# CLIFMS II

## Course Load, Instruction, Funding & Modeling System (Version II)

## INFORMATION, UPDATES AND 'HOW-TO' MANUAL

# Course Load, Instruction, Funding and Modeling System (CLIFMS)

http://clifms.ais.msu.edu

**What is CLIFMS?**

CLIFMS is a dynamic, longitudinal data base which:
1) Links course and instructor characteristics; 2) Stores faculty and graduate assistant effort distribution data, professional accomplishments data; and demonstrable contribution data; 3) Classifies courses and sections by method of instructional delivery. CLIFMS data is entered via the Web, and the data is stored in tables on the MSUData server.

**What is CLIFMS' Purpose?**

CLIFMS was developed to provide a repository of information in support of:

- Academic planning and evaluation;
- Decision processes of unit and central administration;
- The university's mandatory external reporting requirements at the state and federal level;
- The Registrar's Office Instructor Systems (on-line grading, imaged class lists, the on-line schedule of courses ), the ANGEL course management system.

**Sources of Data:**

**Course Data -** Course, course enrollment, credit, and student credit hour data is obtained from the SIS database. The CLIFMS database is refreshed nightly. Official University reporting is usually done from 1/4 of semester data.

**Instructor Data -** Biographical and funding data for faculty and graduate assistants is obtained from the on-line Budget Master, Academic Human Resources and Human Resources databases of the institution.

**Instructor-Course Linkages** and **Effort Distribution Data** are obtained from the individual units via the Web data entry screens in the CLIFMS database.

**Status and Report Screens:**

Available within the CLIFMS database are several screens which can be very useful for departments.

**Status Review** - Provides screens which 1) list SIS changes after data has been entered; 2)list overviews of faculty and graduate assistants (including course linkages, effort distributions, biographical data and funding information); 3) provide a list of all linked instructors who do not have a record in the Human Resources data base.

**Reports** - Provides four views of CLIFMS data: 1) Departmental Course Report - lists courses and instructors linked to those courses; 2) Instructor Report - lists either instructors in home department and courses linked or funded instructors and courses linked; 3) Section Report - lists courses and sections, authorized seats, enrollments and number of open seats; 4) Progress reports gives the status of entries in the Clifms system.

**CLIFMS Accessibility:**

The CLIFMS tables reside on the MSUData server, and the capability exists to link to that server for individual data needs. Units can access Clifms tables for reporting purposes using a variety of programming software, including Microsoft ACCESS and PC SAS.

**CLIFMS II**

**LINK MODULE:**
**LINKING COURSES AND INSTRUCTORS**
**Entry Instructions**

1. Call up your Web Browser and type in the following url:

   http://clifms.ais.msu.edu

2. From the CLIFMS Banner screen, click the **LOGON** button.

3. From the USER AUTHENTICATION screen, enter your User Name and Password. Click the Logon button on the button bar. (Note: if you do not have access to the Clifms Web system, contact either Dee McKay at 355-4619 or Mary Black at 353-6463).

4. From the MAIN MENU screen:
   a. select the **Term Code** for processing (if uncertain, use the pull-down term code box).
   b. enter your unit's 3 digit **Department Code** (click on LIST OF DEPTS for the DEPARTMENT FIND menu if you are uncertain of the department code.
   c. click on the **LINK** button.

5. From the LINK COURSES AND INSTRUCTORS screen, **select:**
   a. List of Sections for SII entry
      1. All sections - clicking this button will provide a list of all sections in the department.
         or
      2. Sections with missing data - this will provide a list of sections with no instructors or incomplete data.
         and
   b. Screen Format for SII entry
      1. SII - this is the 'short form' linkage screen
         or
      2. SII - Expanded - this linkage screen provides for entry of direct student contact hours and other hours in multiple categories.
         or
      3. SII - Other Courses - this list screen has selections for entry of House Officer instruction by location (communities and hospitals) for clinical units.

6. If your department offers a large number of courses/sections, it may be advisable to limit the course selection by entering one or more digit(s) of the course numbers to be processed (i.e., 2 - for 200 level courses) in the text box. Processing will be faster using this method.

7. **Click** on the SII List button on the button bar.

8. From the SII List, **click** on the button to the left of the course where processing will begin.
   a. SII - Short form processing
      1. **Select** (Section) TYPE - click on the arrow next to the pull-down box ; highlight the TYPE.

