

CREATIVE WORKS

CREATIVE WORKS SECTION OVERVIEW

All subsections in this section are **editable** (self-entered).

Subsection	Editable	Input Method	Imported Source (if applicable)
Exhibits & Installations	Yes	Self-entered	N/A
Literary & Critical Works	Yes	Self-entered	N/A
Other Creative Works	Yes	Self-entered	N/A
Performances	Yes	Self-entered	N/A
Productions	Yes	Self-entered	N/A

DEFINITIONS

CREATIVE WORKS SUBSECTIONS - KEY TERMS

Exhibits & Installations: Includes curated displays or artistic presentations such as gallery exhibits, museum installations, or public art showcases.

Literary & Critical Works: Covers authored or co-authored literary works (e.g., books, essays, poems) and critical analyses or reviews of other works.

Other Creative Works: A broad category for creative outputs that don't fit into other subsections, such as multimedia projects, digital creations, or experimental art forms. For IFAS, please use this section for the creation of cultivars.

Performances: Refers to live or recorded performances, including theater productions, musical concerts, or dance performances.

Productions: Includes creative works produced for public or private dissemination, such as audiovisual media, performances, or other collaborative projects. This category is not limited to specific formats and can encompass a wide range of production types.

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

ACCESSING CREATIVE WORKS SECTION

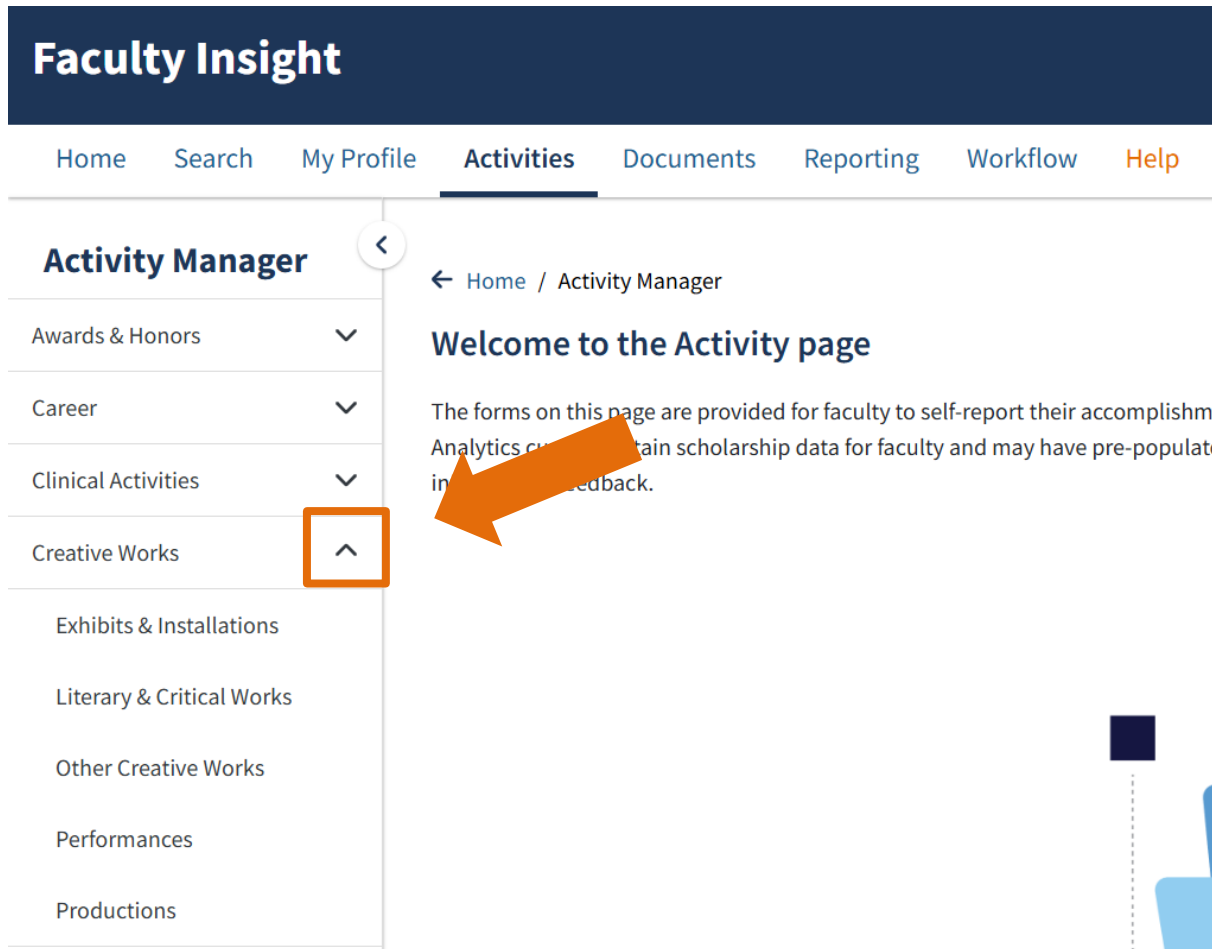
CREATIVE WORKS SECTION NAVIGATION:

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 > Creative Works

The screenshot displays the Faculty Insight web application interface. At the top, a dark blue header contains the text "Faculty Insight". Below this is a navigation bar with several menu items: "Home", "Search", "My Profile", "Activities", "Documents", "Reporting", "Workflow", and "Help". The "Activities" menu item is highlighted with an orange box, and an orange arrow points to it from the right. Below the navigation bar, the "Activity Manager" section is visible on the left side, featuring a list of categories with dropdown arrows: "Awards & Honors", "Career", "Clinical Activities", "Creative Works", "Scholarship", "Service", and "Teaching & Mentoring". The "Creative Works" category is highlighted with an orange box, and an orange arrow points to it from the right. The main content area on the right shows a breadcrumb trail "Home / Activity Manager" and a heading "Welcome to the Activity page". Below the heading, there is a paragraph of text: "The forms on this page are provided for faculty to self-report their accomplishments. In s Analytics curates certain scholarship data for faculty and may have pre-populated recor information/feedback." At the bottom right of the page, there are some decorative icons, including a dark blue square, a white square, and a blue and yellow shape.

MANAGING RECORDS IN THE CREATIVE WORKS SUBSECTIONS

3. **Use dropdown menu:** Subsections can be accessed using the arrow icon next to the ‘Creative Works’ 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 Creative Works section. See Navigation Guide for how-to steps that apply universally for all sections.

MANAGING RECORDS IN THE CREATIVE WORKS TAB – EXHIBITS & INSTALLATIONS

EXHIBITS AND INSTALLATIONS SUBSECTION

1. **Choose Exhibits & Installations subsection:** Use the expanded view of the **Creative Works** section.
2. **Fill in required information:** Create a record in the Exhibits & Installations subsection by completing fields provided.

The screenshot shows the 'Activity Manager' interface. On the left is a sidebar with a navigation menu. The 'Creative Works' section is expanded, and 'Exhibits & Installations' is selected. The main content area shows a breadcrumb trail: 'Home / Activity Manager / Exhibits & Installations'. Below the breadcrumb is a 'Create Record' button. The form contains the following fields:

- Start Date** (Required): Input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- End Date**: Input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- No release date**: A label with an orange arrow pointing to it.
- Title** (Required): Text input field.
- Primary Role**: Text input field.

3. **Organizational Information:** After you input the required details (such as dates, title, primary role, sponsor, location, and venue name), proceed to the **Work Status** dropdown menu.

4. **Complete Work Status Dropdown Menu:** Select the option that best describes the status of your exhibits and/or installation(s).

5. **Work Status Key Terms:** Refer to the following terms to see which ones best fit your entries.
- **In Progress:** The work is currently being developed, planned, or prepared but is not yet finalized or submitted.
 - **Submitted:** The work has been proposed or submitted for review, approval, or consideration, but no decision or outcome has been determined yet.
 - **Accepted/In Press:** The work has been approved, accepted, or is in the final stages of preparation for publication, presentation, or implementation.
 - **Published/Presented/Completed:** The work has been finalized, presented, published, or otherwise completed and made available to its intended audience or stakeholders.
 - **Rejected/Withdrawn:** You are not required to use this option, but it is available if you would like to. This status refers to work that was either declined during the review or approval process, or was voluntarily withdrawn from consideration by the creator.

6. **Complete Work Review Status Dropdown Menu:** Select the option that best describes the review status of your exhibits and/or installation(s).

The screenshot shows the 'Activity Manager' interface. On the left is a navigation menu with categories like Awards & Honors, Career, Clinical Activities, Creative Works, Exhibits & Installations (highlighted), Literary & Critical Works, Other Creative Works, Performances, and Productions. The main content area shows a breadcrumb trail: Home / Activity Manager / Exhibits & Installations. Below this is a text prompt: 'Add information to create record'. A dropdown menu titled 'Work Review Status' is open, listing the following options: Peer Reviewed/Editorially Reviewed, Refereed, Juried, Curated, Not Reviewed, and Unknown. An orange arrow points to the dropdown, and an orange box highlights the list of options.

7. **Work Review Status Key Terms:** Refer to the following terms to see which ones best fit your entries.
- **Peer Reviewed/Editorially Reviewed:** The work has undergone a formal evaluation by peers or editors with expertise in the field to ensure quality, accuracy, or relevance.
 - **Refereed:** The work was reviewed by one or more experts (referees) in the field as part of a formal decision-making process for approval, selection, or publication.
 - **Juried:** The work was evaluated by a panel or jury, often consisting of experts, to assess its merit for inclusion, recognition, or presentation.
 - **Curated:** The work was selected or organized by a curator or expert, often as part of an exhibit, collection, or showcase, based on its quality or relevance.
 - **Not Reviewed:** The work was either declined during the review or approval process, or it was voluntarily withdrawn from consideration by the creator.

