



Office of Faculty Affairs

UNIVERSITY OF COLORADO BOULDER

FRPA News for 2016

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Sample Form A [sample form](#) begins on page 6 of this document.

For questions regarding

- FRPA codes, policy, and deadlines – contact Kristina Cizmar at 303-492-3055 or kristina.cizmar@colorado.edu
- CU Boulder Elements (CUBE), and assistance with publications data– contact Matt Ramey at 303-735-7827 or pubsdata@colorado.edu.
- CU Experts – contact Liz Tomich at 303-492-4226 or tomich@colorado.edu
- accessing MyCUInfo – contact the Boulder Campus OIT Service Center at 303-735-HELP or help@colorado.edu

Online resources

- FRPA Basics: [Faculty-Report-of-Professional-Activities](#)
- FRPA Help: [FRPA-Help](#)
- FRPA FAQ: [FRPA-FAQ](#)
- CU Boulder Elements (CUBE) quick-start guides: [Quick-Start-Guides](#)
- How CU Boulder Elements (CUBE) categories map to FRPA codes: [FRPA Mapping to Cube](#)

FRPA Online has a new look!

FRPA Online has a new and improved modern interface for the 2016 reporting year! You will continue to access FRPA Online through the MyCUInfo portal, and complete your report in much the same manner as in previous years, with a few key changes. The new FRPA Online functions more smoothly with modern web browsers, allowing for greater ease of use. As always, you will find a left navigation menu to guide you through each section of your report.

Getting Started >>

To get started, log on to [MyCUInfo](#) using your campus identikey credentials. From the “CU Resources” tab, click “Reporting & Compliance.” Then click “Faculty Reporting & DEPA.” Click the “Login to FRPA” button. Teaching faculty may also access their FRPA login button from the MyCUInfo “Teaching Tools” tab, at the bottom of the right-hand column.

Once in FRPA, check the home screen for news and information. Under “Current FRPA” in the left menu, click through and complete each section of your report.

Important Change for 2016! You will need to visit your CU Boulder Elements (CUBE) account to enter most Scholarly Works and all Creative Works. You will find links to your CUBE account on your home page, as well as within these 2 sections. You may also log in directly to [CUBE](#) using your campus identikey credentials. See the next topic in this ememo for further details.

Once you’ve completed each section of your report, use the View/Print menu item to review your full FRPA. When you are satisfied with your report, click on “Complete” in the left menu. Click “FRPA is Complete,” select your unit(s) from the list, and click the green “Submit” button.

NEW! Import Scholarly and Creative Works from Elements to FRPA

As part of our continued effort to increase full attribution of your valuable scholarly and creative works, there are a few important changes this year to how these items are added to your FRPA.

Scholarly Works

All *core publication data* is now added via CU Boulder Elements and then imported into your FRPA. CU Boulder Elements uses many online sources to discover your publications and save you time by automatically capturing your publication citations. You have the ability to claim items as yours or to indicate they are not yours. For any publications not automatically discovered, you may enter them in CU Boulder Elements.

Certain other Scholarly Works may still be entered directly into FRPA Online. To see which activity codes are available for direct entry, click on “Add Other Scholarly Works” from within the Scholarly Works section of your FRPA. Click in the “Activity Code” box to see the list.

Creative Works

All creative works must now be entered into CU Boulder Elements and then imported into your FRPA. This important process change helps ensure that creative works are weighted alongside scholarly works and will allow us to explore potential automated citation sources in the future.

How it Works

- Step 1: Claim or Enter Your Work in CU Boulder Elements. From within your FRPA, you will find links to your [CU Boulder Elements login page](#). Use your identikey credentials to login. Navigate to the “Scholarly and Creative Works” section found within the “Elements” tab, and claim or enter your work. For assistance within CU Boulder Elements, click on the “Help” button in the top right corner.
- Step 2: Import Your Scholarly and Creative Works into Your FRPA. Return to FRPA while staying logged in to CU Boulder Elements. This will allow you to easily return to CU Boulder Elements should you need to edit an entry. In FRPA, click on either Scholarly or Creative in the left navigation menu.
- Step 3: Choose the FRPA Code for Each Imported Work. In FRPA, follow the on-screen instructions to assign a FRPA code for each activity. For details on how CU Boulder Elements categories map to FRPA codes, see [FRPA mapping to cube](#)
- Step 4: Complete Remaining Sections of Your FRPA

