


Purpose: Build your CV and Annual Reports.

**Faculty must upload their course syllabi and update their publications to be in compliance with state law (HB 2504 from 2009).*

Login Steps:


URL: <https://my.utrgv.edu/group/myutrgv/home>


1. Login to **my.utrgv.edu** using your UTRGV credentials.
2. Click on the Faculty Portfolio Tool (FPT)  to access the system.
3. Once logged in, your FPT screen should look similar to the one below.

Applications




Screen example:





Activities
Reports
Workflow


DigitalMeasures

[Review a guide](#) to manage your activities.

For UTRGV-specific information, FAQs, and detailed instructions and tutorials on managing your Faculty Portfolio Tool (FPT) account, please visit <http://www.utrgv.edu/facultyaffairs/faculty-portfolio-tool/index.htm>.

General Information

Personal and Contact Information
Administrative Data - Permanent Data | Yearly Data
Employment History
Awards and Honors
Consulting
Degrees
Graduate/Post-Graduate Training
External Connections and Partnerships

Faculty Development Activities Attended
Licenses and Certifications
Media Contributions
Professional Memberships
Workload Information
SACSCOC Qualifications
Previous Years' Recommendations

Teaching

Academic Advising
Academic Mentoring
Directed Student Learning and Research (e.g., theses, dissertations)
Non-Credit Instruction Taught

Scheduled Teaching
Non-UTRGV Courses Taught
Service Learning

Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Publications (Intellectual Contributions)
Biographical Sketch - NIH | NSF

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress
Field Work

Service

Department
College
University

Professional (to the academy)
Public

Why we have to do this? To be in compliance with state law H.B. 2504.

H.B. No. 2504

AN ACT

relating to requiring a public institution of higher education to establish uniform standards for publishing cost of attendance information, to conduct student course evaluations of faculty, and to make certain information available on the Internet.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 51, Education Code, is amended by adding Section 51.974 to read as follows:

Sec. 51.974. INTERNET ACCESS TO COURSE INFORMATION. (a) Each institution of higher education, other than a medical and dental unit, as defined by Section 61.003, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:

- (1) a syllabus that:
 - (A) satisfies any standards adopted by the institution;
 - (B) provides a brief description of each major course requirement, including each major assignment and examination;
 - (C) lists any required or recommended reading;
 - and
 - (D) provides a general description of the subject matter of each lecture or discussion;
- (2) a curriculum vitae of each regular instructor that lists the instructor's:
 - (A) postsecondary education;
 - (B) teaching experience; and
 - (C) significant professional publications; and
- (3) if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course.

(a-1) A curriculum vitae made available on the institution's Internet website under Subsection (a) may not include any personal information, including the instructor's home address or home telephone number.

- (b) The information required by Subsection (a) must be:
 - (1) accessible from the institution's Internet website home page by use of not more than three links;
 - (2) searchable by keywords and phrases; and
 - (3) accessible to the public without requiring registration or use of a user name, a password, or another user identification.

Navigating the FPT:

There are 4 sections: General Information, Teaching, Scholarship/Research, and Service.

You won't have information for every single screen. Start by uploading the information that you have on your current CV.

▼ General Information

 Personal and Contact Information Administrative Data - Permanent Data | Yearly Data Employment History

Awards and Honors

Consulting

 Degrees

Graduate/Post-Graduate Training

External Connections and Partnerships

Faculty Development Activities Attended

Licensures and Certifications

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Professional Memberships

Workload Information

SACSCOC Qualifications

Faculty Review Dossier

Previous Years' Recommendations

▼ Teaching

Academic Advising

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▼ Scholarship/Research

Artistic and Professional Performances and Exhibits

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 Publications (Intellectual Contributions)

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▼ Service

 Department

College

University

Professional (to the academy)

Public

Where to Start:

Faculty Portfolio Tool *Check List*



- 1 Personal and Contact Information
- 2 Enter your Employment History
- 3 Scheduled Teaching: Upload Course Syllabi for Fall 2017
- 4 Intellectual Contributions: Utilize Google Scholar or PubMed to upload your peer-reviewed publications.
- 5 Service: Add the department, college and university committees for this year
- 6 Run your Vita Report
- 7 Run your Tabular Summaries

1

Enter in Personal and Contact information

Fields marked "P" will appear in your public web profile at www.utrgv.edu/faculty. For more information on editing your profile, see www.utrgv.edu/facultyaffairs

Prefix

First Name

Preferred First Name

Middle Name

Last Name

Suffix

Alternative Name You Publish Under
(e.g., an anglicized name), if any

Name of Endowed Position (if any)

Is this a PhD Student?

P E-Mail Address

Campus

P Building Where Your Office is
Located

P Office Room Number

P Office Phone

-

-

Department Phone

-

-

Personal Website

http://

P Show Personal Website on Faculty
Web Profile?

