Faculty Portfolio Tool Guide
Revised 7/2017
FPT@utrgv.edu
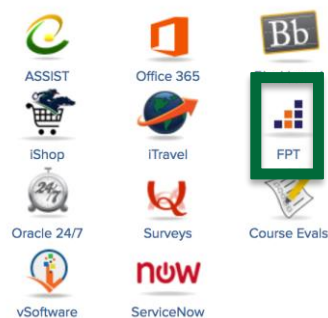
Purpose: Build your CV and Annual Reports.
Faculty must upload their course syllabi and update their publications to be in compliance with state law (HB 2504 from 2009).

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) icon ▦ to access the system.

3. Once logged in, your FPT screen should look similar to the one below.

Screen example:

Applications

ASSIST	Office 365	Bb
iShop	iTravel	FPT
Oracle 24/7	Surveys	Course Evals
vSoftware	ServiceNow	

Manage Activities
Rapid Reports
PasteBoard

Run Reports

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	Licensures and Certifications
Administrative Data - Permanent Data | Yearly Data	Media Contributions
Employment History	Professional Memberships
Awards and Honors	Course Release Information
Consulting	Workload Information
Degrees	SACSCOC Qualifications
Graduate/Post-Graduate Training	Faculty Review Dossier
External Connections and Partnerships	Faculty Review Reports
Faculty Development Activities Attended	

Teaching

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

Scholarship/Research

Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)
Contracts, Fellowships, Grants and Sponsored Research	Presentations
Publications (Intellectual Contributions)	Research Currently in Progress
Biographical Sketch - NIH | NSF	Field Work

Service

Department	Professional
College	Public
University	

UTRGV
POWERED BY DigitalMeasures
Privacy Policy

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

Review a guide to manage your activities.

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⌄ Teaching

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⌄ Scholarship/Research

Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)
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Biographical Sketch - NIH | NSF	Field Work

⌄ Service

Department	Professional
College	Public
University	

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: [1 ⊘]   [**+Add**]

P Photograph   Download "EAH - Long Lake cropped-1.png"   [Replace File...]   [🗑]

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

Check your profile at www.utrgv.edu/faculty

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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.
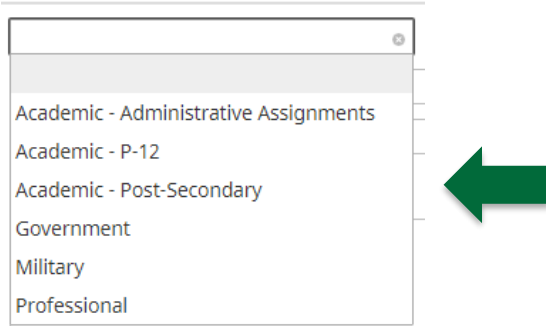
| Start Date | ⌄ | , |
| End Date | ⌄ | , |

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.
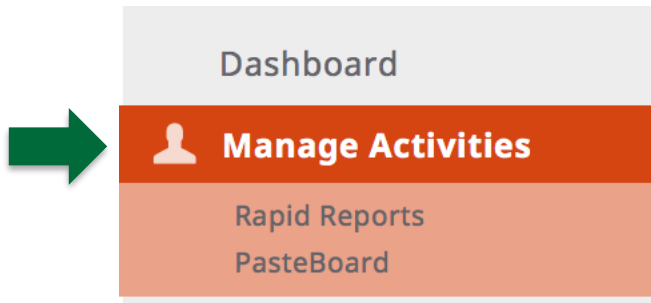

5. Enter the Organization Name.

6. Enter your Title.

7. Enter the date range. Leave end date blank for your current position.
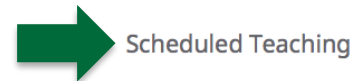
③ **Uploading Syllabi**

1. Click on Manage Your Activities.

2. Go to Scheduled Teaching.

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 like this:

R Course Prefix and Course Number	ENVR ⊘ 4304
R Section	2
Syllabus for this course	ENVR 4304 Syllabus Fall 2017.docx [Replace File...] 🗑

7. Click on Save.

< **Edit Scheduled Teaching**   [Cancel] [💾 Save]

Check off New Course and Course that was Redesigned

Right below the Syllabus for this course field, you will also notice 2 check boxes asking if the course was a new course or if the course was redesigned. Please note that you will need to check these boxes in order for it to be noted on your Tabular Summary of Teaching Achievements.