Overview of CU Boulder Elements (CUBE)

How do you, our CU Boulder faculty, look to the world? CUBE is a multi-faceted approach to facilitating attribution, increasing visibility, and improving impact measurability for your research, scholarly, creative, teaching, and service contributions. The greater CUBE project encompasses CU Boulder Elements, CU Experts, Altmetric Explorer, and FRPA. This project is creating a critical data hub for faculty to interact with scholarly data for campus reporting requirements such as the annual FRPA for individuals as well as larger annual reporting for grants and other requirements while also collecting important campus-wide information to describe the contributions and scholarly and creative impact of the Boulder campus faculty. Public data from these efforts will be presented on the research profiles for all faculty at CU Experts (VIVO).

These efforts are in direct service to the faculty and staff to: provide important research metrics about faculty accomplishments; reduce the reporting burden for the campus whenever possible and; support the Chancellor's initiative to promote the reputation and accomplishments of the University faculty.

CUBE is provided by the Office of Faculty Affairs and managed as part of the Faculty Information System (FIS).

Searchable Online Faculty Profiles: CU Experts (formerly VIVO)

CU Experts is our online faculty profile system which emphasizes research, expertise and global connections for the Boulder campus. FRPA Online serves as a central repository for much of the data that are used to populate the faculty profiles on CU Experts. FRPA items that appear as public data in CU Experts are clearly marked in FRPA Online at the point of entry so faculty can be certain about the use of information they are submitting. Many of the traditional FRPA activities will not be posted to CU Experts. In the future, profiles will highlight faculty Service Activities; therefore, most FRPA service activity codes are now clearly marked as "Public Data."

CU Experts is powered by the VIVO software platform, and was renamed from "VIVO" to "CU Experts" in 2016. Faculty profiles serve as a much-needed resource for campus promotional efforts to boost the visibility of research and creative work, as well as service activities of CU Boulder faculty, and will provide critical insight into trends on campus as well as serving as an important collaborative tool to inform students, donors, industry leaders, and all others interested in working with or supporting the efforts of CU Boulder faculty. Go to [CUExperts-Support](#) for more about how CU Experts supports the campus, to view the project phases, and to see who is included.

Questions about CU Experts may be directed to Liz Tomich at tomich@colorado.edu.

Updating Your Profile and Vita

Visit the Vita, Profile Name, and Profile Photo sections of your FRPA to update these key elements of your online public profile.

Your Vita should be updated at least annually. You may upload an Internal Vita and a Public Vita, with the option to designate the same vita for both uses. Your PUBLIC vita will become an essential part of your online profile on CU Experts. INTERNAL vitas will continue to be available to campus administrators, deans, department heads and other offices on campus interested in the research interests and accomplishments of the faculty. Although many file formats are accepted, a PDF file will ensure that your vita will display exactly as uploaded. Other file formats will be converted to PDF for

display in CU Experts.

Profile Name allows you to enter the name you wish displayed on your CU Experts profile. Changes may be made to any or all parts of the display name. By default, the faculty member's name as it appears in payroll records is exported to CU Experts. Changing your Preferred Name in this section impacts only your CU Experts profile. Name changes for legal or payroll reasons must still be submitted through your payroll liaison.

Faculty are encouraged to upload a digital Profile Photo for use on CU Experts. Subsequent uploads will replace the previous photo on record. Images must be a minimum of 200 pixels wide by 200 pixels high, and in GIF, JPEG or PNG format. Maximum file name length is 100 characters. Photos may be slightly cropped or resized prior to posting on CU Experts.

NEW! Connect Your Online Social Media & Research Profiles

Visit the Online Presence section of your FRPA Online to add links to your social media pages, your research profiles, and your author identifiers. Some of this information will appear on your CU Experts profile when identified with the 'Public Data' icon. These professional links are useful to the campus for connecting people with your work. Author identifiers will be used to connect your work with you in various data systems including the CU Boulder Elements (CUBE) publication data project. These links are optional and are not required for your FRPA.

