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.

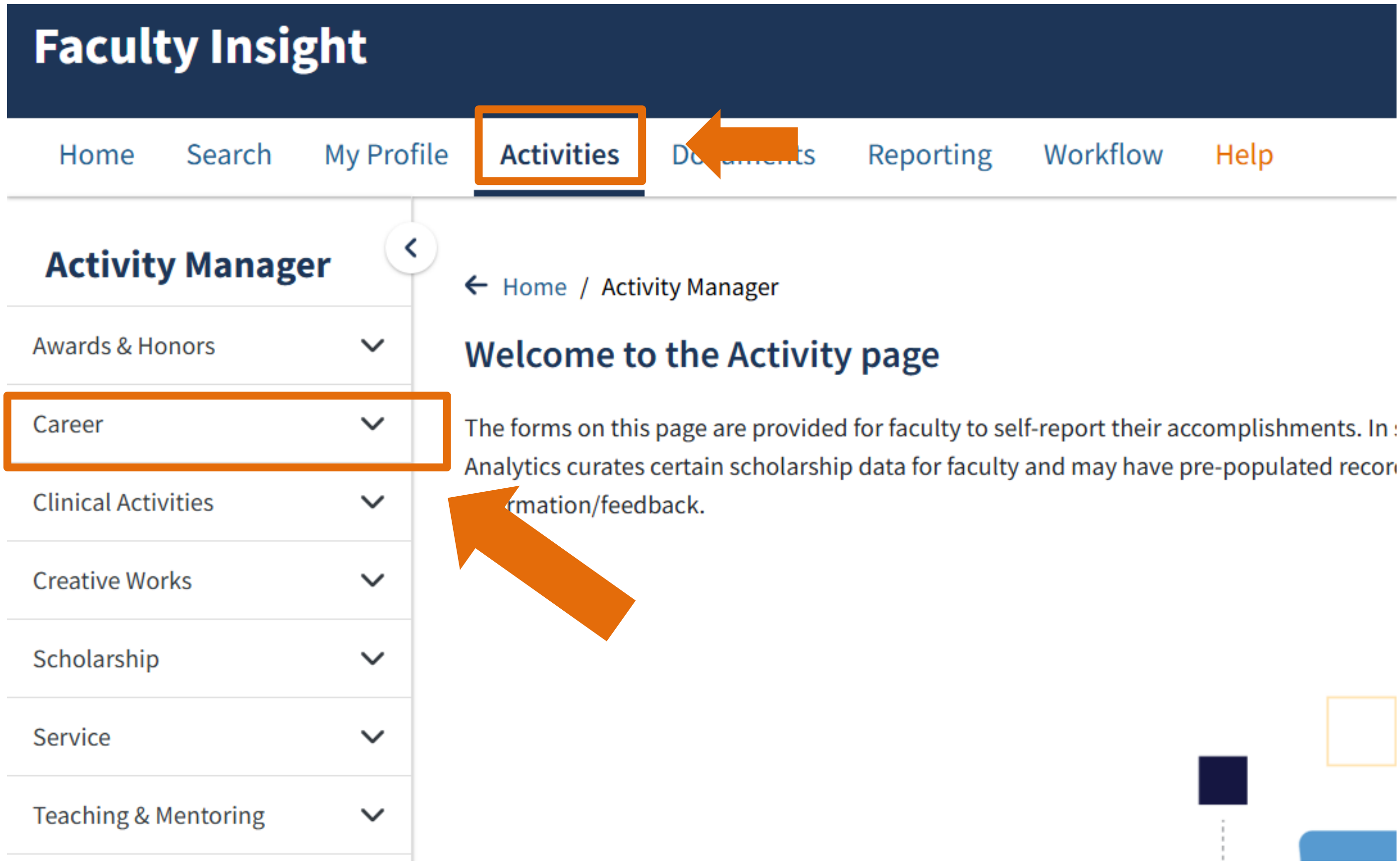
Professional Membership: Participation (not leadership positions) in organizations, societies, etc.

