Chair (Major Professor) □ Doctoral Program of Study Committee Member □ Internship Advisor □ Master’s Committee Chair □ Master’s Committee Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explaination of &quot;Other&quot;</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Name of University (if other than K-State)</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Degree Program</td>
<td>□ Outside Chair for PhD at K-State □ Outside Committee Member □ Outside University Reader □ Postdoctoral Research Supervision □ Supervised Research – Graduate □ Supervised Research – Undergraduate □ Undergraduate Honors Thesis □ Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capstone Experience</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Title of Student’s Work (Dissertation or Thesis or Report) if applicable</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Has this student graduated?</td>
<td>□ Doctoral Dissertation □ Master’s Thesis □ Master’s Report □ Master’s Comprehensive Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the student’s research meet the definition of engagement?</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Stage of Completion</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Comments</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
<td>[Box]</td>
</tr>
<tr>
<td>Start Term and Year</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Term and Year</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drop-down menu help on this screen:**

- Apparel Merchandising (GPIDEA)
- Certificate Conflict Resolution
- Certificate Financial Therapy
- Certificate Financial Therapy to directed student learning
- Certificate Gerontology
- Certificate Clothing and Textiles
- Master Communication Sciences and Disorders
- Master Dietetics (GPIDEA)
- Master Family and Community Services (GPIDEA)
- Master Family Financial Planning (GPIDEA)
- Master Family and Youth Development
- Master Gerontology (GPIDEA)
- Master Hospitality & Dietetics Administration
- Master Hospitality Administration
- Master Kinesiology
- Master FSUHS with emphasis in Life-Span Human Development
- Master Nutrition, Dietetics & Sensory Sciences
- Master Public Health
- PHD Food Science
- PHD Human Ecology (specializations: CFT, AT, LSHD, AFS, KIN, and HM)
- PHD Human Nutrition
- PHD Personal Financial Planning
- PHD Physiotherapy
- Undergraduate Degree
- Other

**NOTE:** As a student progresses through their degree program, this must be updated to accurately reflect progress and/or completion information.
### NON-CREDIT/EXTENSION INSTRUCTION

**Edit Non-Credit/Extension Instruction**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>□ Certification</th>
<th>□ Program Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Continuing Education</td>
<td>□ Review Course</td>
</tr>
<tr>
<td></td>
<td>□ Faculty Internship</td>
<td>□ Seminar</td>
</tr>
<tr>
<td></td>
<td>□ Guest Lecture</td>
<td>□ Working with an academic class</td>
</tr>
<tr>
<td></td>
<td>□ Management/Executive Development</td>
<td>□ Workshop</td>
</tr>
<tr>
<td></td>
<td>□ Professional Development</td>
<td>□ Other</td>
</tr>
</tbody>
</table>

If service learning, community-based learning was involved with an academic class, with which class was it connected?

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Number of Students Involved</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Target Audience</th>
<th>□ Capstone Courses and Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Collaborative Assignments and Projects</td>
</tr>
<tr>
<td></td>
<td>□ Common Intellectual Experiences</td>
</tr>
<tr>
<td></td>
<td>□ Diversity/Global Learning</td>
</tr>
<tr>
<td></td>
<td>□ First-Year Seminar and Experiences</td>
</tr>
<tr>
<td></td>
<td>□ Internship</td>
</tr>
<tr>
<td></td>
<td>□ Learning Communities</td>
</tr>
<tr>
<td></td>
<td>□ Service Learning, Community-Based Learning</td>
</tr>
<tr>
<td></td>
<td>□ Undergraduate Research</td>
</tr>
<tr>
<td></td>
<td>□ Writing-Intensive Course</td>
</tr>
<tr>
<td></td>
<td>□ Other</td>
</tr>
<tr>
<td></td>
<td>□ Not Applicable</td>
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</table>

<table>
<thead>
<tr>
<th>Sponsoring Organization or Event</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
</tr>
<tr>
<td></td>
<td>Other</td>
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<table>
<thead>
<tr>
<th>City, State and Country</th>
<th>Internal to Kansas State University</th>
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<tr>
<td></td>
<td>External to Kansas State University</td>
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<tr>
<td></td>
<td>Both</td>
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</table>

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
</tr>
<tr>
<td></td>
<td>Other</td>
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<table>
<thead>
<tr>
<th>Was this event sponsored with external funding?</th>
<th>Internal to Kansas State University</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>External to Kansas State University</td>
</tr>
<tr>
<td></td>
<td>Both</td>
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</table>

<table>
<thead>
<tr>
<th>If so, what was the source?</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
</tr>
<tr>
<td></td>
<td>Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Does this activity meet the definition of engagement?</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was the audience academic, professional, or lay audience?</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
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<td>Other</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Academic</th>
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<tr>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Lay Audience</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
High-Impact Educational Practices

First-Year Seminars and Experiences

Many schools now build into the curriculum first-year seminars or other programs that bring small groups of students together with faculty or staff on a regular basis. The highest-quality first-year experiences place a strong emphasis on critical inquiry, frequent writing, information literacy, collaborative learning, and other skills that develop students’ intellectual and practical competencies. First-year seminars can also involve students with cutting-edge questions in scholarship and with faculty members’ own research.