NEW! Your Area of Expertise for the Media

Are you willing to be contacted by the media as an expert in your field? Visit the for the Media section of your FRPA and designate the subject areas you can represent as an expert. Also in this section, identify languages that you speak in addition to English. The campus News Services group will review this information and contact you if they need assistance for press.

ORCID iD

ORCID is a registry of unique faculty identifiers used to link faculty members to their research and scholarly work. As reliance on automated data sources increases, the problem of name ambiguity combined with incomplete data about scholarly works creates a situation where many faculties may not receive proper attribution for the full range of their scholarly contributions. ORCID attempts to solve this problem by creating unique faculty IDs that can be linked to existing identifiers as well as to publisher manuscript submission systems, funding agency grant application workflows, and other tools. Unlike other identifier systems, ORCID is open and community-driven, and reaches across disciplines, geographic regions, and types of content held by publishers, journals, and funding agencies to include all types of scholarly works (e.g. articles, books, data sets, grants, software, etc.).

In FRPA Online select ORCID in the left menu. If you have an ORCID iD on record with Faculty Affairs, your ORCID iD will show here. FRPA entries are neither connected nor automatically assigned to your ORCID iD. For further information, visit this section of your FRPA, email orcid-support@colorado.edu or call 303-735-7827.

Deadlines

For FRPA 2016, the submission deadline will be February 1. Your FRPA must be submitted to your primary unit using the FRPA Online application by February 1, 2017.

Database Closure Date

The FRPA 2016 data set will be frozen as of May 1, 2017. No additions or revisions to the 2016 FRPA are allowed after April 30, 2017.

CU Experts Updates

Portions of your FRPA which appear on your CU Experts profile may be updated year-round. This includes Vita, Profile Name, Photo, ORCID, International, Research, and Online Presence.

FACULTY REPORT OF PROFESSIONAL ACTIVITIES

For the period January 1, 2016 through December 31, 2016

This form is intended to assist you in preparing to enter your FRPA online

Please refer to FRPA Online for information regarding which fields are made public

FULL NAME:

PROFILE NAME FOR USE IN CU Experts:

ACADEMIC TITLE:

ADMINISTRATIVE TITLE:

DEPARTMENT:

If desired, please have an Internal Vita and/or a Public Vita, as well as a photo available to upload.

I. Disclosures

You will be asked to acknowledge that you have read and understood the following disclosures:

- Information from submissions marked as public data on the annual Faculty Report of Professional Activities (FRPA) will be posted on public web sites.
- Details about sensitive or restricted research are to be limited to the non-public narrative section for sensitive or restricted research found under the Research & Expertise section.
- Because information in the vita designated 'Public Vita' will be accessible to the public, faculty must carefully consider the personal information included on their submitted vitas. Possible items to avoid include home contact information, names of family members, date of birth, social security numbers and other personally identifiable information not related to professional work. Similarly, sensitive, restricted or proprietary information should not be included on the Public Vita uploaded to FRPA Online for public use.
- Faculty members are responsible for the content of their vita and FRPA. If items are submitted by others on his or her behalf, the faculty member remains responsible for the content submitted and responsible for being informed as to the intended use of the submitted items.

II. Internal Vita and Public Vita

FRPA can accommodate two faculty vitas: one PUBLIC, and one INTERNAL. It is also possible to designate the same vita for both public and internal use. Please upload an updated vita at least annually.

Most file formats are accepted for vita submission through the FRPA process; however, a PDF format will ensure that your vita will remain unchanged when viewed online. Most special formatting remains intact regardless of file format, but slight changes may occur in non-English language text or with other special characters for file formats other than PDF.

III. Profile Name and Photo

Faculty may enter the name they wish displayed on their CU Experts profile. Changes may be made to any or all parts of the display name. By default, the faculty member's name as it appears in payroll records is exported to CU Experts. Profile Name will only show in the CU Experts profile. Name changes for legal or payroll reasons must still be submitted through your payroll liaison.

You have the option of entering an Administrative and/or Academic title as you wish it to appear on your FRPA.

Faculty are encouraged to upload a digital profile photo through FRPA Online. Subsequent uploads will replace the previous photo on record. These photos will be used for faculty profiles on the CU Experts site. Images must be a minimum of 200 pixels wide by 200 pixels high, and in GIF, JPEG or PNG format. Maximum file name length is 100 characters. Photos may be slightly cropped or resized prior to posting on CU Experts.

