

CAREER

CAREER SECTION OVERVIEW

This section includes subsections that are both **editable** (self-entered) and **non-editable** (imported from outside data).

Subsection	Editable	Input Method	Imported Source (if applicable)
Consulting	Yes	Self-entered	N/A
Degrees	No	Imported	Institutional Records
Faculty Effort Reported	No	Imported	Institutional Records
Faculty Life Cycle Events	No	Imported	Institutional Records
Licenses and Certifications	Yes	Self-entered	N/A
Professional Development	Yes	Self-entered	N/A
Professional Experience	Yes	Self-entered	N/A
Professional Membership	Yes	Self-entered	N/A

DEFINITIONS

CAREER SUBSECTIONS - KEY TERMS

Consulting: This section captures consulting activities separate and distinct from Service. Entering records in this section does not replace the Disclosure of Outside Activities.

Degrees: Records in this section reflect degrees conferred and verified by UF Human Resources.

Faculty Effort Reported: This section reflects faculty effort as reported in myUFL.

Faculty Life Cycle Events: Records in this section reflect UF employment data. This includes dates of hire, promotion, mandatory review (tenure clock), and year tenure or permanent status was awarded.

Licenses and Certifications: This section captures licenses and certifications obtained by the faculty member.

Professional Development: This section reflects professional development activities attended and/or received by the faculty member.

Professional Experience: This section captures professional positions outside of UF, including but not limited to fellowships, post-doctoral appointments, military experience, clinical appointments.

Professional Membership: Participation (not leadership positions) in organizations, societies, etc.

More details for each subsection can be found in the FEA dictionary. [\[LINK TO FEA DICT\]](#)

ACCESSING CAREER SECTION

CAREER SECTION NAVIGATION:

1. **Log in:** Enter the Faculty Insight portal. See navigation guide for login instructions. [\[LINK TO NAV GUIDE and login page\]](#)
2. **Navigate to Activity Manager and Select Section:** Activities > Activity Manager > Career

The screenshot shows the Faculty Insight portal interface. At the top, there is a dark blue header with the text "Faculty Insight". Below this is a navigation bar with several menu items: Home, Search, My Profile, **Activities** (highlighted with an orange box and an arrow pointing to it), Documents, Reporting, Workflow, and Help. Below the navigation bar is a sidebar menu titled "Activity Manager" with a back arrow icon. The sidebar contains several categories with dropdown arrows: Awards & Honors, **Career** (highlighted with an orange box and an arrow pointing to it), Clinical Activities, Creative Works, Scholarship, Service, and Teaching & Mentoring. The main content area shows a breadcrumb trail: "← Home / Activity Manager". Below the breadcrumb is the heading "Welcome to the Activity page" and a paragraph of text: "The forms on this page are provided for faculty to self-report their accomplishments. In : Analytics curates certain scholarship data for faculty and may have pre-populated recor information/feedback." In the bottom right corner, there are some UI elements including a dark blue square, a white square, and a blue rounded rectangle.

MANAGING RECORDS IN THE CAREER SUBSECTIONS

3. **Use dropdown menu:** Subsections can be accessed using the arrow icon next to the 'Career' section.

The screenshot shows the 'Faculty Insight' interface. At the top, there is a navigation bar with 'Home', 'Search', 'My Profile', 'Activities', 'Documents', 'Reporting', 'Workflow', and 'Help'. Below this is the 'Activity Manager' section. On the left, a sidebar lists various activity categories: Awards & Honors, Career, Consulting, Degrees, Faculty Effort Reported, Faculty Life Cycle Events, Licenses & Certifications, Professional Development, Professional Experience, and Professional Membership. The 'Career' item is highlighted with a hand cursor, and an orange box highlights the upward-pointing arrow icon next to it. An orange arrow points from this icon to the 'Awards & Honors' section in the main content area, which is currently selected. The main content area shows a breadcrumb trail: 'Home / Activity Manager / Awards & Honors'. Below the breadcrumb, there is a text prompt: 'Add information below to create record'. The form fields include: 'Received Date' (Required) with a date input field showing 'mm/dd/yyyy' and a calendar icon; 'Title' (Required) with a text input field; 'Awarding Organization / Sponsor' (Required) with a text input field; and 'Scope / Impact' with a dropdown menu.

4. **Fill in required information:** As discussed in the Navigation Guide [\[LINK\]](#), each subsection includes required information that must be filled out.

NOTE: While all sections have shared navigation features, there are a few that are unique to each section. The rest of this guide will focus on features and key terms unique to the Careers section. See Navigation Guide for how-to steps that apply universally for all sections.

MANAGING RECORDS IN THE CAREER TAB – CONSULTING

CONSULTING SUBSECTION

1. **Choose Consulting subsection:** Use the expanded view of the **Career** section.
2. **Fill in required information:** Create a record in the Consulting subsection by completing fields provided.