Common Intellectual Experiences

The older idea of a “core” curriculum has evolved into a variety of modern forms, such as a set of required common courses or a vertically organized general education program that includes advanced integrative studies and/or required participation in a learning community (see below). These programs often combine broad themes—e.g., technology and society, global interdependence—with a variety of curricular and co-curricular options for students.

Learning Communities

The key goals for learning communities are to encourage integration of learning across courses and to involve students with “big questions” that matter beyond the classroom. Students take two or more linked courses as a group and work closely with one another and with their professors. Many learning communities explore a common topic and/or common readings through the lenses of different disciplines. Some deliberately link “liberal arts” and “professional courses”; others feature service learning.

Writing-Intensive Courses

These courses emphasize writing at all levels of instruction and across the curriculum, including final-year projects. Students are encouraged to produce and revise various forms of writing for different audiences in different disciplines. The effectiveness of this repeated practice “across the curriculum” has led to parallel efforts in such areas as quantitative reasoning, oral communication, information literacy, and, on some campuses, ethical inquiry.

Collaborative Assignments and Projects

Collaborative learning combines two key goals: learning to work and solve problems in the company of others, and sharpening one’s own understanding by listening seriously to the insights of others, especially those with different backgrounds and life experiences. Approaches range from study groups within a course, to team-based assignments and writing, to cooperative projects and research.

Undergraduate Research

Many colleges and universities are now providing research experiences for students in all disciplines. Undergraduate research, however, has been most-prominently used in science disciplines. With strong support from the National Science Foundation and the research community, scientists are reshaping their courses to connect key concepts and questions with students’ early and active involvement in systematic investigation and research. The goal is to involve students with actively contested questions, empirical observation, cutting-edge technologies, and the sense of excitement that comes from working to answer important questions.

Diversity/Global Learning

Many colleges and universities now emphasize courses and programs that help students explore cultures, life experiences, and worldviews different from their own. These studies—which may address U.S. diversity, world cultures, or both—often explore “difficult differences” such as racial, ethnic, and gender inequality, or continuing struggles around the globe for human rights, freedom, and power. Frequently, intercultural studies are augmented by experiential learning in the community and/or by study abroad.

Service Learning, Community-Based Learning

In these programs, field-based “experiential learning” with community partners is an instructional strategy—and often a required part of the course. The idea is to give students direct experience with issues they are studying in the curriculum and with ongoing efforts to analyze and solve problems in the community. A key element in these programs is the opportunity students have to both apply what they are learning in real-world settings and reflect in a classroom setting on their service experiences. These programs model the idea that giving something back to the community is an important college outcome, and that working with community partners is good preparation for citizenship, work, and life.

Internships

Internships are another increasingly formal form of experiential learning. The idea is to provide students with direct experience in a work setting—usually related to their career interests—and to give them the benefit of supervision and coaching from professionals in the field. If the internship is taken for course credit, students complete a project or paper that is approved by a faculty member.

Capstone Courses and Projects

Whether they’re called, “senior capstones” or some other name, these culminating experiences require students nearing the end of their college years to create a project of some sort that integrates and applies what they’ve learned. The project might be a research paper, a performance, a portfolio of “best work,” or an exhibit of artwork. Capstones are offered both in departmental programs and, increasingly, in general education as well.
FOR-CREDIT INSTRUCTION

NOTE:
Data on this page will be uploaded from the Registrar's office on your behalf at the end of each semester and summer term. Please review for accuracy.

Refer to “High Impact Educational Practices” definitions on Page 14.
DIRECTED SERVICE - CLINICAL TEACHING

According to the University Handbook, section 5, Directed Service is defined as "CE Directed service. All other work that furthers the mission of and is directly related to the goals and objectives of a unit and the university, that requires academic credentials or special skills, and that is a part of a faculty member’s explicit assignment. Typical positions that involve such work are librarians and clinicians:"

SEE NOTE BELOW

Instruction Type
Explanation of "Other"
Course Name or Session Topic
Role
Explanation of "Other"
Primary Learner Audience
Explanation of "Other"
Approx. Number of Hours Spent Per Year

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date

NOTE:
For example, a license is required for the faculty member to serve in his/her role in accredited programs such as CFT, CSD, Dietetics, ECE, Athletic Training and Physician Assistant, etc., by an accrediting body.
**TEACHING INNOVATION AND CURRICULUM DEVELOPMENT**

**Edit Teaching Innovation and Curriculum Development**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Explanation of &quot;Other:&quot;</th>
</tr>
</thead>
</table>

**Contributing Colleagues**
Please select a person from the drop-down list and/or enter their name in the input fields.

<table>
<thead>
<tr>
<th>1st Colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Kansas State University</td>
</tr>
<tr>
<td>Select or type a name...</td>
</tr>
<tr>
<td>First Name</td>
</tr>
</tbody>
</table>

Select the number of colleague rows to add: 1 0 1 ✈ Add

* Add as many as needed.