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

ACCESSING CAREER SECTION

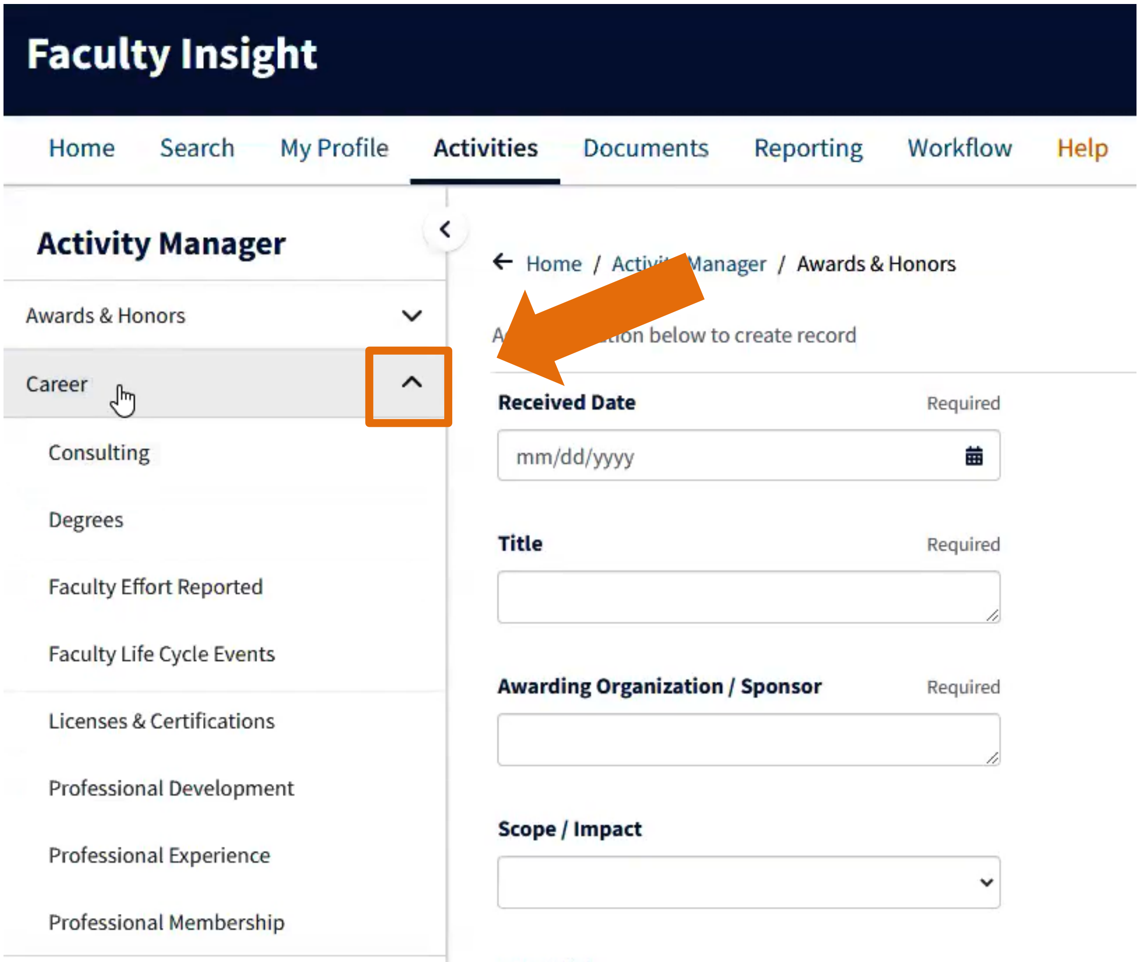
CAREER SECTION NAVIGATION:

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



MANAGING RECORDS IN THE CAREER SUBSECTIONS

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

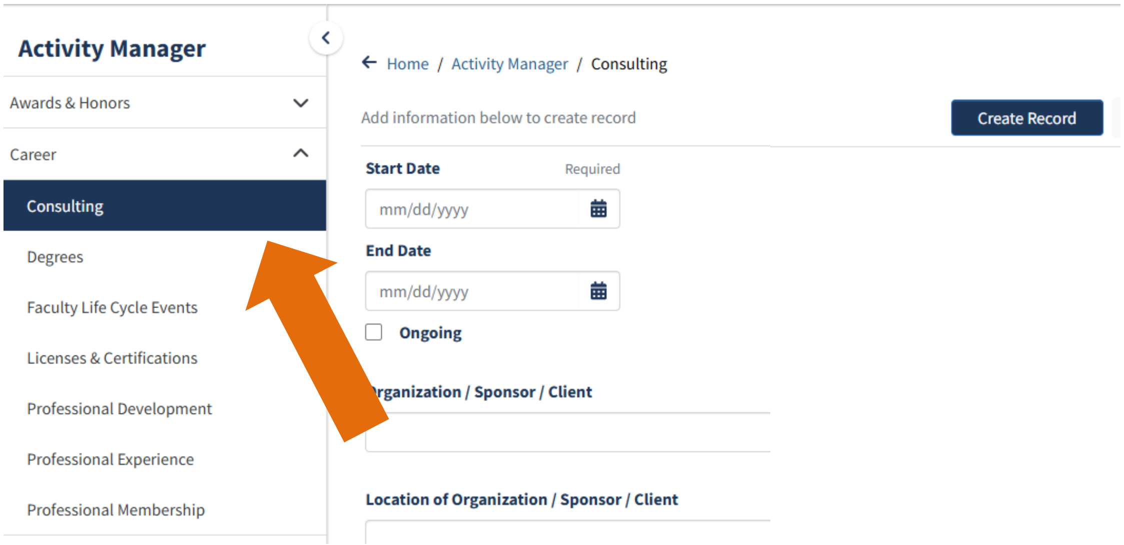


4. **Fill in required information**: As discussed in the Navigation Guide [LINK], each subsection includes required information that must be filled out.

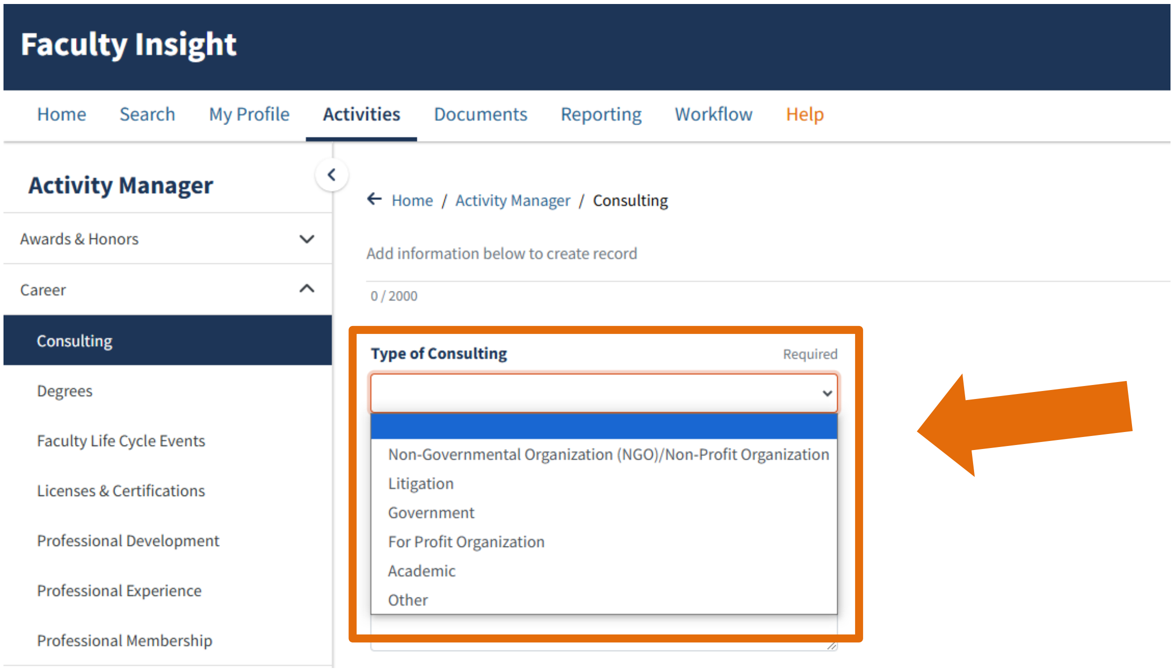
   NOTE: While all sections have shared navigation features, there are a few that are unique to each section. The rest of this guide will focus on features and key terms unique to the Careers section. See Navigation Guide for how-to steps that apply universally for all sections.