The screenshot shows the 'Activity Manager' interface. On the left, a sidebar lists various activity categories under 'Career'. The 'Consulting' option is highlighted in blue, and an orange arrow points to it. The main content area shows a breadcrumb trail: 'Home / Activity Manager / Consulting'. Below this, there is a 'Create Record' button and a form with the following fields: 'Start Date' (Required, mm/dd/yyyy), 'End Date' (mm/dd/yyyy), and an 'Ongoing' checkbox. Below these are fields for 'Organization / Sponsor / Client' and 'Location of Organization / Sponsor / Client'.

3. **Organizational Information:** After you input the required details (such as dates, organization name, and location), proceed to the **Type of Consulting** dropdown to specify the category of your consulting activity.

The screenshot shows the 'Activity Manager' interface with the 'Type of Consulting' dropdown menu open. The dropdown is highlighted with an orange border and an orange arrow. The dropdown menu lists the following options: 'Non-Governmental Organization (NGO)/Non-Profit Organization', 'Litigation', 'Government', 'For Profit Organization', 'Academic', and 'Other'. The 'Type of Consulting' field is marked as 'Required'.

4. **Types of Consulting Key Terms:** Refer to the following terms to see which ones best fit your entries.
 - **NGO/Non-Profit:** Work done for non-governmental organizations or non-profit entities.
 - **Litigation:** Services provided as part of a legal process or court case.
 - **Government:** Consulting for local, state, or federal government agencies.
 - **For-Profit:** Work for businesses or other for-profit entities.
 - **Academic:** Consulting related to academic institutions or research.
 - **Other:** Use this option if none of the above categories apply.
5. **Complete Remaining Information:** Fill out the remaining fields, such as **Compensated or Pro-Bono**, **State**, and **Country**. Attach any relevant documents if needed.
6. **Create Record:** Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

IMPORTED DATA – DEGREES, EFFORT REPORTED & FACULTY LIFE CYCLE EVENTS

DEGREES & FACULTY LIFE CYCLE EVENTS SUBSECTIONS

1. **Imported Data:** The records in the subsections **Degrees**, **Faculty Effort Reported**, and **Faculty Life Cycle Events** are **imported** into the system from an external data source. Faculty members **can only**:
 - Search, filter, and view records.
 - Change visibility.
 - Report issues.
 - Exclude records from reporting.

(See **Navigation Guide** for more information on **Imported Data**)

2. **Continue** to the next section.

MANAGING RECORDS IN THE CAREER TAB – LICENSES & CERTIFICATIONS

LICENSING & CERTIFICATIONS SUBSECTION

1. **Choose Licenses & Certifications subsection:** Use the expanded view of the **Career** section.
2. **Fill in required information:** Create a record in the Licenses & Certifications subsection by completing fields provided.

The screenshot shows the 'Activity Manager' interface. On the left, a sidebar lists various activity categories, with 'Licenses & Certifications' selected and highlighted in dark blue. The main content area is titled 'Licenses & Certifications' and contains a form to create a new record. The form includes fields for 'Issue Date' and 'Expiration Date', both marked as 'Required' and with date pickers. There is a checkbox for 'Does not expire'. Below these are 'Name' and 'Issuing Organization' fields, both marked as 'Required'. An orange arrow points to the 'Issuing Organization' field. At the bottom, there is a 'Scope / Impact' dropdown menu.

3. **Scope/Impact:** After you input the required details (such as dates, license and certification name, and issuing organization), proceed to the **Scope/Impact** dropdown to specify the reach or influence of the license or certification.

This screenshot shows the same 'Licenses & Certifications' form, but with the 'Scope / Impact' dropdown menu open. The dropdown list is highlighted with an orange box and contains the following options: Online, International, National/Federal, Regional, State, Local, University, and Other. An orange arrow points to the dropdown menu.

4. **Scope/Impact Key Terms:** Refer to the following terms to see which ones best fit your entries.
 - **Online:** Please DO NOT use this option.
 - **International:** Choose this for certifications recognized or applicable across multiple countries.
 - **National/Federal:** Use this for certifications with nationwide recognition within the United States.
 - **Regional:** Select this for certifications relevant to a specific region or area.
 - **Local:** Choose this for certifications that apply within a city or community.
 - **University:** Use this for certifications issued by or specific to a university or academic institution.
 - **Other:** Select this for certifications that do not fall under the other categories.

5. **Complete Remaining Information:** Fill out the remaining fields, such as **Credential ID, URL/Link,** and **Description,** based on the details of your license or certification. Attach any relevant documents if needed.

NOTE: **Related to PK-12 Teaching or Administration** – Check this box if the license or certification is specifically relevant to Pre-K through 12th-grade teaching or school administration.

6. **Create Record:** Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

7. **Continue** to the next section.

MANAGING RECORDS IN THE CAREER TAB – PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT SUBSECTION

1. **Choose Professional Development subsection:** Use the expanded view of the **Career** section.
2. **Fill in required information:** Create a record in the Professional Development subsection by completing fields provided.

