

**SCHOOL OF ARCHITECTURE, DEPARTMENT OF DESIGN GUIDE TO
Professional Record Online (PRO)**

Annual Report Instructions

8/21/2014

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I. Overview

Before You Begin

KU Professional Record Online (PRO) is used to manage faculty activities on teaching, research, and service. PRO will help you keep your curriculum vitae up to date and prepare annual reports / promotion and tenure documents. Soon, PRO will link to your faculty website, allowing you to manage your faculty biography and other information. A benefit to the university is that PRO creates consistency in reports. The first time you use PRO may take additional effort, but eventually it should save you time and improve upon school reporting.

Thank you for updating your CV information and preparing your annual report in PRO. Please take a few minutes to peruse this document. For further assistance, the PRO team is available 864-5523 (8:30-5:00 M-F) or by email lmanner@ku.edu.

How It Works

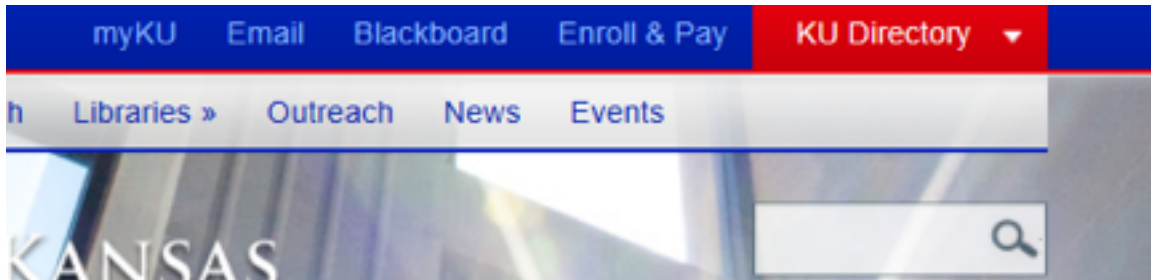
PRO is an online database that you will maintain. You should update PRO several times throughout the year to keep information current. When it's time to produce your annual report or CV, PRO will generate a DRAFT report from the PRO database that you can save and modify in Microsoft Word. Use the Custom Reports feature to generate your reports.

Learning Your Way Around

The information you enter into PRO screens is printed in different reports or sections of reports. Some of the fields pertain to everyone, but other screens and many of the fields won't pertain to you (*e.g.*, administrative assignments.). This document will show you where to find—on PRO screens—the information that prints in the annual report.

II. Log in to PRO

1. Go to the KU Homepage and click **myKU** near the top:



2. Log in using your online ID and password (the same as that used for email).
3. On the left side of the screen, scroll down to **Academics** and click **Faculty PRO**.
4. Under **Faculty PRO**, click the blue button labeled **Log in to the PRO system**.



The PRO main menu appears. If you have difficulty with this step, contact lmanner@ku.edu

III. General Description of Screens

After you log in to PRO, the Main Menu appears.

Activities Database –Main Menu

General Information

Review Your Personal and General Information: Date and save each entry you make. Click the **Return to Main Menu** button to get back to this list of all screens from anywhere in PRO. (Undated entries do not appear in reports.)

Add New Entries Where Necessary: Other screens require that you create and save a PRO record for each item such as an award, educational level, licensure, or professional membership.

General Information

- [Data Entry Guides](#)
- [Personal Information, Teaching / Research Statements, BIO](#)
- [Administrative Data - Yearly Data](#)
- [Academic, Professional, and Other Employment/Experience](#)
- [Administrative Assignments](#)
- [Awards and Honors, Honor Societies](#)
- [Education](#)
- [Licensures, Certifications, and Professional Training](#)

Teaching

Academic Advisees Summary: counts or narrative

If you do academic, program, or career advising of undergraduate or graduate students, enter it here. All other advising of students (such as thesis, dissertations, research, honors thesis) is recorded in the Directed Student Learning screen.

Academic Advisees: Enter only the names of students whom you are advising academically (such as enrollment or degree audit), undergraduates or graduates.

