SERVICE

`TEACHING & MENTORING 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)
Courses Taught	No	Imported	UF
Graduate Committee Activities	No	Imported	GIMS
New Innovations Evaluation	No	Imported	N/A
Other Pedagogical Activities	Yes	Self-entered	N/A
Student Mentoring	No	Self-entered	N/A
Teaching Evaluation Pre-Gator Eval	No	Imported	N/A
Teaching Evaluation Question Summary	No	Imported	GatorEval
Teaching Evaluation Summary	No	Imported	GatorEval

DEFINITIONS

TEACHING & MENTORING KEY TERMS

Courses Taught: This source captures courses taught by the faculty member, including corresponding enrollment and credit hours.

Graduate Committee Activities: Records in this section reflect graduate committees on which the faculty member served as a chair or member. Each record includes the candidate's role, student, major, and completion date. For students who have not graduated, records will show no date.

New Innovations Evaluation: This section captures evaluation data from interns, residents, and students in medical education. Only faculty in the College of Medicine will have records in this section.

Other Pedagogical Activities: This section captures pedagogical activities such as course development, curriculum development, and converting courses into new delivery methods.

Student Mentoring: This section captures student mentoring outside of Graduate Committee Activities. Records in this section should include mentoring of undergraduate students or professional students.

Teaching Evaluation Pre-Gator Eval: This section captures teaching evaluations through the GatorRater system.

Teaching Evaluation Questions Summary: This section captures teaching evaluations question summary.

Teaching Evaluation Summary: This section captures teaching evaluations summary.

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

TEACHING & MENTORING 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 >Service

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

IMPORTED DATA- COURSES TAUGHT, GRADUATE COMMITTEE ACTIVITIES AND NEW INNOVATIONS EVALUATION

COURSES TAUGHT, GRADUATE COMMITTEE ACTIVITIES AND NEW INNOVATIONS EVALOTHER

COURSES TAUGHT, GRADUATE COMMITTEE ACTIVITIES AND NEW INNOVATIONS EVALUATION

1. **Imported Data:** The records in the subsections **Courses Taught, Graduate Committee Activities and New Innovations Evaluation** 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** on **Viewing and Managing Records** for more information on **Imported Data**)

MANAGING RECORDS IN THE TEACHING & MENTORING TAB – OTHER PEDAGOGICAL ACTIVITIES

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

OTHER PEDAGOGICAL SUBSECTION

1. **Choose Teaching & Mentoring subsection**: Use the expanded view of the **Other Pedagogical Activities** section.
2. **Fill in required information**: Create a record in the Other Pedagogical Activities subsection by completing fields provided.

3. **Student Level:** After you input the required details (such as dates), proceed to the **Student Level** dropdown to specify the level of your activities/tasks designed for student learning.

4. **Student Level Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **Other**: Select this for student level that does not fall under the other categories.
   - **Postgraduate**: a student who has already completed ~~the highest level of academic qualification (e.g., PhD, EdD, JD, and MD) and~~ an undergraduate degree~~ is pursuing ~~advanced education (e.g., master's or doctoral degree).~~ further training.
   - **Doctoral**: A student is pursuing the highest level of academic qualification (e.g., PhD, EdD, JD, and MD).
   - **Masters**: A student is student is pursuing a postgraduate degree (e.g., MA, and MBA).
   - **Undergraduate**: A student is student pursuing their first level of higher education (e.g., bachelor's degree).

5. **Type of Pedagogical Activity:** After you select the student level from dropdown, proceed to the **Type of Pedagogical Activity** dropdown to specify the type of activity.

6. **Type of Pedagogical Activity Key Terms:** Refer to the following terms to see which ones best fit your entries.
    - **Move Course Online/Remote**: The process of adapting an existing in-person course to an online or remote learning format.
    - **New Course Development**: The process of creating a new course from the ground up.
    - **Curriculum Development**: The design, review, and refinement of an academic program or set of courses within a specific discipline.
    - **Other**: Select activity that does not fall under the other categories.

7. **Role of Level Instruction:** After you select the type of pedagogical activity from dropdown, proceed to the **Role of Level Instruction** dropdown to specify your role of instruction.

8. **Role of Level Instruction Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **Course Coordinator**: Responsible for the administration and oversight of a specific course.
   - **Director:** Oversees a program, department, or specialized area of instruction within a university.
   - **Instructor**: An individual who is directly responsible for teaching and delivering course content to students.

9. **Complete Remaining Information:** Fill out the remaining fields, such as **Pedagogical Activity Title, and Description**), based on the details of your se. Attach any relevant documents if needed.

10. **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.

11. **Continue** to the next section.

MANAGING RECORDS IN THE TEACHING & MENTORING TAB-STUDENT MENTORING

STUDENT MENTORING SUBSECTION

1. **Choose Teaching & Mentoring subsection**: Use the expanded view of the **Student Mentoring** section.
2. **Fill in required information**: Create a record in the Student Mentoring 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.

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IMPORTED DATA- TEACHING EVALUATION PRE-GATOREVAL, TEACHING EVALUATION QUESTION SUMMARY AND TEACHING EVALUATION SUMMARY

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TEACHING EVALUATION PRE-GATOREVAL, TEACHING EVALUATION QUESTION SUMMARY AND TEACHING EVALUATION SUMMARY

1. **Imported Data:** The records in the subsections **Teaching Evaluation Pre-GatorEval, Teaching Evaluation Question Summary and Teaching Evaluation Summary** 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** on **Viewing and Managing Records** for more information on **Imported Data**)

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

FOR ADDITIONAL ASSISTANCE

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