IV. International Activities

During the past three calendar years (2014 to 2016) were you involved in international research/scholarly/creative works or teaching activities? If so, please indicate which of the following apply:

- Collaboration with a foreign researcher or research group (indicate whether you received research funding specifically for this activity)
- Conducted research/scholarly activity in a foreign country
- Foreign teaching or teaching-related activity
- Other (describe)

Indicate countries and/or regions where you had activity.

V. Research and Expertise

- Keywords: select up to 25 research keywords
- Freetext keywords: Provide your own keywords describing your areas of research and expertise.
- Provide the URL for your academic webpage.
- Research Overview: Provide a short narrative of your research and expertise that best describes your areas of interest. Use of third person voice is recommended but not required.
- Provide an overview of any sensitive or restricted research. This narrative section should only be used to describe **additional** research activities that are sensitive or restricted in nature. Research described here *will not* be displayed on public web sites.

VI. Online Presence

Please have ready any social media links you wish to include such as LinkedIn or Twitter. You may wish to add links to Research Profiles such as Google Scholar, ResearchGate, or Academia.edu. In addition to your ORCID id, you may also include other author identifiers such as ResearcherID, Scopus, Figshare, or GitHub.

VII. For the Media

This section of your FRPA allows you to designate the subject areas you can represent as an expert. Also in this section, identify languages that you speak in addition to English. The campus News Services group will review this information and contact you if they need assistance for press.

VIII. Annual Activity Summary

Please enter a brief overview (up to 1800 characters) describing your professional activities including areas of teaching and research interest.

IX. Outreach – This information is voluntary and is not counted as part of merit evaluation

In completing the sections of the FRPA Online listed below, you will be asked to indicate which items include an outreach component. Faculty who connect with external audiences through their teaching, research, creative work or service are involved in outreach and engagement activities as defined by the University of Colorado Boulder. Faculty are invited and encouraged to complete the outreach portion.

This information helps to portray the full complement of a faculty member's scholarly activity and conveys the impact of faculty outreach and engagement to external constituents.

X. Teaching Activities

Activities will automatically be listed in numerical order after submission online. Please choose a number indicating the kind of activity according to the list provided below. List each activity separately and in only one category.

301 Principal Dissertation/Thesis Advisor for Graduate Student

302 Principal Thesis Advisor for Undergraduate Student

303 Member of Dissertation/Thesis Committee (other than Principal Advisor)

304 Member of Masters or Ph.D. Qualifying Examination Committee

305 Independent Study/Research Study Groups Supervised

306 UROP or URAP Advisor (list by individual)

307 New Course Development

308 Curriculum Development

310 Major Revision of Existing Course (including new use of technology)

311 Student Advising (total number of undergraduate students advised)

312 Clinical Supervision of Students

313 Supervision of Postdoctoral Researchers (include name, rank and dates)

317 Job Placement of Doctoral and Terminal Master Students (include name, position, and institution)

319 New Courses Taught This Year

320 Courses Taught

321 Courses Taught, Individual Applied Instruction in Music

322 Master Teaching (other than at CU) including master classes, workshops, clinics, and residencies

323 Non-credit Student Instruction Leading to Student Design, Production or Performance (ex: ensemble director, producer of student performance, major advisor to student work in a public performance)

340 Diversity Activities Related to Teaching (include participation in efforts to support a more diverse student body)

385 Practice of Librarianship

399 Other Teaching Activities (describe)

SAMPLES

Correct: 303 Member of Dissertation Committee for John Doe, Ph.D. Candidate in History

303 Member of Thesis Committee for Jane Doe, MA Candidate in History

Incorrect: 303 Member of Thesis Committee for Jane Doe, John Doe, Sam Smith, Karl Jones

Correct: 311 Advisor for 25 Political Science majors

Correct: 320 Spring 2016, EPOB 1210 General Biology, section 101, 3 credit hours, 99 students

320 Fall 2016, EPOB 1210 General Biology, section 99, 3 credit hours, 85 students

Incorrect: 320 Spring and Fall 2016, EPOB 1210, General Biology, section 101, 3 credits