2. **Select** (Delivery) MODE - click on the arrow next to the pull-down box; highlight your MODE selection.
3. **Enter** the following information:
   a. Instructor name (LAST,FIRST NAME matching appointment form if fully typed). You need to enter only enough of the last name for it to be unique. Use a comma between last name and first initial and/or first name. <u>You may also enter the instructor's ZPID instead of name</u>.
   b. REL EFF - Relative effort is the time (actual hours) or percentage attributed to this instructor for this section/course.
   c. RES - Academic Responsibility - the percent indicating if this instructor is the instructor of record for this section (i.e., course coordinator, instructor signing the grade sheets). This variable may be shared among more than one instructor and should <u>never</u> apply to a graduate teaching assistant.
   d. SUP - Supervisor - Click this box if an instructor is supervising but not teaching this section/course (graduate assistants would typically be the instructors of the section/course). <u>Note:</u> If SUP is checked, this instructor WILL NOT appear in the on-line Schedule of Courses.
   e. PAY - This box is normally checked, and <u>should be</u> <u>'unchecked' only if the instructor is teaching on an overload</u> <u>basis; or if the instructor is a graduate assistant who is teaching not for pay but as a requirement for a degree; or is a volunteer</u> <u>instructor.</u>
   f. CUC - Common Unit Code (5 character MAU and department code) enter data in this text box if the instructor is funded from more than one department, and department of the courses wishes to designate where 'credit' should accrue for resource-based reporting.

3. **Click** on the ADD button on the button bar to add the entered data. The screen will display the information you have just entered.

   To add multiple instructors to one course/section:
   a. **Click** on the 'blank' icon on the lower right portion of the screen and enter your data. **Click** on the ADD button on the button bar. The instructor data you just entered will be displayed. Repeat process until all instructors have been entered.

      or

   b. After one instructor's data has been added, **highlight** the necessary text boxes, **keyboard delete data**, **retype** new instructor, relative effort and all relevant information, and **click** the ADD button. Repeat process until all instructors have been included.

      The arrows on the left side of the screen next to the instructor field allow you to scroll through all linked instructors for that particular course or section. The counter will also let you know how many instructors are linked to that section.

      To process the next section or course, click on the 'down' arrow on the right side of the screen near the course information. These arrows allow you to scroll through all sections/courses in the SII List. The counter provides information on how many sections are contained within the pre-selected SII List.

4. The DELETE button on the tool bar will delete the entire line of data you have entered, and will display a blank screen for continued processing or re-entering of data.

5. The CHANGE button on the button bar allows any text box EXCEPT instructor name to be modified or deleted. **Highlight** the appropriate text box, **delete** data, and **retype** the data within the text box. **Click** on the CHANGE button and the data will be modified.

6. The SIIINST button on the button bar will provide a list of all instructors (and related data) for a particular section. **Click** on the button to the left of the instructor's name, and the SII Update screen for that instructor will appear.

7. The SIILIST button on the button bar will take you back to the SII List.

8. If a section is cross-enrolled, a 'Y' will appear under X-ENROLLED on the SII List, and that X-ENROLLED icon will be highlighted on the SII Update screen. **Click** on this icon to view all the sections and/or courses within this cross-enrolled group. Cross-enrolled means that multiple sections have common meeting days, hours, rooms, and buildings.

b. SII Expanded -

Processing is the same as that for the SII Short screen, except that the Expanded screen displays categories for DIRECT STUDENT CONTACT HOURS, and OTHER HOURS. **Enter** hours in the appropriate text boxes (for non-clinical units, the default text boxes would be LECTURE for both student contact and other hours). **Click** ADD on the button bar, and the total hours entered will appear in the contact hour and other hour total fields, and will also be summed and displayed in the REL EFF field.

c. SII - Other Courses

These screens provide a list of locations and hospitals by semester for MD, DO and DVM house officer instruction. **Click** on the button to the left of the appropriate data line and an SII Update screen will be displayed. Enter the data fields as you would in processing other instructor-course linkages.