NOTE: Work Status and Work Review Status are separate fields—**Work Status** tracks the progress of the work, while **Work Review Status** indicates how the work was evaluated.

8. **Scope/Impact Dropdown Menu:** Select the option that best describes the review status of your exhibits and/or installation(s).

The screenshot shows the 'Activity Manager' interface. On the left is a sidebar with categories: Awards & Honors, Career, Clinical Activities, Creative Works, Exhibits & Installations (highlighted), Literary & Critical Works, Other Creative Works, Performances, and Productions. The main content area shows a breadcrumb trail: Home / Activity Manager / Exhibits & Installations. Below this is a text input field with the placeholder 'Add information to create record'. An orange arrow points to a dropdown menu labeled 'Scope / Impact'. The dropdown menu is highlighted with an orange border and contains the following options: Online, International, National/Federal, Regional, State, Local, University, and Other.

9. **Scope/Impact Key Terms:** Refer to the following terms to see which ones best fit your entries.

- **Online:** Select this ONLY if the activity applies primarily to an online platform.
- **International:** Choose this for activities recognized or applicable across multiple countries.
- **National/Federal:** Use this for activities with nationwide recognition within the United States.
- **Regional:** Select this for activities relevant to a specific region or area.
- **Local:** Choose this for activities that apply within a city or community.
- **University:** Use this for activities issued by or specific to a university or academic institution.
- **Other:** Select this for activities that do not fall under the other categories.

10. **Complete Remaining Information:** Fill out the fields for **Artist in Residence Organization**, **URL/Link**, **Description**, and **Community-Engaged Activity**. Add any additional documents as needed.

Activity Manager

← Home / Activity Manager / Exhibits & Installations

Add information below to create record

Artist In Residence Organization(s)

URL / Link

NOTE: The **Artist In Residence Organization(s)** field is for identifying organizations, institutions, or programs where the individual has participated as an artist in residence. These residencies typically provide time, space, and resources for creative work, often in collaboration with the host organization.

Activity Manager

← Home / Activity Manager / Exhibits & Installations

Add information below to create record

Description

0/2000

Community-engaged activity?

NOTE: Select **Yes** if the work 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.

11. **Adding Collaborators:** If applicable, add the information of anyone you collaborated with for the work being recorded.

The screenshot displays the 'Activity Manager' interface. On the left is a sidebar with categories: Awards & Honors, Career, Clinical Activities, Creative Works, Exhibits & Installations (highlighted), Literary & Critical Works, Other Creative Works, Performances (indicated by an orange arrow), Productions, Scholarship, Service, and Teaching & Mentoring. The main content area shows a breadcrumb trail: Home / Activity Manager / Exhibits & Installations. Below this is the instruction 'Add information below to create record'. A modal window titled 'Add Collaborators' is open, containing the following fields: 'First Name' (Required) with 'Angelina', 'M.I.' with 'C', 'Last Name' (Required) with 'Maneval', 'Affiliation' (Enter at least 3 characters...) with 'University of Florida', 'Author Order' (empty), 'Role(s)' (0 Selected), and checkboxes for 'Student?' and 'Faculty at your institution?'.

12. **Continue** to the next subsection.

MANAGING RECORDS IN THE CREATIVE WORKS TAB – REST OF THE SUBSECTIONS

COMPLETING OTHER CREATIVE WORKS SUBSECTIONS

1. **Fill in required information:** The remaining subsections—**Literary & Critical Works, Other Creative Works, Performances, and Productions**—share the same fields as the **Exhibits & Installations** subsection. Refer to the earlier sections of this guide for detailed instructions and definitions of key terms applicable to all subsections.

The screenshot shows the Faculty Insight Activity Manager interface. On the left, a sidebar menu titled 'Activity Manager' lists various activity types: Awards & Honors, Career, Clinical Activities, Creative Works, Exhibits & Installations (highlighted with an orange box), Literary & Critical Works, Other Creative Works, Performances, and Productions. The main content area shows the 'Exhibits & Installations' form. It includes a breadcrumb trail: Home / Activity Manager / Exhibits & Installations. Below the breadcrumb, there is a text input field for 'Add information below to create record'. A 'Description' field is present with a character count of 0/2000. A dropdown menu for 'Community-engaged activity?' is shown with an orange arrow pointing to it. At the bottom, there is a link for 'Add Collaborators'.

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

FOR ADDITIONAL ASSISTANCE

Policies & General Questions

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Technical Issues

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