IX. Scholarly Works

New for 2016, most scholarly works must first be entered in CU Boulder Elements (CUBE). There are links to your CUBE account within this section of your FRPA. You may also log in using your campus identikey credentials at <https://elements.colorado.edu/login.html>. When importing into FRPA choose a number indicating the kind of activity according to the list provided below. To see how CUBE activities map to FRPA codes, please view: http://www.colorado.edu/fis/sites/default/files/attached-files/frpa_mapping_to_cube.pdf LIST ONLY THOSE WORKS **ACTUALLY PUBLISHED IN 2016 (Jan. 1- Dec. 31)**. List each publication once and do not duplicate in other sections. [NOTE: Journal editing has been moved to the Service section. Items still under review or in press may be added in the Works in Progress section.]

401 Refereed Books

402 Refereed Textbooks (including teacher/lab guides)

403 Refereed Monographs

404 Refereed Books Edited (excluding journals, including conference proceedings)

405 Refereed Textbooks Edited

406 Revisions of Earlier Published Books

407 Refereed Journal Articles or Chapters (including Law Reviews)

408 Other Books (non-refereed)

409 Other Articles or Chapters (non-refereed)

410 Published Reviews

411 Technical/Research Reports

412 Papers Published in Refereed Professional Conference Proceedings

413 Papers Published in Non-Refereed Conference Proceedings

414 Popular Press

415 Papers Presented at Professional Conferences but Not Published

416 Presentations, Talks, Colloquia, Etc. (not listed under 415)

418 Patents

419 Computer Programs

440 Encyclopedia, Dictionary, and Short Reference Entries

441 Translation of Articles or Books

442 Translations by Others of Your Articles or Books

450 Media Interviews Related to Scholarly Work

460 Published Datasets (indicate if dataset is refereed, and include information for identification and access, such as a DOI or URL)

499 Other Scholarly Work (describe)

SAMPLE

Correct: 401 Jane Doe, Women Politicians in the Twentieth Century, Univ. of Colorado Press 2016, 300 pp

Incorrect: 407 JR Doe, "The Thatcher-Reagan Ties", J.Modern Politics (in press). (List under section VII Works in Progress instead.)

*Correct: Smith, P. (2016) Data from: Lizard Ecology: the influences of habitat type, weather patterns, and dominant species in a temperate ecosystem. Ecological Digital Repository.
<http://dx.doi.org/1234/123456789>*

*Correct: Rodriguez, J. 2016, updated daily. Weather pattern Index. National Data Center.
www.DataFileLocation.com*

XII. Creative Works

New for 2016, all creative works must first be entered in CU Boulder Elements (CUBE). There are links to your CUBE account within this section of your FRPA. You may also log in using your campus identikey credentials at <https://elements.colorado.edu/login.html>. When importing into FRPA choose a number indicating the kind of activity according to the list provided below. To see how CUBE activities map to FRPA codes, please view: http://www.colorado.edu/fis/sites/default/files/attached-files/frpa_mapping_to_cube.pdf. **LIST ONLY THOSE WORKS ACTUALLY PUBLISHED, EXHIBITED OR PERFORMED IN 2016 (Jan. 1 - Dec. 31).** [Performances or exhibitions that are presented in more than one locale may be counted as separate activities.]

502 Conducted Music Performances (including Opera Direction)

503 Directing or Producing Films, Videos, Dance Concerts, Plays, Operas

504 Curator of Museum or Art Exhibitions, Exhibitions in Libraries, etc.

505 Choreography/Design for Dance, Theatrical, Film or Video Productions

506 Theatrical, Musical, Dance, or Art Performance (including those at professional meetings)

507 Exhibitions in Galleries/Museums

508 Radio/Television/Film/Video Presentations, Scripts or Productions

509 Plays, Poems, or Fiction

520 Digital Art and Media Designs (including web design)

530 Compositions-Original Compositions Recorded (including music, choreography, etc.)

531 Performances of Original Composition/Choreography/Text

532 Performances of Original Composition/Choreography/Text - Recorded

533 Performances - Recorded

540 Position as Artistic Director (non-CU) (ex: Musical Director for opera company)

599 Other Creative Work (describe)

XIII. Grants, Commissions, Fellowships

Activities will automatically be listed in numerical order after submission online. Please choose a number indicating the kind of activity according to the list provided below. Include start and end dates, dollar amount and names of PI and co-PI(s).