**Course or Program Name**

**Description of Activity**

Was funding received? ✧

Date of Initiation ✧

**NOTE:**
Record innovative work in teaching such as study abroad, curriculum development, here.

- Capstone courses and projects
- CAT Community
- Collaborative projects and assignments
- Common Intellectual Experiences
- Curricular Development
- Diversity/Global Learning
- First-Year Seminars and Experiences
- International Study Tour
- Internships
- Learning Communities
- New Certificate Program
- New Course
- New Degree Program
- Revise Existing Course
- Revise Existing Degree Program
- Service Learning, Community-Based Learning
- Undergraduate Research
- Writing-Intensive Courses
- Other
## Research, Scholarship, Creative Activity, and Discovery

- Contracts, Fellowships, Grants, and Sponsored Research
- Scholarship of Design
- Intellectual Property (e.g., copyrights, patents)
- Presentations

### Related Sections

- Publications and Written Reports
- Biographical Sketch - NIH | NSF
- Research, Scholarship, Creative Activity, and Discover

- Contracts, Fellowships, Grants, and Sponsored Research ........................................page 19
- Scholarship of Design (IDFS only) ........................................................................page 20
- Intellectual Property .......................................................................................................page 21
- Presentations .................................................................................................................page 22
- Publications and Written Reports ......................................................................................page 23
- Biographical Sketch – NIH ............................................................................................page 24
- Biographical Sketch – NSF ............................................................................................page 25
- Research, Scholarship, Creative Activity, and Discover ..............................................page 26
CONTRACTS, FELLOWSHIPS, GRANTS, AND SPONSORED RESEARCH

Edit Contracts, Fellowships, Grants and Sponsored Research

Most of the following information is provided by the Office of the Vice President for Research and uploaded in faculty profiles each quarter (March, June, September, and December). External and internal funding awards are included. Faculty may enter the information as well although this may result in a duplicate entry.

<table>
<thead>
<tr>
<th>Type</th>
<th>Purpose</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>Awarding Organization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Explanation of &quot;Other&quot;</th>
<th>Engagement</th>
<th>Internal/Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extension</td>
<td>Area/Local</td>
</tr>
<tr>
<td></td>
<td>Service</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Sponsored Research</td>
<td>Federal</td>
</tr>
<tr>
<td></td>
<td>Teaching &amp; Learning</td>
<td>Private - NP</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Foreign</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Investigators
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Investigator
People at Kansas State University
Wildcat, Wile (Wille)
First Name | Middle Name/Initial | Last Name | Organization/Affiliation | Role | If a KSU student, what is his/her level? |
|-----------|-------------------|-----------|--------------------------|------|----------------------------------------|

Select the number of investigator rows to add: 1

Abstract:

Date Submitted for Funding:

Current Status:

Funding Distribution
Funding Distribution Date:

Amount Funded:

Select the number of funding distribution rows to add: 1

Award Year:

Date Awarded:

WAIT! Did you record KSU student degree status above?

* Please record KSU Student degree status as undergrad or graduate! We report the number of students involved.

* Add as many as needed.
### SCHOLARSHIP OF DESIGN

**Edit Scholarship of Design**

| Type of Work: | □ Apparel Design  |
|              | □ Architectural Design |
|              | □ Artist in Residence |
|              | □ Exhibition |
|              | □ Film |
|              | □ Film Screening |
|              | □ Interior Design |
|              | □ Product Design |
|              | □ Production |
|              | □ Television |
|              | □ Textile Design |
|              | □ Other |

| Explanation of “Other” | |

| Exhibit Title | |

| Work Title | |

| Name of Consulting/Group or Business | |

| Client/Sponsor/Organization | |

| Venue Location or Address | |

**Juror/judge**

- **Role**: □ Juror  
  □ Judge

Select the number of juror/judge rows to add: 1  
Add

| First Name | |

| Last Name | |

**Performers/Exhibitors**

Select a person from the drop-down list and/or enter their name in the input fields.

| People at Kansas State University | First Name | Middle Name/Initial | Last Name | Role |

Select the number of performer/exhibitor rows to add: 1  
Add

| Invited or Accepted? | □ Yes  
□ No |

| Was this peer-reviewed/referred/juried? | |

**Web Address**

| Web Address | |

Select the number of web address rows to add: 1  
Add

| Was this academic or non-academic? | □ Academic  
□ Non-Academic |

| Scope | |

Include the month, day, and year that the activity/event/project occurred or began.

| Date of initiation | |

WAIT! Did you record KSU Student degree status above?