Date of Birth


,


Gender


? Race/Ethnicity

U.S. Citizen or Permanent Resident?



P Brief Biography (30 Words or
Fewer)



Research Interest(s)/Area(s) of Expertise 

 P Research Interest

Research Interest(s)/Area(s) of Expertise 

P Research Interest

Select the number of research interest(s)/area(s) of expertise rows to add:  

 P Photograph Download "EAH - Long Lake cropped-1.png" 

P Make downloadable CV available on Faculty Web Profile? ☒ Yes (auto-generated) ☐ No

Check your profile at www.utrgv.edu/faculty

2

Enter your Employment History.

1. Click on Employment History

▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data



Employment History

Awards and Honors

2. Click on Add New Item.

< Employment History



+ Add New Item

📄 Duplicate



3. Fill out the appropriate information.

< Edit Employment History

Cancel

💾 Save

💾+ Save + Add Another

Experience Type

Organization

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions
(30 Words or Fewer)

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

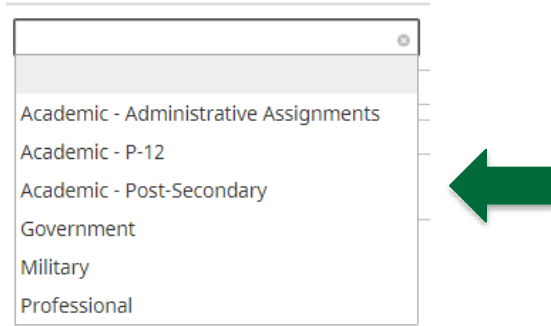
Start Date ,

End Date ,

4. Select your Experience Type.

Choose **Academic – Post-Secondary** for any non-administrative position at UTRGV or any other university/college.

Choose **Academic – Administrative Assignments** for any administrative position such as department chair, director, associate dean etc... at UTRGV or any other university/college.



5. Enter the Organization Name.

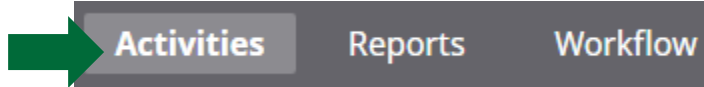
6. Enter your Title.

7. Enter the date range. Leave end date blank for your current position.

3

Uploading Syllabi

1. Click on Activities.



2. Go to Scheduled Teaching.

▼ Teaching

Academic Advising



3. Click on the name of the course that you wish to add the syllabus to.
4. About 1/3 of the way down the page you will see Syllabus for this course. Click on Choose File.

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Office of Faculty Affairs](#).

Response time will be faster with email. Please email your Digital Measures Administrator at FPT@utrgv.edu, or click the Office of Faculty Affairs link above.

Term and Year	Fall 2017
Course Name	Envr Sci Internship
Topic	
Course ID	20147
Course Prefix and Course Number	ENVR 4304
Section	2
Syllabus for this course	No File Stored

Choose File...



5. A pop-up window will appear – find your file on your computer.
6. When you are done it should look likethis:

Course Prefix and Course Number	ENVR	4304
Section	2	
Syllabus for this course	ENVR 4304 Syllabus Fall 2017.docx	

Replace File...



7. Click on Save.

< Edit Scheduled Teaching

Cancel

Save



4

Use Google Scholar to upload your peer-reviewed publications

<http://info.digitalmeasures.com/bibtex>

To export citations to a BibTeX file:

1. Navigate to [Google Scholar](#).
2. Select **My Citations**.
3. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your "articles."
4. If you would like to export only select articles to your BibTeX file, choose these from your profile. If you would like to export all of your articles, simply leave things as they are.



5. In the **Actions** drop-down list choose to **Export** your articles.



6. On the **Export Articles** page, ensure that the **File Format** selected is **BibTeX**. Then select to export either the selected articles or all articles, depending on your need.



7. Save the export file.

Upload BibTeX File into FPT



1. Select Publications (Intellectual Contributions).

▼ Scholarship/Research

Artistic and Professional Performances and Exhibits
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Biographical Sketch - NIH | NSF

Intellectual Property (e.g., copyrights, patents)
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2. Select Import Items.

< **Intellectual Contributions (publications)**  **Import Items** **+ Add New Item** **Duplicate** 

Item

No items have been added

3. A window will open – Select Option A.

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:


- EndNote
- Google Scholar
- Mendeley
- RefWorks
- HeinOnline
- Zotero


Choose File...

Import from a Third Party

Select a service

Search criteria:

Author 

Publication Date to 

[Add search criteria](#)

Search Crossref >

4. Find the file on your computer.

5. Pick your collaborators.

Import Items: Match Collaborators

Step 3 of 4

Cancel Import

Continue > 

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

10 names did not match any user accounts. If any of these people are with The University of Texas Rio Grande Valley, please match them to a user account.