421 Principal Investigator on Grants Received

422 Co-Principal Investigator on Grants Received 423 Gifts Received

424 Fellowships Received

426 Sabbatical, Spring Semester

427 Sabbatical, Fall Semester

428 Sabbatical, January - December

429 Other Grants or Fellowships Awarded (describe)

430 Grants and Fellowships Pending or Declined (indicate status)

431 Commissioned Original Creative Works

SAMPLE

Correct: 421 NSF, "Acoustic Transmission Through Sedimentary Rock.", \$250,000 total award, 6/1/2010-5/31/16. JR Doe (PI) and W. Smith (co-PI).

XIV. Service Activities

Choose a number indicating the kind of activity according to the list provided below. Please list all service activities **performed in 2016 (Jan. 1- Dec. 31)**, including the name of the organization and a short description of the activity.

601 Service to Scholarly or Professional Organizations

602 Contributed Consulting Activities

603 Paid Consulting Activities 604 Public Lectures, Speeches

605 Department, Unit, or Institute

606 School or College

607 Campus

608 University of Colorado

620 Editor, Co-editor or Editorial Board Member of Journal (does not include advisory boards)

625 Peer Review of Manuscripts, Grants or Creative Work

630 Student Recruitment (including guest lectures, clinics, workshops and performances with emphasis on recruitment)

631 Service to PreK-12 Schools, Programs, and Organizations

640 Professional Development Activities (including programs such as LEAP, FTEP and ELP)

695 Member of Local or Statewide Organization Related to Your Area of Research (provide name of organization and any positions held)

696 Community Service within Boulder County

697 Community Service within Colorado, outside Boulder County

698 Community Service - Other

699 Other Professional Service (describe)

SAMPLE

601 American Association of Law Schools, Section on Employment Discrimination (chaired section and arranged panel presentation for annual conference in January 2016)

XV. Honors and Awards

Activities will automatically be listed in numerical order after submission online. Please choose a number indicating the kind of activity according to the list provided below. Please list all honors, awards and other special recognition **received in 2016 (Jan. 1 - Dec. 31)** providing the name of the award, the name of the organization granting the award, and the date awarded.

701 Department or Institute

702 School or College

703 Campus

704 University

705 Regional, National, or International Organization

780 Written or Broadcast Reviews of Your Work (including references in collective reviews)

790 Student Honors and Accomplishments (to include awards, presentations, public performances, original work presented)

799 Other Honors or Awards

SAMPLES

701 English Dept. Teacher of the Year (April, 2016)

704 President's Teaching Scholar (April, 2016)

XVI. Works in Progress

Briefly describe scholarly works currently in progress and their anticipated completion date. 801 Refereed Journal Articles or Chapters, Accepted or in Press

802 Refereed Journal Articles or Chapters, Submitted and Under Review

- 803 Refereed Journal Articles or Chapters, In Progress (being written)
- 804 Refereed Professional Conference Proceedings, Accepted
- 805 Refereed Professional Conference Proceedings, Submitted and Under Review
- 806 Refereed Professional Conference Proceedings, In Progress (being written)
- 807 Refereed Books, Accepted or in Press
- 808 Refereed Books, Submitted and Under Review
- 809 Refereed Books, In Progress (being written)
- 810 Patent Applications or Invention Disclosures in Progress
- 811 Musical Compositions/Recordings - in Progress
- 812 Conducting Musical Performances - in Progress
- 813 Directing or Producing Films, Videos, Performances - in Progress
- 814 Curation of Exhibitions - in Progress
- 815 Choreography/Design for Dance, Theatrical, Film or Video Productions - in Progress
- 816 Theatrical, Musical, Dance or Art Performances - in Progress
- 817 Exhibitions in Galleries or Museums - in Progress
- 818 Radio/Television/Film/Video Production - in Progress
- 819 Plays, Poems or Fiction - in Progress
- 899 Other Works in Progress

SAMPLES

- 802 W. Smith and J. Johnson, "Was Dino Hit by a Meteor?", J. Meteorology (under review).
- 809 T. Tompkins, Fairy Tales and Modern Culture (scholarly book expected to be 300 pages and completed in 2017).