*Add as many as needed.*

* Please record KSU Student degree status as undergrad or graduate! We report the number of KSU students involved.

* If a student, what is their level?  
  □ Invited  
  □ Accepted

* Please record KSU Student degree status as undergrad or graduate! We report the number of KSU students involved.

* Add as many as needed.
INTELLECTUAL PROPERTY (E.G., COPYRIGHTS, PATENTS)

<table>
<thead>
<tr>
<th>Patent or Copyright</th>
<th>Patent/Copyright Title</th>
<th>Application No./Patent No./Copyright Reg. No.</th>
<th>Patent Type</th>
<th>Patent Nationality</th>
</tr>
</thead>
</table>

- Patent
- Copyright

- Provisional
- Regular
- United States
- Patent Cooperation Treaty

Inventory/Authors
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Inventor/Author
People at Kansas State University
Wildcat, Willie (Willie)

First Name | Middle Name/Initial | Last Name

If a student, what is his/her level?

- *

* Please record KSU Student degree status as undergrad or graduate! We report the number of KSU students involved.

If patent has been licensed, to whom?
If patent has been assigned, to whom?

Date Submitted to University
Date of Patent Application
Date Patent Granted
Date Licensed

* Add as many as needed.

* WAIT! Did you record KSU Student degree status above?
**PRESENTATIONS**

*Please record KSU Student degree seeking status! Presentation experience is part of our College Strategic plan.*

<table>
<thead>
<tr>
<th>Presentation Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Type</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
<tr>
<td>Conference/Meeting Name</td>
<td></td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
<tr>
<td>City, State and Country</td>
<td></td>
</tr>
<tr>
<td>Meeting Type</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**Presenters/Authors**

Please select a person from the drop-down list and/or enter their name in the input fields.

<table>
<thead>
<tr>
<th>People at Kansas State University</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
<th></th>
</tr>
</thead>
</table>

**Select the number of presenter/author rows to add:**

- Add

**Scope**

- Conference
- Panel
- Roundtable
- Seminar
- Session
- Symposium
- Workshop
- Other

**Is this a multistate-funded collaboration?**

- Yes
- No

**Explanation of "Other"**

- CES
- AFRI
- Other

**Invited or Accepted?**

- Yes
- No
- Accepted, but declined to present

**Academic or Non-Academic?**

- Academic
- Non-Academic

**Was this peer-reviewed/refereed?**

- Yes
- No

**Published in Proceedings?**

- Yes
- No

**Published Elsewhere?**

- Yes
- No

**If yes, where?**

**Estimated number of attendees**

**Rate of Acceptance**

**%**

**Abstract/Synopsis**

**Presentation No File Stored**

**Choose File...**

**Date**

*Add as many as needed.*

*In order to produce an APA citation, the starred (*) fields are required. Check your spelling and capitalizations. Citations will print verbatim as entered in reports generated.*

* WAIT! Did you record KSU Student degree status above?*
# PUBLICATIONS AND WRITTEN REPORTS

## Edit Publications and Written Reports

### Contribution Type
- Authored Extension Curriculum
- Book
- Book Chapter
- Book Review
- Conference Proceeding
- Encyclopedia Entry
- Instructional Material
- Journal Article
- Magazine/Trade Publication
- Newsletter
- Newspaper Article
- Numbered Extension Publication
- Software
- Technical Report
- Textbook
- Other

### Current Status
- In preparation; not yet submitted
- Working paper
- Submitted under review
- Not accepted
- Revising to Resubmit
- Accepted
- Published

### In preparation; not yet submitted
- Current status must be changed to "published" once it is published before the citation will show in monthly reports.

### Please record KSU Student degree seeking status!

Publications are part of our College Strategic plan.

### * Add as many as needed.

### * All fields marked with (*) are required data to publish in APA style. Fields will transfer verbatim into reports generated.

### * WAIT! Did you record KSU Student degree status above?

### * In order to produce an APA citation, the starred (*) fields are required. Check your spelling and capitalizations. Citations will print verbatim as entered in reports generated.

### Authors/Editor/Translators

Please order the contributors in the order of contribution. Please select a person from the dropdown list and/or enter their name in the input fields.