Activity Manager

- Awards & Honors
- Career
- Consulting
- Degrees
- Faculty Life Cycle Events
- Licenses & Certifications
- Professional Development**
- Professional Experience
- Professional Membership

Home / Activity Manager / Professional Development

Add information below to create record Create Record

Start Date Required
mm/dd/yyyy

End Date
mm/dd/yyyy

Ongoing

Title

Organization Required

3. **Types of Professional Development:** After you input the required details (such as dates, title, and issuing organization), proceed to the **Types of Professional Development** dropdown to specify the reach or influence of the activity.

Activity Manager

- Awards & Honors
- Career
- Consulting
- Degrees
- Faculty Life Cycle Events
- Licenses & Certifications
- Professional Development**
- Professional Experience
- Professional Membership
- Clinical Activities
- Creative Works

Home / Activity Manager / Professional Development

Add information below to create record

Description

0 / 2000

Type of Professional Development

- Clinical Fellowship
- Clinical Residency
- Clinical Internship
- Workshop
- Tutorial
- Seminar

MANAGING RECORDS IN THE CAREER TAB – PROFESSIONAL EXPERIENCE

4. **Professional Development Key Terms:** Refer to the following terms to see which ones best fit your entries.
 - **Clinical Fellowship:** An advanced post-residency graduate medical education training program designed to build more specialized clinical skills in a subspecialty.
 - **Clinical Residency:** A graduate medical education training program designed to build skills in a specific clinical specialty.
 - **Clinical Internship:** An initial graduate medical education (post-medical school) training program designed to build foundational skills in clinical practice.
 - **Workshop:** A short-term, focused session aimed at developing specific skills or knowledge.
 - **Tutorial:** A personalized, small-group or individual learning session for in-depth understanding of a topic.
 - **Seminar:** A formal, often interactive session where experts present and discuss a specific subject.
 - **Self-Study Program:** An independent learning activity you complete on your own schedule.
 - **Faculty Fellowship:** A professional development program to acquire new knowledge or advance skills.
 - **Faculty Development Leave:** A leave program intended for faculty to engage in intensive professional growth activities. This is separate from UF's sabbatical, professional development leave and FEO programs.
 - **Course for Academic Credit:** A course completed as part of a degree or certification program.
 - **Continuing Education Program:** A structured program for gaining additional professional qualifications or maintaining existing certifications.
 - **Conference Attended:** Participation in a professional development gathering to network and learn about industry trends.
 - **Other:** Use this option if your professional development activity doesn't fit any of the predefined categories.

5. **Complete Remaining Information:** Attach any relevant documents if needed.

6. **Create Record:** Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

7. **Continue** to the next section.

MANAGING RECORDS IN THE CAREER TAB – PROFESSIONAL MEMBERSHIP

PROFESSIONAL EXPERIENCE SUBSECTION

1. **Choose Professional Experience subsection:** Use the expanded view of the **Career** section.
2. **Fill in required information:** Create a record in the Professional Experience subsection by completing fields provided. Attach any relevant documents if needed.

The screenshot shows the 'Activity Manager' interface. On the left is a navigation menu with categories: Awards & Honors, Career, Consulting, Degrees, Faculty Life Cycle Events, Licenses & Certifications, Professional Development, Professional Experience (highlighted with a blue bar), and Professional Membership. The main content area shows a breadcrumb trail: Home / Activity Manager / Professional Experience. Below this is a 'Create Record' button and the instruction 'Add information below to create record'. The form fields include: 'Start Date' (Required) with a date input field (mm/dd/yyyy) and a calendar icon; 'End Date' with a date input field (mm/dd/yyyy) and a calendar icon; an 'Ongoing' checkbox; 'Title / Rank / Position' (Required) with a text input field; and 'Institution / Organization' (Required) with a text input field. A large orange arrow points to the 'Title / Rank / Position' input field.

3. **Create Record:** Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.
4. **Continue** to the next section.

PROFESSIONAL MEMBERSHIP SUBSECTION

1. **Choose Professional Membership subsection:** Use the expanded view of the **Career** section.
2. **Fill in required information:** Create a record in the Professional Membership subsection by completing fields provided. Attach any relevant documents if needed.

The screenshot shows the 'Activity Manager' interface. On the left, a sidebar lists various activity categories, with 'Professional Membership' highlighted in dark blue. The main content area displays a breadcrumb trail: 'Home / Activity Manager / Professional Membership'. Below the breadcrumb, there is a 'Create Record' button. The form contains two input fields: 'Description' (with a character count of 0/2000) and 'Hours Contributed'. At the bottom of the form, there is a '+ Add Documents' button, which is highlighted by a large orange arrow.

3. **Create Record:** Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.
4. **Continue** to the next section.

FOR ADDITIONAL ASSISTANCE

Policies & General Questions

Office of the Provost | Academic and Faculty Affairs

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Technical Issues

Academic Analytics

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