9. If **NF** (**Not Found**) appears next to an instructor's name after processing that person in the SII Update screen, you will need to determine why the linkage appears as NF. Most of the **NFs** will occur because the instructor's name in the CLIFMS data base (or the name in the Budget Office or HR database) is spelled differently than it was entered by the department. Click on the icon INSTFIND at the bottom of the screen. A search screen will appear. Type in a few characters of the instructor's last name. Broaden the search beyond the department by typing in ALL in the DEPT text box. Click on the SEARCH button on the button bar, and a list of instructors will be displayed, including the NF record. By clicking on the button to the left of the name, a biographical and funding screen will be displayed. If the correct instructor is found, return to the SII Update screen for that course and instructor and delete the NF record. Add the correct information. The NF record should disappear from the data base by the following day as long as no course record or effort distribution is linked to that record. If there are multiple NF records, you can enter the ZPID in the space for the instructor name in order to make certain that the instructor is correctly linked to the course.

10. When processing is completed, click on the BYE button on the button bar to log off the CLIFMS system

## CODES AND DEFINITIONS FOR SECTION TYPES

1 Lecture: A regularly scheduled class in which the instructor(s) takes the dominant role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. There is limited student participation. (Use Delivery Mode of 4, 5, or none).

2 Laboratory: A regularly scheduled class with primary emphasis on learning by doing or observing, with the burden of course activity placed on the student under the direction and supervision of the instructor(s) for the purpose of giving first-hand experience, developing and practicing skills, translating theory into practice, and developing, testing and applying principles. (Use Delivery Mode of 4, 5, or none).

3 Classroom: Those methods which utilize a sequence of regularly scheduled classes arranged in a systematic order of predetermined duration, generally structured around a limited segment of a particular body of knowledge. The instructor(s) is charged specifically with the general direction, organization and control of the learning experience. Classroom instruction generally focuses on the instructional needs of a group rather than individuals, and interaction is provided for between the student and/or instructor. This method includes discussion sections. (Use Delivery Mode of 4, 5 or none)

4 Seminar/Workshop: Those offerings in which the responsibility for learning is shared by both students and instructor(s) or in which the student applies prior knowledge in addressing a problem or issue. This method generally involves a group of persons who meet under the direction of the instructor(s) to discuss topics of mutual interest and concern. The duration of the activity will vary with the nature and content and purposes of the group. Includes topic-related seminars, forums, task-oriented workshops. (No Delivery Mode is applicable).

6 Language/Classroom: A regularly scheduled class which utilizes a variety of methods instruction. This code is specifically intended for language courses which use lecture, laboratory and classroom formats as interrelated parts of any given class meeting. (No Delivery Mode applicable).

9 Other: This category would be used in conjunction with three Delivery Modes: (1) Directed Individual Study, (2) Directed Experiential Learning, and (3) Instructional Materials/Devices-Based Instruction.

## CODES AND DEFINITIONS FOR INSTRUCTIONAL DELIVERY MODES

1 Directed Individual: Methods in which the student learns a set of skills or gains knowledge in a one-to-one situation from an instructor. In some cases, the instructor actually teaches and in other cases, the learning process is facilitated by the instructor through direction or supervision. The method involves direct personal contact and a high degree of interaction between the student and instructor. Examples: Independent Study, Library Directed Study Programs, Student-Centered Curriculum Study, Private Instruction, Tutorial Learning

.

2 Directed Experiential Learning: Those methods which provide the student an opportunity to acquire or apply previously acquired knowledge and skills in a supervised situation that approximates or duplicates conditions under which the knowledge/skills will be used. The instruction is typically individualized with a high degree of interaction between the student and the supervisor. Examples: Apprenticeships, On-the-job Training, Work Experience Programs, Based Education, Clinical Clerkships, Student Teaching, Practicums

3 Materials/Devices/Based Instruction: Those methods in which there is no direct personal contact on the part of the student with any instructor. The student utilizes electronic, mechanical, printed, multimedia materials/devices which have been specifically prepared to provide instruction, and the amount of interaction of any kind that takes place is determined by the capabilities of the materials or devices utilized. The instruction tends to be individualized rather than focusing on a group of students, and normally enables students to progress at their own pace. Examples: Computer Assisted Instruction, Programmed Instruction, Auto-Tutorials, Audio/Video Cassettes, Web-based Instruction, etc.

4 Television Remote: A regularly scheduled class in which a group of students receives Remote instruction via tape television broadcasts. No in-class interaction is provided between the student and instructor.

5 Television Live: A regularly scheduled class in which a group of students receive instruction via live television broadcasts. Interaction is provided between the student and the instructor(s).