### 1st Author/Editor/Translator

People at Kansas State University
- First Name
- Middle Name/Initial
- Last Name
- Institution/Company
- Role
- Author

### * Add as many as needed.

### ISBN/ISSN Number/Case #

* required for books

### PubMed Central ID Number

Optional

### Digital Object Identifier (DOI)

* required for APA citation styles

### Abstract/Synopsis

### Web Address

### Full-text of this item

- No File Stored
- Choose File

### Date Submitted

### Date Accepted

### Date Published

* WAIT! Did you record KSU Student degree status above?
**BIOGRAPHICAL SKETCH - NIH**

### Edit NIH

- Label for this Biographical Sketch (not printed in report)
- eRA Commons Username
- Personal Statement

### Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

#### 1st Publication
- Intellectual Contribution

Select the number of publication rows to add: 1

---

### Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

#### 1st Contribution

---

### Relevant Publications or Non-Publication Research Products

#### 1st Publication/Research Product

- Intellectual Contribution

Select the number of publication/research product rows to add: 1

---
BIOGRAPHICAL SKETCH – NSF * Formatted by Digital Measures©

**Edit NSF**

- Label for this Biographical Sketch
  
* (not printed in report)

### Publications

Select the publications that should be displayed when this record is used to generate a Biographical Sketch report. The report will display these publications in the order in which they are entered here, provided they match the reporting criteria. Please click the help icon for each question for more information.

You may enter up to 10 publications or patents for inclusion in the NSF Biographical Sketch report. Additional entries will not be printed. The first five publications or patents will appear as the five “most relevant” products on the NSF Biographical Sketch report.

**1st Publication**

- Intellectual Contribution
  
* Please select...
  
**Intellectual Property**
  
-- OR --

Select the number of publication rows to add:

- 0
- ![Add](image)

### Synergistic Activities

You may enter up to 5 items, which will appear under this heading in the NSF Biographical Sketch report.

**1st Activity**

- Intellectual Contribution
  
* Please select...
  
-- OR --

**Other Activity**

Select the number of activity rows to add:

- 0
- ![Add](image)
### PCATS Research, Scholarship, Creative Activity & Discovery

#### RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITY, AND DISCOVERY

**Edit Research, Scholarship, Creative Activity, and Discovery**

Please note that Engaged Research is to be entered in the Engagement and Extension section.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
</table>

**Collaborators**

Please select a person from the drop-down list and/or enter their name in the input fields.

<table>
<thead>
<tr>
<th>People at Kansas State University Fees, Bronwyn S (fees)</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Institution/Company</th>
</tr>
</thead>
</table>

Select the number of collaborator rows to add: 1

<table>
<thead>
<tr>
<th>Funded or Unfunded?</th>
</tr>
</thead>
</table>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

* Other RSCAD Activity not captured by other screens

- Planning
- Ongoing
- Writing results

* Add as many as needed.

* Please record KSU Student degree seeking status! Publications are part of our College Strategic plan.

* WAIT! Did you record KSU Student degree status above?
### PCATS Data screens for “Engagement / Extension / Service / Outreach”

#### ENGAGEMENT / EXTENSION / SERVICE / OUTREACH SCREENS

<table>
<thead>
<tr>
<th>▼ Engagement/Extension/Service/Outreach</th>
<th>Engagement Benchmarking Tool</th>
<th>Media Appearances and Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Directed Service - Institution-Based</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Directed Service - Profession-Based</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Directed Service - Public-Based Outreach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Non-Directed Service – Institution-Based ........................................ page 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Non-Directed Service – Profession-Based ........................................ page 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Non-Directed Service – Public-Based Outreach .................................... page 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Engagement Benchmarking Tool ........................................................ page 31-33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Media Appearances and Interviews .................................................... page 34</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NON-DIRECTED SERVICE – INSTITUTION-BASED

DEFINITION: Institution-based service: Work that is essential to the operation of the university; for example, contributing to the formulation of academic policy and programs, serving on the Faculty Senate, the Graduate Council, and committees of the department, college or university, or acting as advisor to student organizations. (KSU University Handbook Section C6)
**NON-DIRECTED SERVICE – PROFESSION-BASED**

**DEFINITION:** Profession-based service: Work that is directly related to the function of the unit and that provides leadership and service to the faculty member's profession or discipline; for example, holding office in a professional association or service on an editorial board of a professional journal. (KSU University Handbook Section C6)

<table>
<thead>
<tr>
<th>Position/Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of <em>Other</em></td>
<td></td>
</tr>
<tr>
<td>Organization/committee/journal</td>
<td></td>
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<tr>
<td>City, State and Country</td>
<td></td>
</tr>
<tr>
<td>Responsibilities/Brief Description</td>
<td></td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
<td></td>
</tr>
<tr>
<td>Served Ex-Officio?</td>
<td></td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
<td></td>
</tr>
<tr>
<td>Approx. Number of Hours Spent Per Year</td>
<td></td>
</tr>
</tbody>
</table>

Include the month, day and year that the activity/event/project occurred or began.