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.



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.



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.

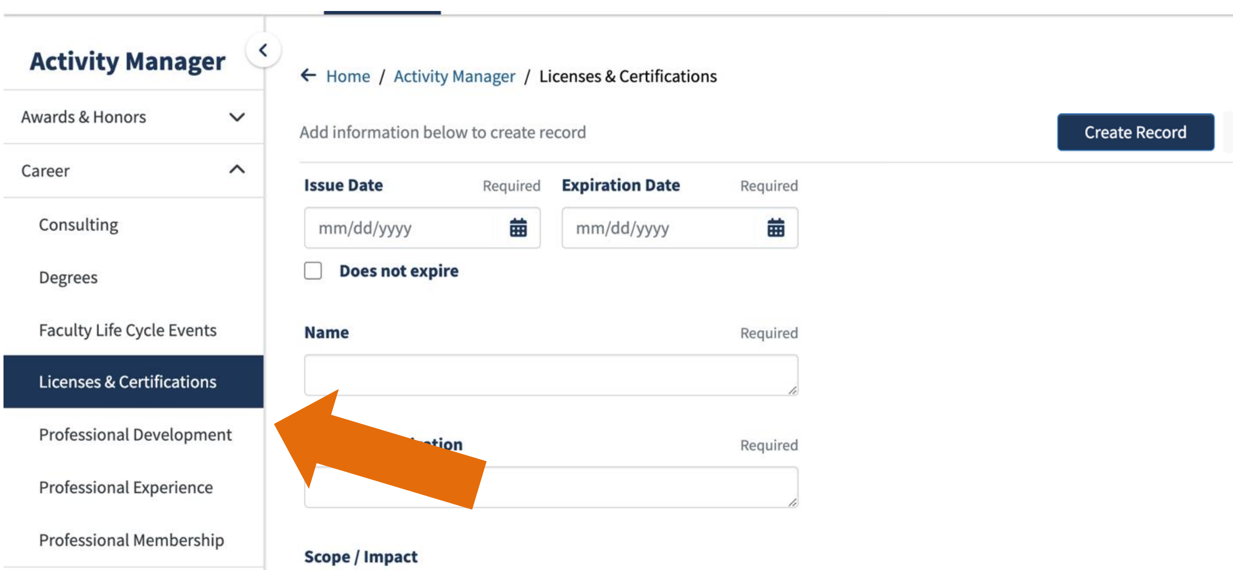
    (See **Navigation Guide** for more information on **Imported Data**)

