AWARDS AND HONORS

CAREER SECTION OVERVIEW

This section includes one subsection that is **editable**.

Subsection	Editable	Input Method	Imported Source (if applicable)
Awards and Honors	Yes	Self-entered, Imported	AcA

NOTE: The **Awards and Honors** section includes both imported and self-entered entries. Faculty members can freely add, edit, and update records. This section is unique in that it has only one subsection, which shares the same name: **Awards and Honors**.

DEFINITIONS

AWARDS AND HONORS SUBSECTION - KEY TERMS

Awards and Honors: This section encompasses the various recognitions and accolades received by faculty members for their achievements in teaching, research, service, or professional development.

ACCESSING AWARDS AND HONORS SECTION

AWARDS AND HONORS 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 > Awards and Honors
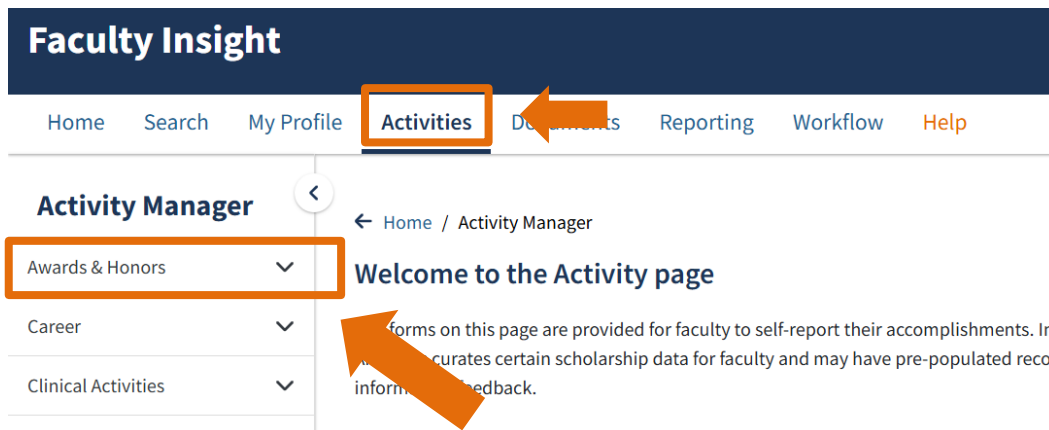
3. **Use dropdown menu**: The **Awards and Honors** section only has one subsection. It can be accessed using the arrow icon next to the 'Awards and Honors' section.

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 Awards and Honors section. See Navigation Guide for how-to steps that apply universally for all sections.

1. **Choose Awards and Honors subsection**: Use the expanded view of the **Awards and Honors** section.
2. **Fill in required information**: Create a record in the Awards and Honors subsection by completing fields provided (subsection has the same name as the main section).

3. **Organizational Information:** After you input the required details (such as dates, title, and awarding organization/sponsor), proceed to the **Scope/Impact** dropdown to specify the reach or influence of the award.

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 awards and honors recognized or applicable across multiple countries.
   - **National/Federal**: Use this for awards and honors with nationwide recognition within the United States.
   - **Regional**: Select this for awards and honors relevant to a specific region or area.
   - **Local**: Choose this for awards and honors that apply within a city or community.
   - **University**: Use this for awards and honors issued by or specific to a university or academic institution.
   - **Other**: Select this for awards and honors that do not fall under the other categories.

5. **Complete Remaining Information:** Fill out the remaining fields, such as **URL/Link** and **Description** based on the details of your awards and honors. Proceed to the **Community-Engaged Activity** and **Type of Recognition** fields.

NOTE: Select **Yes** if the award or honor is associated with an activity or achievement that involved collaboration with or service to a community outside the university. Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global). Select **No** if the award or honor is not related to a community-engaged activity.

6. **Type of Recognition Key Terms:** Refer to the following terms to see which ones best describes the nature of the award or honor.

- **Teaching:** Recognition for excellence in teaching or instructional activities.
- **Service:** Recognition for contributions in service to the institution, profession, or community.
- **Research/Scholarship/Creative Work:** Recognition for achievements in research, academic scholarship, or creative endeavors.
- **Professional:** Recognition for contributions to or achievements within your professional field.
- **Presenting:** Recognition for delivering presentations, talks, or workshops at conferences, seminars, or events.
- **Administrative:** Recognition for administrative or leadership roles and contributions.
- **Academic:** Recognition for academic achievements, such as honors for degrees or scholarly accomplishments.
- **Other:** Select this option if the recognition does not align with any of the specified categories. If Other is selected, you will need to specify the appropriate label in the text box provided.

7. **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.

8. **Continue** to the next section.

FOR ADDITIONAL ASSISTANCE

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