- **Date of Initiation**
- **End Date**

Options:
- **International**
- **Elected**
- **Volunteer**
- **Appointed**
- **National**
- **Elected**
- **Local**
- **Regional**

Options for Position/Role:
- Associate Editor
- Attendee, Meeting
- Board of Advisors
- Board of Directors
- Chairperson
- Committee Chair
- Committee Co-chair
- Committee Member
- Conference-Related
- Editor
- Editorial Review Board Member
- External Grant Review Panel Member
- Interaction with Industry
- Judge in juried exhibitions
- Officer
- Prepare/Grade Certification Exams
- President
- Program Coordinator
- Program Organizer
- Reviewer/Referee
- Secretary
- Session Chair
- Task Force Chair
- Task Force Member
- Track Organizer
- Treasurer
- Vice President
- Workshop Organizer
NON-DIRECTED SERVICE – PUBLIC-BASED OUTREACH

DEFINITION: Public-based professional service: Efforts that are not directed service but that are the application of knowledge and expertise intended for the benefit of a non-academic audience; for example, serving as an expert witness, developing programs and providing training, or providing consultation. (KSU University Handbook Section C6)

NOTE: Engagement should be reported in the Engagement Benchmarking tool.

Engagement – a form of research, teaching or service in which collaborative efforts between university and community stakeholders result in scholarly activity and community benefit around a public issue. Specifically, engagement is the partnership of university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values, and civic responsibility; address critical societal issues; and contribute to the public good.
**PCATS Engagement / Extension / Service / Outreach: ENGAGEMENT BENCHMARKING TOOL –**

The fields in the screen correspond directly with the fields in the Engagement Benchmarking Tool [http://www.ksstate.edu/cape/docs/2014%20Final%20Survey%20PDF.pdf] (administered in alternating years by the Center for Engagement and Community Development, [http://www.ksstate.edu/cape/](http://www.ksstate.edu/cape/)). Please enter all activities throughout the year here. The CECD administers the survey in alternating years. The AS administrator in the Dean’s office will forward this information directly to the CECD following the faculty member from completing another form.

**Engagement** – a form of research, teaching or service in which collaborative efforts between university and community stakeholders result in scholarly activity and community benefit around a public issue. Specifically, engagement is the partnership of university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values, and civic responsibility; address critical societal issues; and contribute to the public good.

Association of Public and Land Grant Universities: [http://www.alg.org/]

**Extension** - Engagement activity supported by or in collaboration with the Cooperative Extension Service (federal, multi-state, state, local)

<table>
<thead>
<tr>
<th>Project Title</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
</tbody>
</table>

- Project Investigator
- Project Director
- Project Collaborator
- Other

- Arts and Culture
- Business and Economic Development
- Children, Youth, and Family
- Civic Engagement and Leadership
- Community Development
- Education, Pre-Kindergarten through 12th Grade
- Environmental Protection and Understanding
- Food and Fiber Production
- Public Health
- Science, Engineering, and Technology

**Collaborators**

Please select a person from the dropdown list and/or enter their name in the input fields.

1st Collaborator

<table>
<thead>
<tr>
<th>People at Kansas State University</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Institution/Company</th>
</tr>
</thead>
</table>

Select the number of collaborator rows to add: 1 [ ] + Add

* Add as many as needed.

**WAIT! Did you record KSU Student degree status above?**

Kansas State University is classified as “Community Engagement” by the Carnegie Foundation. All faculty should record Engagement Activity here to be included in the biennial university report as well as in the application for renewal of this classification.

* Please record KSU Student degree seeking status! Publications are part of our College Strategic plan.
<table>
<thead>
<tr>
<th>Engagement / Extension / Service / Outreach</th>
<th></th>
</tr>
</thead>
</table>

**ENGAGEMENT BENCHMARKING TOOL – CONTINUED:**

- **ENGAGEMENT BENCHMARKING TOOL**
  - **ENGAGEMENT BENCHMARKING TOOL**
  - **ENGAGEMENT BENCHMARKING TOOL**
  - **ENGAGEMENT BENCHMARKING TOOL**
  - **ENGAGEMENT BENCHMARKING TOOL**
  - **ENGAGEMENT BENCHMARKING TOOL**

### Engagement / Extension Community partners include (select all that apply):
- Community Organization
- Education (K-12, community colleges, colleges, universities)
- Foundations
- Government (local, state, multi-state/regional, federal)
- Local K-12 Research & Extension (CE) (s)
- Military
- Private Industry / Business
- Other

### On-Campus Partner
- Clinical Service
- Engaged Instruction: Credit Courses and Programs
- Engaged Instruction: Non-Credit Courses and Programs
- Engaged Instruction: Public Events and Understanding
- Engaged Research and/or Creative Endeavor
- Experiential Learning
- Service Learning
- Service on Boards, Committees, and Commissions