# CLIFMS II

## EFFORT DISTRIBUTION UPDATE

1. Call up your Web Browser and type in the following URL:

   http://clifms.ais.msu.edu

2. From the CLIFMS Banner screen, click the **LOGON** button.

3. From the USER AUTHENTICATION screen, **enter** your User Name and Password. Click the **Logon** button on the button bar. (Note: if you do not have access to the Clifms Web system, contact either Dee McKay at 355-4619 or Mary Black at 353-6463).

4. From the MAIN MENU screen:
   a. select the **Term Code** for processing (pull-down term code box).
   b. enter your 3 digit **Department Code** (click on LIST OF DEPTS for the DEPARTMENT FIND menu if you are uncertain of the department code.)
   c. click on the **EFFORT** button.

5. From the EFFORT DISTRIBUTION screen, **select**:
   a. list of instructors for entry (all instructors or only instructors with no reported effort).
   b. screen format (primary effort categories, or expanded effort categories).
   c. you may also limit the list of instructors by typing in one or more letters in the text box.
   d. click on **ERList** on the button bar.

6. From the EFFORT REPORTING LIST screen, **select** the instructor to begin processing.

7. On the EFFORT REPORTING FORM (UPDATE) screen:
   a. Enter whole numbers in the appropriate text boxes.
   b. Click on **Update** button on the button bar.
   c. Effort distribution percentages must sum to 100, or you will receive an error message. Follow the instructions from the Error Message screen to continue processing.

8. After the update, the screen will redisplay the entry. To process the next instructor, click on **Next** on the button bar. The **Prev** button will display the previous record. **ERList** will take you back to the Effort Reporting List screen.

9. If processing is finished, click **Bye** on the button bar, which is the System Logoff button.

# DESCRIPTIONS OF EFFORT CATEGORIES
**(Short Version)**

**1. SCHEDULED INSTRUCTION**: Percentage of time spent teaching in or supporting regularly scheduled courses and sections (carrying University Curriculum Committee course numbers) or medical school residency programs during the current term, including independent variable credit courses where students are currently registered . Include time spent in direct contact with students, course preparation, course administration, and student evaluation for courses offered during the semester.

**2. ADVISING AND COUNSELING**: Percentage of time spent helping students to handle educational, financial, or personal problems that are related to their careers as students. Include advising on courses to take, course requirements for programs, scheduling, career counseling, writing recommendations, recruiting students, registering students, orientation programs, and other student-oriented non-course related activities.

**3. COURSE AND CURRICULUM DEVELOPMENT**: Percentage of time spent developing new or revising existing courses (including objective and instructional methods), curriculum or programs, materials and techniques, to be used in future terms. Include course or curriculum review and development of evaluation procedures.

**4. OTHER INSTRUCTION**: Percentage of time spent teaching in or supporting instructional activities that do not carry specific University Curriculum Committee course numbers, are not unique to any specific course, do not generate continuing education units credited to MSU, and for which only MSU-controlled remuneration is received. Such activities include on and off campus non-credit courses, remedial tutoring, and seminars given within the institution unrelated to on-going research projects. Include time spent in teaching, preparation, and administration of these instructional activities.

**5. RESEARCH:** Percentage of time spent on activities related to sponsored and non-sponsored research projects related to keeping current in a professional field. This includes reviewing a colleague's research work, reviewing literature, writing or developing proposals, administration related to projects, supervision of technicians or graduate students related to research projects, research dissemination (written or oral presentation, on or off campus), attending seminars and professional meetings, thesis advising for students whose topics are a portion of your own formal sponsored research projects, and artistic and creative activities such as composing, writing and works of art which are discipline-related.

**6. PUBLIC & COMMUNITY SERVICE:** Percentage of time spent on activities directed outside the university community related to professional activity. These activities include consulting, advising, continuing education activities, presenting papers not related to research projects, duties as an officer in organizations, patient care not related to teaching and/or research assignment, cooperative extension, diagnostic services not related to teaching and/or research assignment, showings and recitals. Please exclude private consulting and nonprofessional community activities.

**7. UNIT ADMINISTRATION**: General administrative activities, committee work and other activities related to general administration at the department, college or university level not previously included. For unit administrators, this includes activities such as administering personnel policies, budget management and preparation, writing and answering memoranda, escorting visitors, and recruiting faculty. Administrative and committee activities that can be specifically associated with instructions, research or public service should be reported in one of those categories.