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

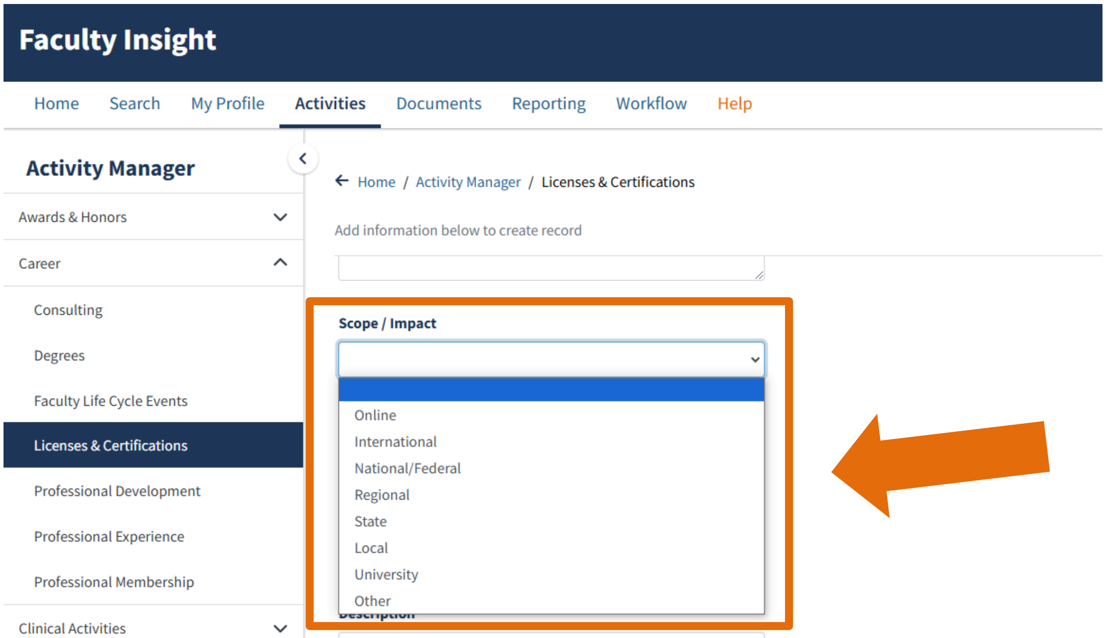
MANAGING RECORDS IN THE CAREER TAB – LICENSES & CERTIFICATIONS

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.



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.



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.

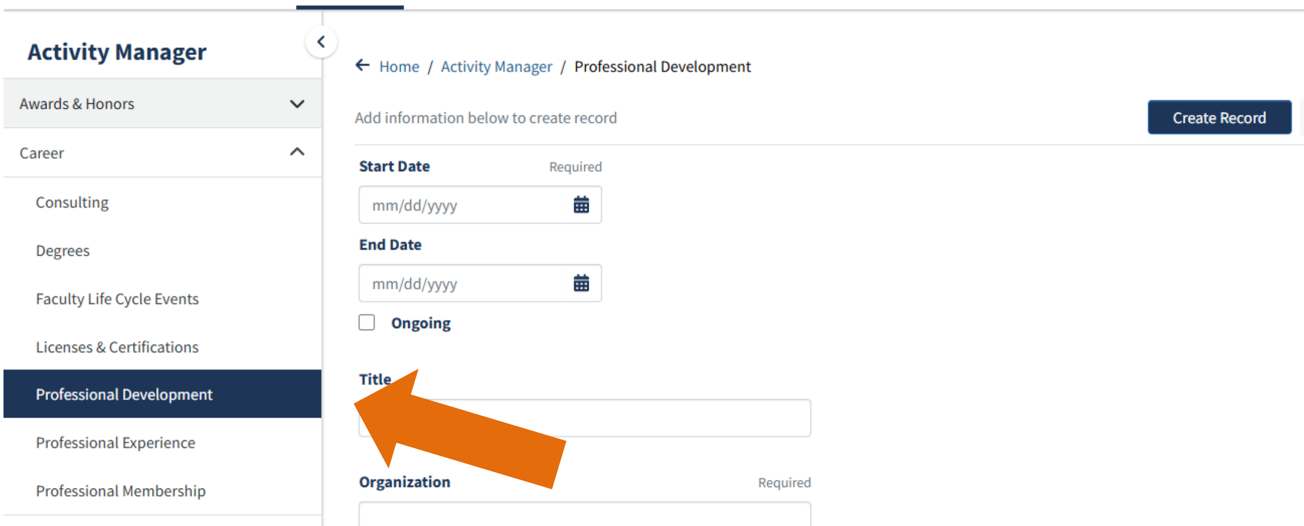
6. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