Brett, Carlton E

Match to a user account

6. Finish upload/import.

Import Items: Review and Finish

Step 4 of 4

Cancel Import

Finish Import > 

You are about to import 1 record. Please review to ensure you want to proceed.

Upload Intellectual Contributions using PubMed into FPT.

1. Select Publications (Intellectual Contributions).

▼ Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Publications (Intellectual Contributions)
Biographical Sketch - NIH | NSF

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress
Field Work

2. Select Import Items.


< **Intellectual Contributions (publications)**    

Item

No items have been added


3. A window will open – Select PubMed.

Import from a Third Party ?

Select a service 

Search criteria:

Name: Author



[Add search criteria](#)

Search PubMed >

4. Type in the Author's name.

Last name followed by a space and up to the first two initials followed by a space and a suffix abbreviation, if applicable, all without periods or a comma after the last name (e.g., fauci as or o'brien jc jr). Initials and suffixes may be omitted when searching.

5. Select your publications.

Import Publications: Select Items to Import


Step 1 of 4

Cancel Import

Continue >

Displaying 162 publications found in PubMed ordered by relevance.

Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

Item	<input checked="" type="checkbox"/>
Arabinogalactan-proteins (AGPs): Signaling molecules of the extracellular matrix of plants. Planta medica Heise, E; Classen, B December 1, 2016	<input checked="" type="checkbox"/> 

6. Select your collaborators.

Import Publications: Match Collaborators

Step 3 of 4

Cancel Import

Continue >



To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

1 name matched one user account. If the match is incorrect, select a different user account for that user.

Heise, E M	Matched to 'Heise, Elizabeth: elizabeth.heise' at The University of Texas Rio Grande Valley	Select a different user account
------------	---	---------------------------------

1 name did not match any user accounts. If this person is with The University of Texas Rio Grande Valley, match them to a user account.

Classen, B	Match to a user account
------------	-------------------------

7. Finish upload/import.

Import Items: Review and Finish

Step 4 of 4

Cancel Import

Finish Import >



You are about to import 1 record. Please review to ensure you want to proceed.

5

Add the department, college and university committees for this year.

1. Click on Department.

Service

Department

College

University

Professional (to the academy)

Public

2. Click on Add New Item.

< Department

+ Add New Item

📄 Duplicate

3. Fill in the appropriate information.

- a. You don't need to fill in every category.

< Edit Department

Cancel

💾 Save

🔍 Save + Add Another

Activity Type

Explanation of "Other"

Activity/Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

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.

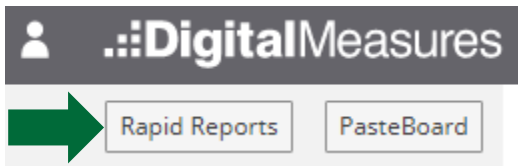
Start Date

End Date

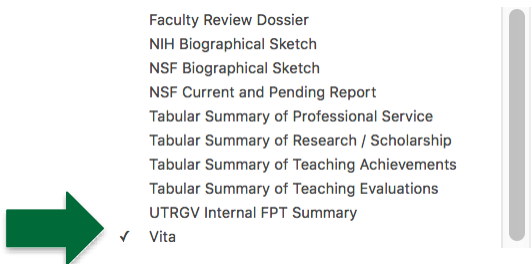
6

Build your CV.

1. Click on Rapid Reports.



2. You will see this page. Select Vita.



3. Change the date range.

Rapid Reports ✕

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using only your own data.

Report

Vita

Start Date

Sep

01

1925

End Date

Aug

30

2017

File Format

Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel

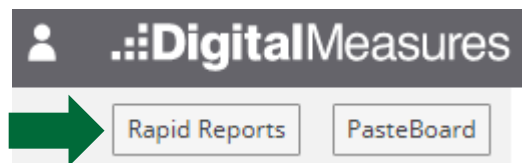
Run Report

4. Click on Run Report.

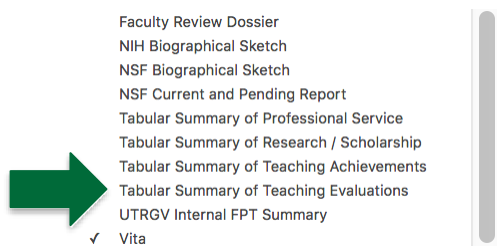
7

Build your Tabular Summaries

1. Click on Rapid Reports.



2. You will see this page. Select Tabular Summary of Teaching Evaluations.



3. Change the date range.

Rapid Reports

Select a report template, date range and file format, then run the report.

Report: Tabular Summary of Teaching Evaluations

Start Date: Sep 01 2011

End Date: Aug 31 2017

File Format: Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel
Run Report

4. Click on Run Report.

If you need assistance with FPT, please email fpt@utrgv.edu.