Achievements of Distinction of Students: Enter information about current or former students.

Courses Taught: Course numbers and other details are automatically loaded from the Enroll/Pay system, starting with spring 2009 through the present.

Directed Student Learning: Here you can create a separate record for each student you've directed. You designate the level (undergraduate, master's, doctoral) and your responsibility (chair, advisor, mentor).

Professional, Leadership, Non-Cred Instruction: Use this section to describe any instruction, such as professional education, that you've provided beyond your normal teaching responsibilities but not guest class lectures, which are recorded on the ***Presentations-Service*** screen.

Summary List of Courses Taught: A list of courses you've taught over the course of your career.

Teaching

- [Academic Advising Summary](#)
- [Academic Advisees](#)
- [Achievements of Distinction of Current/Former Students](#)
- [Courses Taught](#)
- [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)
- [Experiential Learning](#)
- [Professional, Leadership, Non-Credit Instruction Taught](#)
- [Student Awards by Event](#)
- [Summary List of Courses Taught](#)

Research/Scholarly/Creative Activity

Activity Currently in Progress: used to record research/topics that have not been submitted or published. Please respond to the question, “What do you need to accomplish your activity currently in progress?” NOTE: The Sciences and Mathematics do not use this screen.

Artistic Works, Residences, etc.

Primarily used by individual creating or performances original works. Artist in residence experiences recorded here.

Contracts, Grants, Fellowships, and Other Funded Activity: used to record one record per multi-year grant, commission, fellowship, or contract.

Exhibitions: Used across various disciplines to describe activity creating exhibitions or having work permanently displayed in collections.

Field Research: Records activity carried out in the natural world to collect cultural or natural artifacts or specimens, or to conduct museum collections research.

Patents and Copyrights: Only approved or public patents are listed in PRO. Copyrights are prevalent and should be listed only if of substantial importance.

Presentations: Include conference, symposium, meeting, workshop, panel, poster, paper presentations and in a few cases, readings of creative work.

Publications: Record publications that are result of research, scholarly, or creative activity, but not service publications that appear elsewhere. Publications must be marked ‘peer-reviewed/refereed’ when applicable AND ‘major’ or ‘minor’ for purposes of P&T review.

Reviews: Reserved for the highlights of a critical review article published in the news about your artistic work/performance. See the description of the “References to My Work/Interviews” screen.

Research/Scholarly/Creative Activity

- [Activity Currently in Progress](#)
- [Artistic Works, Residencies, Compositions, Performances/Conducting](#)
- [Contracts, Grants, Fellowships, and Other Funded Activity](#)
- [Exhibitions](#)
- [Field Research](#)
- [Patents and Copyrights](#)
- [Presentations](#)
- [Publications](#)
- [Reviews](#)

University Service and Other Service/Consulting

Department, School/College, University [Service]:

The P&T candidate CV requires the separation of service into these 3 categories. Service rendered in Research Institutes, Centers, Surveys, or Labs under the Research and Graduate Studies organizational chart should be located under University Service.

Artistic Works-Service: Pertains primarily to faculty in the Arts, giving service such as donation or time, effort, materials, or art work to support fund raising or community outreach for the arts.

Consulting: Unpaid or paid work outside the university where you contribute or exercise your expertise.

Presentation – Service: Your service to the schools (P-12) including in-service training for teachers, expert testimony as a witness, legislative testimony, guest class lectures outside of your assigned classes, community presentations, or outreach may be listed here. This information will be generally used to inform the campus strategic plan of the extent of outreach and service provided by faculty to the community or in support of partnership/outreach initiatives

Professional Service/Leadership/Development: contains all activity external to the university such as editorial or review work, external reviews, board memberships, professional association committee activities, adjudication, offices held and participation in professional development. Your position/role is required for each activity and the organization should be named.

Professional Memberships: You may list the professional organizations of which you are a member. Honorary organizations or societies of which you are a member should be listed in the “Honors and Awards/Honors Societies” screen.

Public Service: Your service to organizations or community groups may be included here, but it is optional.

