

LYTERATI TRAINING GUIDE FOR FACULTY MEMBERS

NOTE: This document is for use by GW Faculty and Academic Administrators only.

**Information in this document is proprietary and confidential.
Distribution of this document is prohibited.**

1. Lyterati Links

Go to one of these links to access Lyterati:

<http://www.gwu.edu/faculty-staff>

<http://provost.gwu.edu/forms>

<http://www.gwu.edu/az-index>

2. Log into Lyterati

Enter your login ID (your NetID) and password and then click Login.

Lyterati User Login

Username

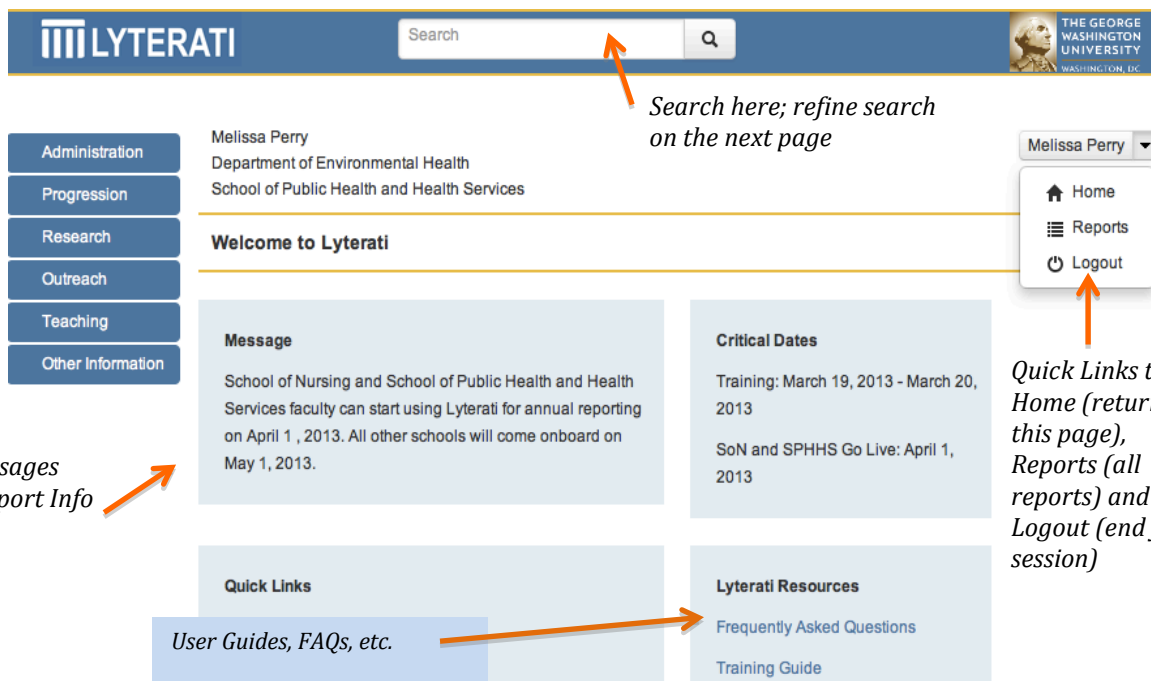
Password

Login



1. Username is your NetID, which is the text to the left of the @ sign in your GW email address.
2. If you have not claimed your NetID you will not be able to log in.
3. You will get an error message if Javascript is not turned on in your browser. Follow the instructions in the Lyterati FAQs document to turn on scripting in your browser. This document is available on the login page.

3. Understand the Home Page (also called the Landing Page)



LYTERATI Search

Melissa Perry
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School of Public Health and Health Services

Welcome to Lyterati

Message
School of Nursing and School of Public Health and Health Services faculty can start using Lyterati for annual reporting on April 1, 2013. All other schools will come onboard on May 1, 2013.

Critical Dates
Training: March 19, 2013 - March 20, 2013
SoN and SPHHS Go Live: April 1, 2013

Quick Links
User Guides, FAQs, etc.

Lyterati Resources
Frequently Asked Questions
Training Guide

Primary Menu (Administration, Progression, Research, Outreach, Teaching, Other Information)

Messages Support Info (Message box)

Search here; refine search on the next page (Search bar)

Quick Links to Home (return to this page), Reports (all reports) and Logout (end your session) (User menu)

4. Completing your Annual Review: “5 Tips”

Follow these tips to complete your Annual Review.