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

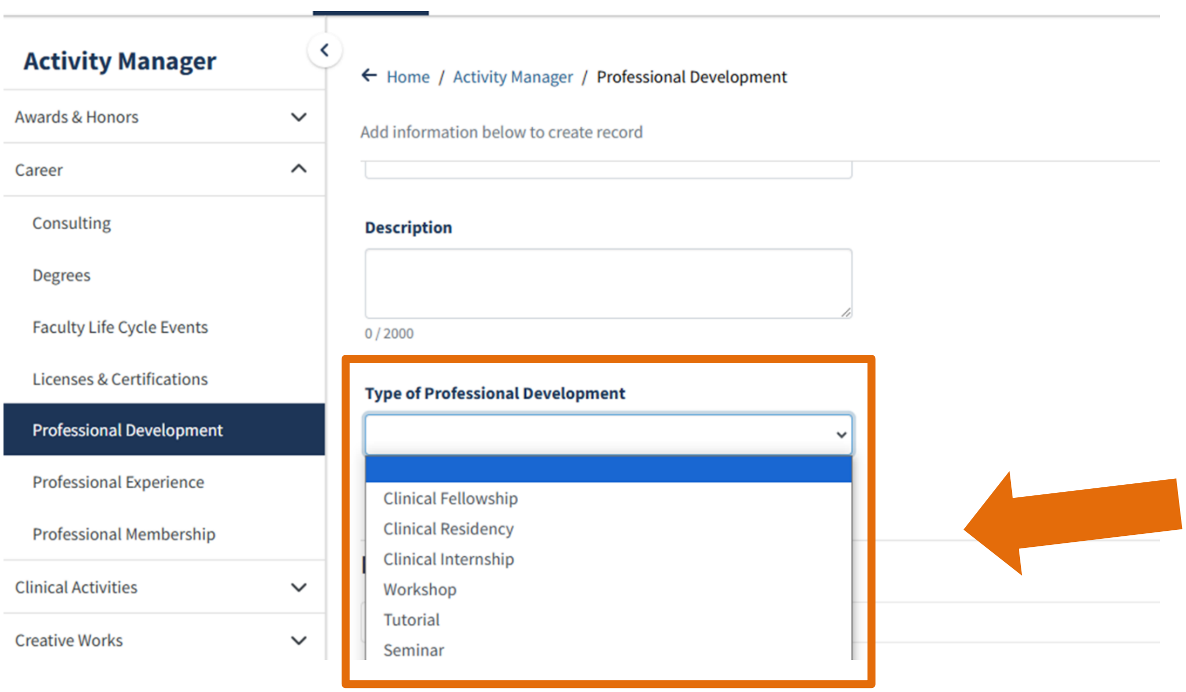
MANAGING RECORDS IN THE CAREER TAB – PROFESSIONAL DEVELOPMENT

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.



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.



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.

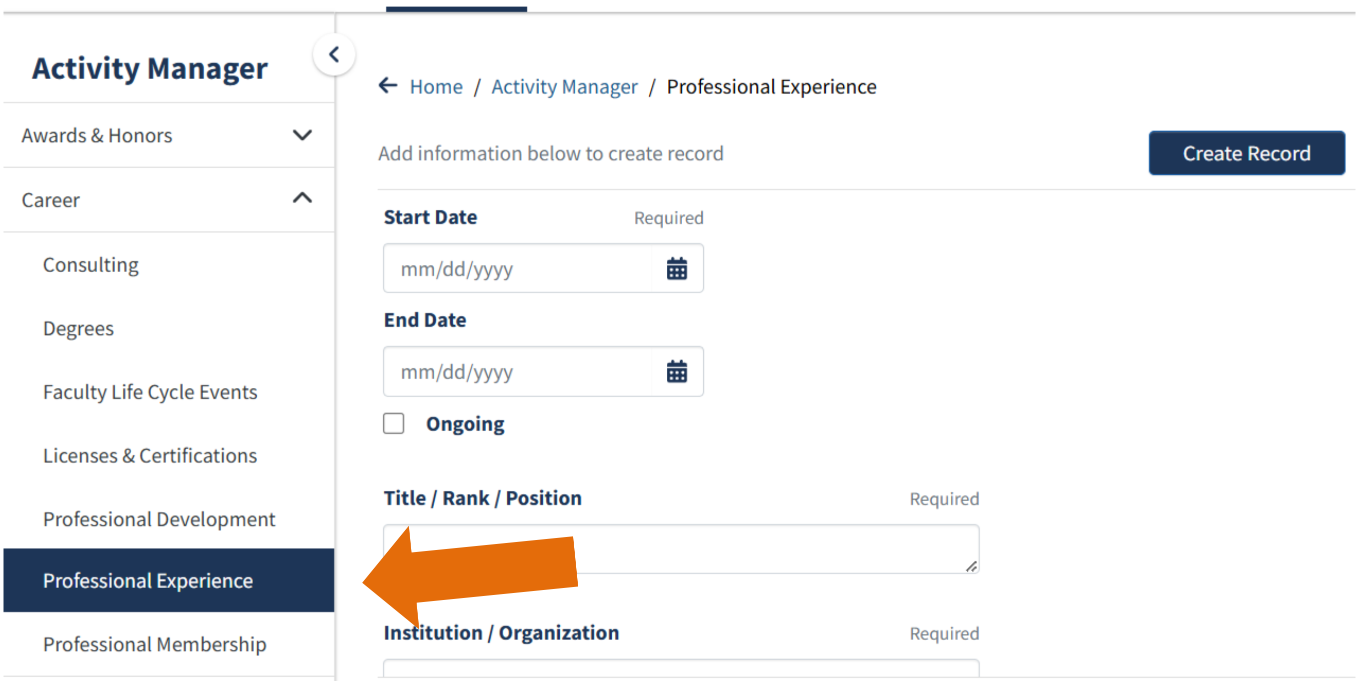
6. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