# DESCRIPTIONS OF EFFORT CATEGORIES
**(Expanded Version)**

**1. SCHEDULED INSTRUCTION**: Percentage of time spent teaching in or supporting regularly scheduled courses and sections (carrying University Curriculum Committee course numbers) or medical school residency programs during the current term, including independent study and variable credit courses where students are currently registered. Include time spent in direct contact with students, course preparation, course administration, and student evaluation for courses offered during the semester.

**2. ADVISING AND COUNSELING**: Percentage of time spent helping students to handle educational, financial, or personal problems that are related to their careers as students. Include advising on courses to take, course requirements for programs, scheduling, career counseling, writing recommendations, recruiting students, registering students, orientation programs and other student oriented non-course related activities.

**3. COURSE AND CURRICULUM DEVELOPMENT**: Percentage of time spent developing new or revising existing courses (including objective and instructional methods); curriculum or programs, materials and techniques to be used in future terms.. Include course or curriculum review and development of evaluation procedures.

**4a. MSU-SPONSORED PROGRAMS GENERATING CEU'S:** Percentage of time spent teaching in or supporting instructional activities for which participants may receive continuing education units (CEUs or CMEs) through MSU. Include courses, conferences, institutes, or programs sponsored by MSU continuing education services or academic units.

**4b. OTHER:** Percentage of time spent teaching in or supporting MSU-sponsored instructional activities that do not carry specific University Curriculum Committee course numbers, are not unique to any specific course, do not generate continuing education units credited to MSU, and for which only MSU-controlled remuneration is received. Such activities include on and off campus non-credit courses, remedial tutoring, and seminars given within the institution unrelated to on-going research projects. Include time spent in teaching, preparation, and administration of these instructional activities.

**4c. THESIS ADVISING:** Percentage of time spent on thesis advising if the thesis is not a component of your own formal sponsored research projects. Include time spent in reviewing materials, in meetings and in administration.

**5a. RESEARCH - PROFESSIONAL DEVELOPMENT**: Percentage of research time spent to maintain current knowledge and update skills needed for MSU employment.

**5b. RESEARCH - SPONSORED/NON-SPONSORED**: Percentage of time spent on activities related to sponsored and/or non-sponsored research projects. Include percentages of time not related to professional development.

**6a. PATIENT AND DIAGNOSTIC SERVICES:** Percentage of time spent on activities related to patient care or diagnostic services during which time no students are present. Include diagnostic consultation (in person, on telephone, or written reports) about patients for whom you do not have primary care responsibility. Exclude care of private patients not under MSU medical services plan.

**6b. OTHER:** Percentage of time spent on activities directed outside the university community including consulting, recitals, public lecture, showings, and presenting papers not related to on-going research projects. Exclude private consulting and non-professional community activities.

**6c. OUTREACH AND COMMUNITY PUBLIC SERVICE PROGRAMS:** Percentage of time spent on activities sponsored by MSU Extension or the previously excluded portion related to community public service.

**7. UNIT ADMINISTRATION**: General administrative activities, committee work and other activities related to general administration at the department, college, or university level not previously included. For unit administrator, this includes activities as administering personnel policies, budget management and preparation, writing and answering memoranda, escorting visitors, and recruiting faculty. Administrative and committee activities that can be specifically associated with instruction, research, or public service should be reported in one of those categories.

**CLIFMS II**
**PROFESSIONAL ACCOMPLISHMENTS UPDATE**

1. Call up your preferred Web Browser and enter the Clifms URL:

   http://clifms.ais.msu.edu

2. On the Clifms Home Page, click the **LOGON** button.

3. On the **USER AUTHENTICATION** screen, enter your User Name and Password and click the **LOGON** button on the Tool Bar. (Note: if you do not have access to the Clifms Web system, contact either Dee McKay at 355-4619 or Mary Black at 353-6463).

