
Policy on Records of Faculty Scholarly Activity

Version: 1.0

Version Effective Date: November 1, 2019

Responsible University Officials: Provost & Vice President for Medical Affairs/Dean of the School of Medicine

1.0 Introduction

This policy establishes the requirement that records of all faculty scholarly activity (as defined in Section 4.0 below) shall be maintained in a University-designated database (currently *Faculty180*).

The University-designated scholarly activity database is used to simplify and standardize internal and external data collection and reporting tasks that support academic planning, assessment, accreditation, grant development, and related efforts at the department, college, and institutional levels. With a fully-populated database, we can:

- Meet the information needs of specialized disciplinary accreditation efforts with “built-in” reports for accreditors such as the HLC, ABET, LCME, CAEP, AACSB, and others.
- Reduce college/school reporting required to support the University’s institutional accreditation and efforts.
- Gather and present data in ways that improve communication with internal and external audiences – including deans, the University Leadership Council, Board of Trustees, external funders, and others -- about faculty accomplishments.
- Populate consistent faculty profiles/CVs on University web pages.
- Report on data that supports annual faculty evaluations as well as the development of promotion and tenure dossiers (which can become increasingly or even entirely paperless).

2.0 Personnel Affected

This policy governs records for all current SLU full-time faculty (regardless of tenure status), at all campuses and locations, and in all colleges and schools. Additionally, records for all current part-time and adjunct faculty in the Chaifetz School of Business are subject to this policy. Records for other current part-time and adjunct faculty in other colleges/schools may be made subject to this policy per their governing deans and with the approval of the Provost or Dean of the School of Medicine.

3.0 Scope

The scope of faculty scholarly activity records required to be maintained per this policy includes, but is not limited to, the following:

- Teaching
- Student Advising and Mentoring
- Student Supervision (dissertations, theses, research, etc.)
- Clinical/Practicum Supervision
- Publications
- Research
- Creative Activity (performance, exhibition, production, etc.)
- Grants (internally- and externally-funded)
- Clinical Practice
- Contracted Services
- Service (University, professional/disciplinary, community)
- Professional Development
- Consulting
- Media Contributions
- Professional Memberships
- Honors and Awards

This list is not intended to be exhaustive. Additional records related to scholarly activity particular to a discipline/field of study may be required by a governing department chair or dean, as well.

For the ease of faculty, data will be imported automatically into this database (such as selected teaching records from Banner, and selected grant records from eRS) as appropriate.

4.0 Policy Statements

4.1 Records of all faculty activity (as defined in Section 4.0 above) shall be maintained in a University-designated database (or similar electronic tool as adopted by the University).

4.2 The University-designated faculty activities database shall be funded and supported/maintained by the Office of the Provost. Training and support for all faculty and administrative users of the database will be provided by the Office of the Provost.

4.3 The database may be populated/maintained by any of the following:

- individual faculty
- administrative assistants, graduate assistants, student workers, or others designated as proxies for a faculty member(s)
- academic administrators with access to the database accounts of faculty under their supervision

4.4 By the following dates, the database must be populated annually with updated records of all faculty activity (as defined herein) conducted in the preceding 12-month period:

- For faculty of the School of Medicine: June 30th
- For faculty of all other SLU colleges, schools, libraries, and centers: December 31st

4.5 In consultation with the academic leaders of each college, school, library, and center, Annual Faculty Activity Reports shall be designed and maintained in the scholarly activity database by the Office of the Provost.

- Annual Faculty Activity Reports reports may be produced electronically (on-screen) or exported as either MS-Word or PDF documents that can then be saved and shared.
- Annual Faculty Activity Reports may be produced “in batch” by department chairs, deans, and center directors, eliminating the need for them to be produced by individual faculty members.
- Only those granted access to an individual faculty member’s scholarly activity may be granted access to that faculty member’s Annual Faculty Activity Report produced via the scholarly activity database.
- Annual performance reviews of faculty must be informed by the “Annual Faculty Activity Reports” produced via the University-designated faculty scholarly activity database.

4.6 For all annual performance reviews of faculty, all department chairs, deans, and center directors must consult and draw upon the data from the “Annual Faculty Activity Reports” produced via the University-designated faculty scholarly activity database.

4.7 University offices/activities that rely on records/evidence of faculty scholarly activity may choose to require the submission of one or more reports of such activity generated exclusively from the University-designated database.

5.0 Approvals

This policy was:

1. Endorsed by CADD: 10/16/19
2. Approved by Vice President for Medical Affairs/Dean of the School of Medicine: 10/1/19
3. Approved by the University Provost: 10/16/19