Please check with your department for specific criteria on what is considered a new course or a redesigned course.

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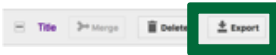
6. On the **Export Articles** page, ensure that the **File Format** selected is **BibTeX**. Then select to export either the selected articles or all articles, depending on your need.

7. Save the export file.

Upload BibTeX File into FPT

1. Select Publications (Intellectual Contributions).

⌄ Scholarship/Research

Artistic and Professional Performances and Exhibits   Intellectual Property (e.g., copyrights, patents)

Contracts, Fellowships, Grants and Sponsored Research   Presentations

Publications (Intellectual Contributions)   Research Currently in Progress

Biographical Sketch - NIH | NSF   Field Work

2. Select Import Items.

< **Intellectual Contributions (publications)**   ⬆ Import Items   ➕ Add New Item   🗐 Duplicate   🗑

Item

No items have been added

3. A window with 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
- IEEE
- RefWorks
- Web of Science
- Google Scholar
- Mendeley
- Scopus
- Zotero

Choose File...

Import from Third Party ❓

Select third party service:

◉ Crossref   ◯ PubMed

Search criteria:

| Author ▼ | Elizabeth A. Heise | 🗑 |

| Publication Date ▼ | 2012/03/19 | to 2017/03/19 | 🗑 |

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).

2. Select Import Items.

3. A window with open – Select 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.

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.

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

1. Click on Department.

∨ **Service**

Department   Professional

College   Public

University

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.
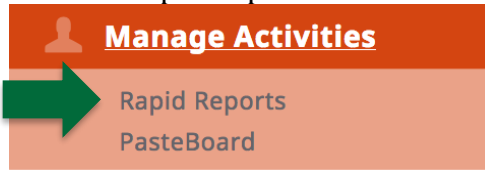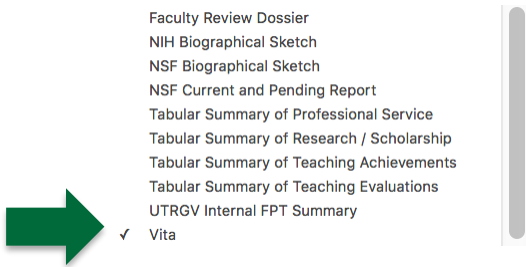
Start Date   [▾] [ ] , [ ]

End Date   [▾] [ ] , [ ]

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⑥ Build your CV.

1. Click on Rapid Reports.

2. You will see this page. Select Vita.

3. Change the date range.

4. Click on Run Report.

⑦ Build your Tabular Summaries

1. Click on Rapid Reports.

   Manage Activities

   Rapid Reports

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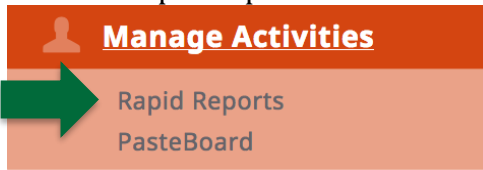
2. You will see this page. Select Tabular Summary of Teaching Evaluations.

   Faculty Review Dossier
   NIH Biographical Sketch
   NSF Biographical Sketch
   NSF Current and Pending Report
   Tabular Summary of Professional Service
   Tabular Summary of Research / Scholarship
   Tabular Summary of Teaching Achievements
   Tabular Summary of Teaching Evaluations
   UTRGV Internal FPT Summary
   ✓ Vita

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.
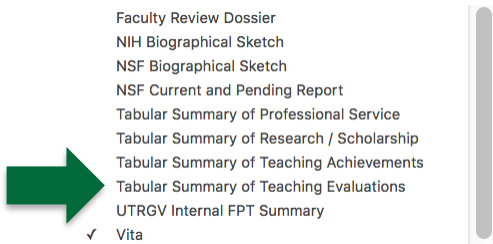
                   Cancel   Run Report

4. Click on Run Report.

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