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

MANAGING RECORDS IN THE CAREER TAB – PROFESSIONAL MEMBERSHIP

PROFESSIONAL EXPERIENCE SUBSECTION

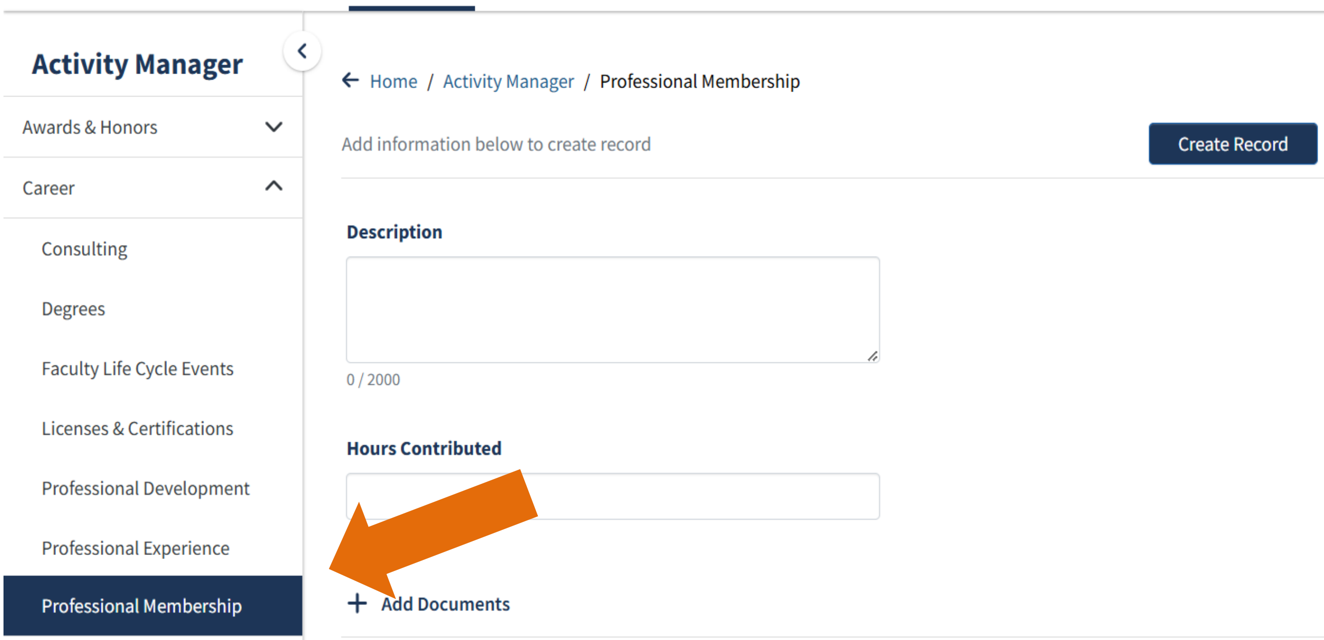
1. **Choose Professional Experience subsection**: Use the expanded view of the **Career** section.
2. **Fill in required information**: Create a record in the Professional Experience subsection by completing fields provided. Attach any relevant documents if needed.



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.



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
UF-FEA@ufl.edu

Technical Issues
Academic Analytics
facultyinsightproductquality@academicanalytics.com