Publications – Service: Publications that you author or contribute to in support of volunteer or community outreach may be listed here, but it is voluntary.

University Service

- Department
- School/College
- University

Other Service/Professional Development

- Artistic Works - Service
- Consulting
- Presentations - Service (e.g., P-12, guest class lectures, outreach)
- Professional Service/Leadership/Development
- Professional Memberships
- Public Service
- Publications - Service

Activities Database – University Main Menu (continued)

Other Teaching, Research/ Scholarly/Creative, or Service Activities

External or International Connections and Collaborations: This information will be used to inform the campus strategic plan.

Domestic or international activities that build partnerships, create collaboration or networking opportunities may be described here, but it is optional.

NSF/NIH: a draft NSF/NIH Biosketch in Word document format may be easily generated. First the report is built in this screen and then the “Custom Report” feature is used to generate the Biosketch(es).

On-screen instructions provide guidance and RGS staff will assist you.

Other Activity (Languages/ Narrative): This is a screen used to record information that does not fit previous screens. Language proficiency and expertise, general statements about your activities or lengthy job descriptions and other information you wish to have on your CV may be included here.

References to My Work/Interviews:

Use this screen to record citations by other authors or references about your work. Include interviews you have given as interviewee. This information is optional Archived CVs/Documents

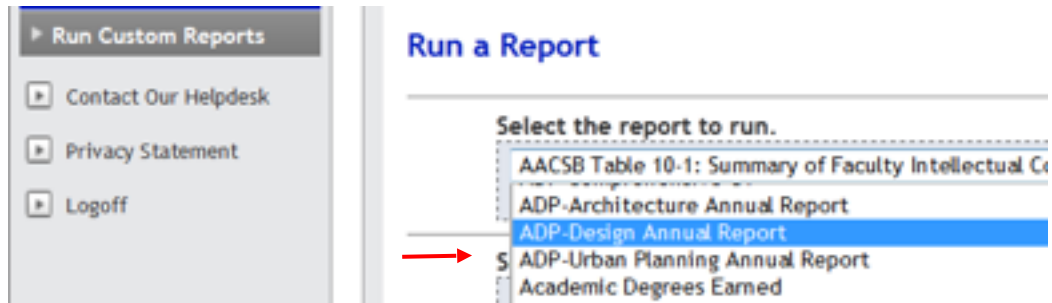
Other Teaching, Research/Scholarly/Creative, Service Activities

- [External or International Connections and Collaborations](#)
- [NSF/NIH Biographical Sketch](#)
- [Other Activity \(Languages/Narratives\)](#)
- [References to My Work/Interviews](#)

For your personal use to save CVs. Not required.

IV. Annual Report Preparation

1. Update your information in the PRO screens.
2. In the left panel of the PRO window, select **Run Custom Reports** and scroll down to the **ADP-Design Annual Report**.



3. Click the report name and fill in the start and end dates.
4. Under **Select report options**, click the drop-down arrow and click **Chicago**.
5. In the bottom right corner of the screen, click **Build Report**.

V. Annual Report Details

“ADP-Design Annual Report” is a pre-programmed annual report. Information that you entered in the PRO screens appears in different places in the report. The tables below are a simplified view of the annual report. Each heading in the table corresponds to a major section in the printed report.

1. TEACHING ACTIVITIES	
This information comes from university registrar course schedules and is loaded in PRO for you.	Screen: Courses Taught
2. TEACHING AND RELATED ACTIVITIES	
Items 1-4 (with blue headings) must be completed (typed) manually. This information is not copied from PRO.	<p>1. <i>New preparations or innovations</i></p> <input type="text"/> <p>2. <i>Development activities</i></p> <input type="text"/> <p>3. <i>Interdisciplinary projects within the department, school, university or community</i></p> <input type="text"/> <p>4. <i>Including but not limited to sponsored projects, service learning projects</i></p> <input type="text"/>
Item 5. Guest lecture or guest critique in a classroom setting.	Screen: Presentations-Service
Item 6. Graduate/Thesis supervision or committee member	Screen: Directed Student Learning
Item 7. Student Awards	Screen: Achievements of Distinction of Current/Former Students Screen: Student Awards by Event
Item 8. Must be completed (typed) manually	For each award in Item 7, indicate whether the award was: <ul style="list-style-type: none"> • Peer reviewed, juried, or selected by someone in the industry, and • Cited in public media (please list)
Item 9. Teaching Awards	Screen: Awards and Honors, Honor Societies