4. From the Clifms **MAIN MENU** screen:
   - **a.** Select the **TERM CODE** for processing from the pull-down TERM CODE box. ***PLEASE NOTE****: The Clifms Data base is accessed by semesters. Professional Accomplishment data* ***SHOULD NOT*** *be entered multiple times for a year (i.e., Summer, Fall and Spring*). We are requesting that these data be entered **ONLY ONCE** for each faculty member in order to prevent duplication of entered data. **Please use Fall as the primary semester for data entry**. If your unit has individual faculty members whose appointments were not effective for the Fall semester of the year of the accomplishments, or if you believe that a faculty member should appear on the Fall list and does not, please contact Dee McKay at 355-4619 or mckay@msu.edu for assistance. **DO NOT ENTER PROFESSIONAL ACCOMPLISHMENTS DATA FOR A FACULTY MEMBER IN MORE THAN ONE SEMESTER.**
   - b. Enter your 3-digit **DEPARTMENT CODE** (click on LIST OF DEPTS for the DEPARTMENT FIND menu if you are uncertain of the department code for your unit.
   - c. Click on the **PA** button.

5. From the **PROFESSIONAL ACCOMPLISHMENTS** screen:
   - a. Select the list of instructors for entry (all instructors or only instructors with no Professional Accomplishments entered).
   - b. If desired, limit the list of instructors that will appear by typing in one or more letters of the last name in the text box provided.
   - c. Click on the **PALIST** button on the Tool Bar.

6. From the **PA REPORTING LIST** screen, select an instructor to begin processing by clicking on the icon to the left of the instructor name.

7. On the **PA FORM (UPDATE)** screen:
   - a. Enter whole numbers in the appropriate Professional Accomplishment text box. Use the TAB key on the keyboard to tab across the text boxes. If there are no professional Accomplishments to be entered, leave the text box blank.
   - b. After entry is complete for an instructor, click on the **UPDATE** button on the Tool Bar. The screen will re-display what has just been entered and updated.
   - c. To process the next instructor, click on the **NEXT** button on the Tool Bar, and repeat entry steps.

8. The **PALIST** button on the Tool Bar will allow you to access the **PA REPORTING LIST** screen from the Update screen. The PA REPORTING LIST screen will now provide a summary of all Professional Accomplishments data entered into Clifms. You can print the summary by accessing your Browser Print option to have a paper record of faculty and professional accomplishments.

9. When processing is finished, click on the **BYE** button on the Tool Bar to log off the Clifms system.

**PROFESSIONAL ACCOMPLISHMENTS**
**Worksheet**

**Faculty Name**_____
**College/Dept** _____

**Total Output**
**For 2009**

**Published Output**

**Faculty publications that appeared in print during this period in each of the following categories: (Record each publication in only one category)**

_____ **1. Professional Papers/Journals (REFEREED)**

_____ **2. Professional Papers/Journals (NON-REFEREED)**
_____ **Conference or Meeting Proceedings**
_____ **Chapters in books or articles in anthologies**
_____ **Magazine Articles**
_____ **Radio-TV programs written or produced**
_____ **Trade Publications**
_____ **In-House Publications**
_____ **Bulletins**
_____ **Research and Technical Reports**
_____ **Miscellaneous Printed Reports**
_____ **Book/Article Reviews**
_____ **Computer Software**
_____ **Patents**
_____ **Theatre productions, written or produced**

_____ **Sub-Total of 2 .**

_____ **Total Published Output (sum of 1. and 2.)**

**3. Books**

**Books appearing in print during the year:**
_____ **Authored**
_____ **Co-authored**
_____ **Edited**

_____ **Total of 3: Books**

**4. Delivered Papers, Recitals, Showings**

**Talks given or papers presented at:**
_____ **International Professional Meetings**
_____ **National Professional Meetings**
_____ **State or Regional Professional Meetings**

_____ **Faculty Seminars or Colloquiums**

**4. Delivered Papers, Recitals, Showings (continued)**

_____ **Other Professional Groups or Meetings**

**Faculty recitals, performances, or showings:**
**(Count in (2.) for outputs performed at the national or international level)**

_____ **Out-of State Showing or Performance**
_____ **Off-Campus at a State or Regional Event**
_____ **On-Campus**

_____ **Appearances before TV or radio audiences**

_____ **Talks given before lay audiences**

_____ **Total of 4: Delivered Papers, Recitals, Showings**

**5. Major Professional Activities/Accomplishments**

**Instances of faculty serving in a consulting capacity to:**

_____ **National Academies**
**Federal Agencies or Committees:**
_____ **Executive**
_____ **Legislative**
_____ **Publishing Firms**
_____ **Private Industry or Business**
**State Agencies or Committees:**
_____ **Executive**
_____ **Legislative**
_____ **Public Schools**
_____ **Professional Organizations**
_____ **Other Colleges and Universities**
_____ **Accreditation Organizations**
_____ **Local Government**
_____ **Other**

