

## 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: [\[LINK TO FEA DICT\]](#)

## ACCESSING TEACHING & MENTORING SECTION

### 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

**Faculty Insight**

Home Search **Activities** Reporting Admin Customization Workflow Help

**Activity Manager**

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Teaching & Mentoring**

← Home / Activity Manager

### Welcome to the Activity page

The forms on this page are provided for faculty to self-report their accomplishments. In some cases, y faculty and may have pre-populated records for you. Thank you for taking the time to review your dat

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

Teaching & Mentoring

- Courses Taught
- Graduate Committee Activities
- New Innovations Evaluation
- Other Pedagogical Activities
- Student Mentoring
- Teaching Evaluation Pre-GatorEval
- Teaching Evaluation Question Summary
- Teaching Evaluation Summary

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

### 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.

The screenshot shows the 'Faculty Insight' interface. The top navigation bar includes Home, Search, Activities, Reporting, Admin, Customization, Workflow, and Help. The 'Activities' tab is selected. On the left, the 'Activity Manager' sidebar lists various activity categories: Awards & Honors, Career, Clinical Activities, Creative Works, Scholarship, Service, Teaching & Mentoring, Courses Taught, Graduate Committee Activities, New Innovations Evaluation, and Other Pedagogical Activities. An orange arrow points to the 'Other Pedagogical Activities' option. The main content area shows a breadcrumb trail: Home / Activity Manager / Other Pedagogical Activities. Below this is a form titled 'Add information below to create record' with fields for 'Start Date' (Required, mm/dd/yyyy), 'End Date' (mm/dd/yyyy), an 'Ongoing' checkbox, a 'Pedagogical Activity Title' text field, and a 'Description' text area (0 / 2000 characters).

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.

**Faculty Insight**

Home Search **Activities** Reporting Admin Customization Workflow Help

**Activity Manager**

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Teaching & Mentoring
- Courses Taught
- Graduate Committee Activities
- New Innovations Evaluation
- Other Pedagogical Activities**

← Home / Activity Manager / Other Pedagogical Activities

Add information below to create record Create Record

**Description**

0 / 2000

**Student Level**

- Other
- Postgraduate
- Doctoral
- Masters
- Undergraduate

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).

- 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.

**Faculty Insight**

Home Search **Activities** Reporting Admin Customization Workflow Help

**Activity Manager**

- Awards & Honors
- Career
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- Service
- Teaching & Mentoring
- Courses Taught
- Graduate Committee Activities
- New Innovations Evaluation
- Other Pedagogical Activities**

← Home / Activity Manager / Other Pedagogical Activities

Add information below to create record

**Description**

0 / 2000

**Student Level**

**Type of Pedagogical Activity**

- 
- Move Course Online/Remote
- New Course Development
- Curriculum Development
- Other

- 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.

# Faculty Insight

Home Search **Activities** Reporting Admin Customization Workflow Help

## Activity Manager

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Teaching & Mentoring
- Courses Taught
- Graduate Committee Activities
- New Innovations Evaluation
- Other Pedagogical Activities**
- Student Mentoring
- Teaching Evaluation Pre-GatorEval

← Home / Activity Manager / Other Pedagogical Activities

Add information below to create record

**Description**

0 / 2000

**Student Level**

**Type of Pedagogical Activity**

**Role of Level Instruction**

- Course Coordinator
- Director
- Instructor



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.

**Faculty Insight**

Home Search **Activities** Reporting Admin Customization Workflow Help

**Activity Manager**

- Awards & Honors
- Career
- Clinical Activities
- Creative Works
- Scholarship
- Service
- Teaching & Mentoring
- Courses Taught
- Graduate Committee Activities
- New Innovations Evaluation
- Other Pedagogical Activities
- Student Mentoring**

← Home / Activity Manager / Student Mentoring

Add information below to create record **Create Record**

**Start Date** Required  
mm/dd/yyyy

**End Date**  
mm/dd/yyyy

**Ongoing**

**Mentoring Activity Title** Required

**Student First Name** Required **M.I.** **Student Last Name** Required

**Student Institution** Enter at least 3 characters...

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.

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

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

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  - Search, filter, and view records.
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  - 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

#### **Policies & General Questions**

Office of the Provost | Academic and Faculty Affairs

[UF-FEA@ufl.edu](mailto:UF-FEA@ufl.edu)

#### **Technical Issues**

Academic Analytics

[facultyinsightproductquality@academicanalytics.com](mailto:facultyinsightproductquality@academicanalytics.com)