3. ADVISING ACTIVITIES	
Item 1. Formal (include approximate number of students)	Screen: Academic Advising Summary
Item 2. Informal (In blue) (letters of reference, appointments, etc.)	This information must be completed (typed) manually.

4. EXHIBITIONS	
Item 1. Exhibitions	Screen: Exhibitions The items in this section may print under subheadings of Solo, Traveling, or Group depending on how the data was entered.
Item 2. Prizes and/or Awards	Screen: Awards and Honors, Honor Societies
Item 3. Design Competitions (in blue)	This information must be completed (typed) manually.
Item 4. Other (in blue)	This information must be completed (typed) manually.

5. PROFESSIONAL ACTIVITIES	
Item 1. Books or articles published	Screen: Publications
Item 2. Papers presented at professional meetings, conferences	Screen: Presentations
Item 3. Presentations (in person or virtual) at professional meetings, conferences (in blue)	This information must be completed (typed) manually.
Item 4. Workshops given at a professional meeting, conference	Screen: Presentations
Item 5. Creative Product printed or produced and distributed	Screen: Artistic Works, Residencies, Compositions, Performances/ Conducting
Item 6. Creative Product in process	Screen: Activity Currently in Progress

Item 7. Acquisition of work in private, corporate and/or public institutions or collections	Screen: Exhibitions
Item 8. Consulting	Screen: Consulting
Item 9. Other (Artist in Residence)	Screen: Artistic Works, Residencies, Compositions, Performances/Conducting

6. PROFESSIONAL GROWTH	
Item 1. Attended Conferences, Workshops, Lecture	Screen: Professional Service/Leadership/Development
Item 2. Membership in national, regional or local professional organizations	Screen: Professional Memberships
Item 3. Other (in blue)	This information must be completed (typed) manually.

8. SERVICE ACTIVITIES	
Item 1. Department of Design	Screen: Department
Item 2. University	Screen: University
Item 3. School	Screen: School/College
Item 4. Community: Regional or National Service	Screen: Public Service The items in this section may print under subheadings of Service Publications, Service Presentations, Service Artistic Works, or Service/Other Awards, depending on how the data was entered
Item 5. Other (in blue)	This information must be completed (typed) manually.

VI. Tips and Reminders

To run PRO, use Firefox, Safari, Internet Explorer, or Google Chrome.

In PRO under the General Information section header, you'll find a link to [Data Entry Guides and Videos](#). These guides provide detailed instructions for data entry on each screen. Refer to the section called "School of Architecture, Design, and Planning."

Date all entries/records as follows:

- If the start date of an activity is entered, but no end date, "- to present" is substituted for no end date.
- If an activity or event occurs on one day only, the end date is all you need to enter.
- The publication date is required if published, but items that you categorize as 'in preparation, submitted, accepted/in press' will print without dates.
- Undated records do not appear in the annual report, but they will print on the vita.

Refer to the Reference Card for navigation tips – Copy function

- Remember that the Copy function (📄) creates a new record from an existing record. This is useful for adding new publications. Copy an existing publication that is the same 'contribution type,' type over the old fields, then save the record.

Note Don't confuse the Edit (✎) and Copy (📄) functions. Use Edit only to make corrections to an existing record.

VII. Assistance

The PRO Team is available for group or individual assistance from 8:30 to 5:00 Monday through Friday. Please schedule a session in advance by calling 864-5523. For off-hours or for technical problems, please email lmanner@ku.edu.

Refer to the following website for general information about the PRO Project:

<http://www2.ku.edu/~oirp/PRO>