_____ **Instances of service as an elected or appointed officer in a national or international professional society, federal task force or committee, or other prominent national or international post during the year.**

**Instances of service as a referee/reviewer for a professional journal or research proposal reviewer for a federal or state agency:**

_____ **International/National journal or agency**
_____ **State/Regional journal or agency**

**Instances of service as Editor of a professional journal during the year:**

_____ **International or National Journal**
_____ **State or Regional Journal**

_____ **Instances of service as an elected or appointed officer in a state or regional professional society or committee, or governing board during the year.**

_____ **Instances of service as an elected or appointed officer of a non-university, local committee, commission or professional group.**

**5. Major Professional Activities/Accomplishments (continued)**

**Instances of service as an invited critic or judge of creative works:**

_____ **International or National Event**
_____ **State Event**
_____ **Regional Event**
_____ **Local Event**

**Instances of service as an organizer of an:**

_____ **International or National Conference, Workshop or Seminar**
_____ **State or Regional Conference, Workshop or Seminar**
_____ **Local or Interdepartmental Conference, Workshop, or Seminar**

_____ **Instances of service in an extension capacity**

_____ **Annual number of Doctoral dissertation committees served on, but not as chairperson.**

_____ **Doctoral and Masters dissertation committees served on as chairperson.**

_____ **Total of 5: Major Professional Activities/Accomplishments**

**6. Administrative Activities**

**Memberships on:**

_____ **Academic Council or Graduate Council**
_____ **A Standing Committee of the Academic Council**
_____ **Advisory-Consultative Committees to the Academic Council**
_____ **Athletic Council**
_____ **Judiciary Committee**
_____ **Search Committees**
_____ **University-wide ad hoc Committees and Commissions**
_____ **College/Department Standing Committees**
_____ **College/Department Advisory Committees**
_____ **College/Department ad hoc Committees**
**Other University/College/Department Committees**
**(specify:)**_____

_____ **Total of 6: Administrative Activities**

**7. Advising Duties**

_____ **Undergraduate advisees for the year**
_____ **Master-level advisees for the year**
_____ **Doctoral-level advisees for the year**
**Instances of service as an advisor to:**
_____ **Student Academic Groups or Clubs**
_____ **Student Social Groups or Clubs**

_____ **Total of 7: Advising Duties**

**8. Proposals**

**(This category may include proposals submitted for funding, proposals newly funded or renewed, and funded proposals continued from previous years.)**

**Proposals submitted this year for external funding of:**

_____ **Research, Creative Activities**
_____ **Training, Capitation Support**
_____ **Service Activity**

_____ **Proposals newly funded or renewed (as distinct from continued in force)**
_____ **Funded proposals continued from previous years**

_____ **Total of 8: Proposals**

**9. Evidences of Merit**

**Faculty given awards for teaching excellence during the year.**

_____ **MSU Awards**
_____ **External Awards**

**Number of faculty or graduate students given awards or prizes (other than grants or contracts) for scholarship, public or professional service, research, or other creative activities.**

_____ **MSU Awards**
_____ **External Awards**

_____ **Number of faculty on leave as visiting faculty at another university.**
_____ **Number of visiting faculty**

_____ **Total of 9: Evidences of Merit**

**10. Patient Care Volume**

_____ **Visits or Contacts**
_____ **Referrals (clients)**
_____ **Consultations with practitioners (individuals)**

_____ **Total of 10: Patient Care Volume**

**11. Web Course Development**

_____ **The number of Web courses developed.**

**OUTREACH COMPONENT**

_____ **Number of the activities enumerated above (1 through 11) with an outreach component.**

**PEER EVALUATION (NOT INCLUDED AS A TOTAL IN CLIFMS)**

**Cite any current published rating or accrediting team comments *reflecting on the general scholarship of your unit.***

# PROFESSIONAL ACCOMPLISHMENTS
# WORKSHEET INSTRUCTIONS

## 1. TIME PERIOD

Professional Accomplishments outputs that are counted should be those which occurred during the established time period (either calendar year or yearly raise cycle). **Do not count Professional Accomplishments that are scheduled to occur after the designated time period.** Since the categories are intended to be mutually exclusive, no output should be counted more than once.