### Improved quality of life
- Professional Career Advancement
- Other
- There were no community or societal impacts
### ENGAGEMENT BENCHMARKING TOOL – CONTINUED

**What were the scholarly/professional impacts of engagement/extension project (select all that apply)?**

- Publications (includes: peer-reviewed, juried, books, book chapters, public-access reports, etc.)
- Professional presentation(s) (includes: peer-reviewed, juried, invited)
- Performances/Exhibitions
- Policy Presentation(s)
- Extension programs developed, implemented, evaluated, adopted
- Paper(s)
- Discussion

**Media products resulting from engagement or extension project**

- Press, news articles
- Radio Interview, newscast
- Television interview, news item
- Web pages, blog
- Social media
- Newsletters
- Memorandum

**Was this engaged work directed at all of Kansas or specific Kansas counties?**

- Allen
- Anderson
- Atchison
- Barber
- Barton
- Bourbon

**Was this engaged work directed at states outside of Kansas?**

- [ ]

**Was this engaged work directed at any international locations?**

- [ ]

**Are you the primary investigator/faculty on this project?**

- [ ]

**What was the amount of extramural funding received by the university through this engaged project?**

- [ ]

**What were the source(s) of funding supporting this engaged work?**

- Internal Institutional Grants
- Government Agency Awards (federal, state, local)
- Private Foundations
- Private Industry
- Nonprofit Organizations
- Military

**Include the month, day and year that the activity/event/project occurred or began.**

<table>
<thead>
<tr>
<th>Date of Initiation</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
### MEDIA APPEARANCES AND INTERVIEWS

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Explanation of <em>Other</em></th>
<th>Article/Segment Title</th>
<th>Program/Media Outlet Name</th>
<th>Web Address</th>
<th>Description</th>
<th>Publication/Air Date</th>
</tr>
</thead>
</table>

- Television
- Radio
- Newspaper
- Magazine
- Internet
- Other
PERSONAL AND CONTACT INFORMATION

Edit Personal and Contact Information

Prefix

First Name Willie

Preferred First Name

Middle Name

Last Name Wildcat

Suffix

Name of Endowed Position (if any)

E-Mail Address Willie@ksu.edu

Campus Where Your Office is Located

Office Room Number

Office Building

Office Phone

Department Phone

Fax

Personal Website

Department Website

School Website

Unit Website
EDIT BIOGRAPHY AND EXPERTISE

Brief Biography

Areas of Specialization

Professional Interests

Other Interests

Notable Courses Taught

* Required. This will appear on your webpage for the College.

* Required

* Required

Optional

Optional

1st Language

Proficiency

Language

English

Explanation of "Other"
**PCATS General Information:**

### ADMINISTRATIVE DATA – PERMANENT DATA

#### Edit Permanent Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Starting Rank</td>
<td></td>
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<tr>
<td>Start Date at Kansas State University</td>
<td></td>
</tr>
<tr>
<td>1st Rank</td>
<td></td>
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<tr>
<td>Rank Attained</td>
<td></td>
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<tr>
<td>Date Attained</td>
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<tr>
<td>2nd Rank</td>
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<td>Rank Attained</td>
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<tr>
<td>Date Attained</td>
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Select the number of rank rows to add: 1

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<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tenure Decision Date</td>
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<tr>
<td>If currently a PhD student, date of most recently completed graduate comprehensive examination</td>
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<tr>
<td>Separation Date</td>
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### ADMINISTRATIVE DATA – YEARLY DATA

#### Edit Yearly Data

<table>
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<th>Description</th>
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<td>Academic Year</td>
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1st Department

<table>
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<th>Description</th>
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<tr>
<td>Department</td>
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Select the number of department rows to add: 1

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<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
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<td>Faculty/Staff Rank</td>
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<tr>
<td>Tenure Status</td>
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<tr>
<td>Graduate Faculty</td>
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</tr>
<tr>
<td>Full-Time Equivalency</td>
<td></td>
</tr>
<tr>
<td>Externally Supported Full-Time Equivalency</td>
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</tr>
<tr>
<td>Please check if your appointment is 0.5 and above with KSRE</td>
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</tr>
</tbody>
</table>

* Required
General Information:

**ADMINISTRATIVE ASSIGNMENTS**

- **Position/Role**: 
- **Explanation of "Other"**: 
- **Scope**: 
- **Administrative Duties Per Year**: 
- **Responsibilities/Brief Description**: 

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

- **Start Date**: 
- **End Date**: 

**AWARDS AND HONORS**

- **Nominated or Received?**: 
- **Award, Honor, or Fellowship Name**: 
- **Organization/Sponsor**: 
- **Purpose**: 
- **Scope**: 
- **Brief Description/Explanation**: 
- **Date**: 