## 2. FACULTY INCLUDED IN OUTPUTS

All appropriate output contributed by **RANKED FACULTY (professor, associate professor, assistant professor and instructor)** assigned to the unit should be counted. Within CLIFMS, a listing of faculty for whom your unit is responsible will appear (**Professional Accomplishments Reporting List** screen). That list reflects the tenure or home department of the faculty members, and Professional Accomplishments should be provided for each faculty member on that list, if appropriate. A faculty member will appear only once in the Clifms data base, and all Professional Accomplishments should be reported in that unit. At the present time, this Web-based system does not permit the pro-ration of accomplishments between multiple funding units.

## 3. JOINT DEPARTMENTS

Even though joint departments (units responsible to more than one major administrative unit) may have faculty whose tenure colleges are different, the faculty listed on the Professional Accomplishments Listing Screen in the Clifms data base will reflect **ALL** faculty members appointed to that department, irrespective of college affiliation.

## 4. COUNTING ACTIVITIES

In parts D and E, the outputs that units should count are "instances or service". An instance is defined as one complete assignment. For example, a journal referee who reads 20 manuscripts should only count this as **one** instances of service. Other examples of a single instance of service are: Testimony given on one proposed bill before Congress; a site visit and report for a federal agency; membership on a Governor's commission; an office held in a professional organization.

## 5. REPORTING OUTREACH ACTIVITIES

In order to find a simple indicator and reflect MSU's position that outreach is a function that cuts across instruction, research, and service, this form does not count outreach as a separate category. Rather, we ask that you indicate how many of the total number of all activities enumerated on the form were oriented toward outreach and public service or contained a significant outreach component. In other words, how many of the activities were performed in support of MSU's efforts to share its knowledge resources with non-academic audiences? Activities can include such things as off-campus, on-line, and non-credit instruction and training, community-based research, patient and diagnostic services, technology transfer, technical assistance, consulting, community and economic development, evaluation studies, and publications and presentations for non-academic audiences. Note that this is a duplicative measure; activities included in the total listing should be counted again if they involved outreach.

MICHIGAN STATE UNIVERSITY
OFFICE OF PLANNING AND BUDGETS
PROFESSIONAL ACCOMPLISHMENTS
Data Aggregations

Based upon past discussion with units, individual circumstances indicate that departments may utilize individual internal definitions of the data elements for Professional Accomplishment collections. Accordingly, the consistency of those internal definitions over time within a unit remains a significant objective. Please contact Dee McKay at 355-4619 or at mckay@msu.edu if you need assistance in constructing definitions for your unit. Following is a list of the required referenced data elements that may be used for illustrative purposes within your unit:

REFEREED PAPERS: The number of faculty publications appearing in print during the reporting period in a refereed professional journal.

NON-REFEREED PUBLISHED OUTPUT: The number of faculty publications appearing in print during the reporting period. This includes professional journals, book chapters, bulletins, book reviews, patents, and computer software that is marketed nationally.

BOOKS: The number of books appearing in print during the reporting period including single author, co-author, or edited.

DELIVERED PAPERS: The number of talks or papers presented at professional meetings, recitals, performances, showings, television or radio appearances, or talks to lay audiences.

MAJOR PROFESSIONAL ACCOMPLISHMENTS: The number of major professional accomplishment or activities which includes consulting, service as an elected officer, member of a dissertation committee, etc.

ADMINISTRATIVE ACTIVITIES: The number of administrative activities such as Academic Council, Judiciary Committees, and college and/or department committees.

ADVISING: The number of advising duties includes the number of students advised and instances of service as an advisor to student groups.

PROPOSALS: The number of proposals includes those submitted for funding, proposals newly funded or renewed, and proposals continued from previous years.

EVIDENCES OF MERIT: The number of evidences of merit includes awards or prizes given to faculty or graduate students for teaching excellence, scholarship, research or other creative activities.

PATIENT CARE: The number of instances of patient care, which includes visits, contacts, referrals or consultations.

WEB COURSE DEVELOPMENT: The number of web/internet/based courses.

OUTREACH COMPONENT: The number of enumerated activities above with an outreach component.