- **Assistant Dean**
- **Associate Dean**
- **Dean**
- **Department Head**
- **School Director**
- **Unit Chairperson**
- **Other**
**PCATS General Information:**

### CONSULTING

**Edit Consulting**

- **Consulting Type**: [Dropdown]
- **Explanation of "Other"**: [Text Box]
- **Client/Organization**: [Text Box]
- **City, State and Country**: [Dropdown]
- **Compensated or Pro Bono?**: [Dropdown]
- **Approx. Number of Hours Spent Per Year**: [Text Box]
- **Brief Description**: [Text Box]

*Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.*

- **Start Date**: [Dropdown]
- **End Date**: [Dropdown]

### EDUCATION

**Edit Education**

- **Date Completed**: [Dropdown]
- **Degree**: [Dropdown]
- **Explanation of "Other"**: [Text Box]
- **Institution**: [Text Box]
- **City, State and Country**: [Dropdown]
- **Emphasis/Major**: [Dropdown]
- **Supporting Areas of Emphasis**: [Text Box]
- **Dissertation/Thesis Title**: [Text Box]
- **Honor/Distinction**: [Text Box]
- **Additional Details**: [Text Box]
- **Transcript**: [Select Option]

*All fields marked with (*) are required data fields.*
### FACULTY DEVELOPMENT ACTIVITIES

**Edit Faculty Development Activities**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Conference Attendance</th>
<th>Continuing Education Program</th>
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<td>Course</td>
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<td>Faculty Fellowship</td>
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<td>Faculty Internship</td>
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<td>Self-Study Program</td>
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<td>Tutorial</td>
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<td></td>
<td>Workshop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

- **Explanation of "Other"**
- **Title**
- **Sponsoring Organization**
- **City, State and Country**
- **Number of Semester Credit Hours**
- **Number of Clock Hours**
- **Number of CEUs**
- **Brief Description**
- **Date**

*If applicable*

### LICENSURES AND CERTIFICATIONS

**Edit Licensures and Certifications**

<table>
<thead>
<tr>
<th>Title of Licensure/Certification</th>
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</thead>
<tbody>
<tr>
<td>License/Certification Number</td>
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<tr>
<td>Sponsoring Organization</td>
</tr>
<tr>
<td>Scope</td>
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<tr>
<td>Description</td>
</tr>
<tr>
<td>Date Obtained</td>
</tr>
<tr>
<td>Expiration Date</td>
</tr>
</tbody>
</table>

- **Scope**
  - International
  - National
  - Regional
  - State
  - Local
**PCATS General Information:**

### PROFESSIONAL MEMBERSHIPS

**Edit Professional Memberships**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Abbreviation of Organization</th>
<th>Scope of Organization</th>
<th>Description of the Organization</th>
<th>Start Year</th>
<th>End Year</th>
</tr>
</thead>
</table>

- International
- National
- Regional
- State
- Local

### WORK HISTORY

**Edit Work History**

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Title/Rank/Position</th>
<th>Organization</th>
<th>City, State and Country</th>
<th>Brief Description</th>
</tr>
</thead>
</table>

- Academic – K-12
- Academic Post-Secondary
- Government
- Military
- Professional
- Other

Optional

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
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</thead>
</table>
### WORKLOAD INFORMATION

**Edit Workload Information**

| Academic Year | <select> | Cancel | Save | Save + Add Another |

**Directions:** Please enter whole numbers in the value box.

#### Workload Information

**Teaching**
- **Fall Teaching Workload Tenths**
- **Spring Teaching Workload Tenths**
- **Summer Teaching Workload Tenths**

**Research**
- **Fall Research Workload Tenths**
- **Spring Research Workload Tenths**
- **Summer Research Workload Tenths**

**Service**
- **Fall Service Workload Tenths**
- **Spring Service Workload Tenths**
- **Summer Service Workload Tenths**

**Administrative**
- **Fall Administrative Workload Tenths**
- **Spring Administrative Workload Tenths**
- **Summer Administrative Workload Tenths**

**Extension**
- **Fall Extension Workload Tenths**
- **Spring Extension Workload Tenths**
- **Summer Extension Workload Tenths**

<table>
<thead>
<tr>
<th>Sabbatical or Release Time</th>
<th>[ ]</th>
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</thead>
<tbody>
<tr>
<td>Explanation for Release Time</td>
<td>[ ]</td>
</tr>
<tr>
<td>Clinical Workload Percentage</td>
<td>[ ] %</td>
</tr>
<tr>
<td>What percent of your time (overall) is dedicated to engagement activity?</td>
<td>[ ] %</td>
</tr>
<tr>
<td>Explanation</td>
<td>[ ]</td>
</tr>
<tr>
<td>GLOSSARY</td>
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<tr>
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