1. Review the Faculty Training Guide (this document)

This document lays out how to do your annual review in a step-by-step manner. Many faculty have used this and submitted annual reviews without needing further assistance. The most recent version of this document is located on the first page after you log into Lyterati. Go to this URL to access Lyterati: <http://provost.gwu.edu/forms>

2. Attach Your Best CV to the Annual Review

Run the CV report in Lyterati **only** to understand where your original CV's content ended up in Lyterati. Use the Lyterati CV to edit your contributions as and when you have time. Do not submit this CV to your Department Head or your Dean. When you do your Annual Report, use the "Manage Documents" feature to upload the copy of your CV that you wish for your Department Head and Dean to see (if you are required to do so).

3. Focus only on 2012-2013 Contributions

It is not essential to clean up all of your historical contributions in Lyterati right now. Focus on cleaning up and adding only the contributions that need to be in your 2012-2013 annual report. Use the appendix in the Faculty Training Guide to understand how to record contributions.

4. Don't forget to "Refresh" the Data in your Annual Review

Lyterati takes a snapshot of your contributions when you create your annual review. If you change your contributions after you have created your annual review (like adding a new article or editing an article), simply click on the "Refresh" link right below the related blue box in the annual review. This will fetch a fresh snapshot.

5. Set Annual Review Time Attributes Correctly

When you create your Annual Review, use this date range:

- Start Date of June 1 2012 and End Date of May 31 2013. There are no exceptions to this rule.

For the contributions that you wish to include in your 2012-2013 annual review, make sure that the Contribution Year/Month or Start Year/Month and End Year/Month in these contributions fall into the above date range. If there is a mismatch, the contribution will not be picked up in the Annual Review.

BEFORE YOU START YOUR ANNUAL REVIEW: Use the tables in Section 9 to ensure that you have added all your contributions under the appropriate headings. Steps to add a new article are shown below. Adding other types of contributions is similar in nature.

4. Research Contributions

Add an Article

You will see all your articles from your CV listed on the Research | Articles page. Add new articles by clicking on the link under the Articles label on top of the page. That will take you to the Article Detail Page.

Article List Page

Articles

[Add New Article](#)
 Change Article Type To
 Move Article To

Title	Article Name	Authors	Article Type	Contribution Year	Contribution Month	
<input type="checkbox"/> Managing waste from confined animal feeding operations in the United States: The need for sanitary reform	Journal of Water and Health	Graham, J.P., Nachman, K.E	Refereed Article	2010	-	Edit Delete

If you do not see all your articles on this list page, check other headings such as conferences.

Article Detail Page

Article

Title*

Article Name*

Authors

Article Type

Contribution Year*

Contribution Month

Additional Details

URL

Comments

Information in Additional Details appears on your CV. Enter citation details such as volume, no, qtr, pages here.

Information in Comments does not appear in your CV. Record notes about this contribution that you wish to track.

Information from your CV was copied and pasted here. Going forward, add new articles on this page.

Run the CV report (see Section 8) to review your Lyterati CV and edit your 2012-13 data as you need to.

Step-by-step instructions for adding a new article:

- a. **Note:** that only a few fields in Articles are required – these appear with asterisk next to the label. Consult Section 10 to understand what the “name” field represents for each heading. Publication attributes such as year, volume, number, quarter, and pages are *not* in the set of required fields. Simply enter these publication attributes in Additional Details.
- b. **If you record your citations in a Word document:** Copy the citation from the Word document. Paste into the Additional Details box on the Article Detail page and follow instructions in d below.
- c. **If you do not record your citations in Word:** Enter data in the required fields and the remaining data in the Additional Details box. Or enter the citation in the Additional Details box and follow the instruction in d below. Required fields are marked with an asterisk.
- d. **Drag and drop required fields from Additional Details:** Select the Title and drop it in the Title box, select the Authors and drop it into the Authors box, select the Journal name and drop it in the Publication Name box. Be sure to review the Additional Details box after you complete dragging and drop extra punctuations like commas. Dragging and dropping is shown below.

Article

Title*

Article Name*

Authors

Article Type

Contribution Year*

Contribution Month

Additional Details

1. Highlight

2. Drag and Drop

- e. **Select Contribution Year/Contribution Month:** The Contribution Year and Contribution Month are the year (required) and month (optional) in which this contribution should count for annual reporting purposes. For example, an article may have gone through a timeline similar to the one below; two options for recording this citation in Lyterati are shown in the tables that follow. Consult the tables in Section 9 for details on how to set contribution year and months for both point in time and range contributions

Follow your department/college norms regarding the annual report period in which this contribution should be counted.

Sample timeline for an article: Submitted in Aug 2011 -> accepted in Mar 2012 -> published in Apr 2013

Option 1: If your department’s policy is to count a contribution when it is “accepted”, follow the steps below:

Event	Action	Contribution Year/Contribution Month	Additional Details
Submitted in Aug 2011	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record.
Accepted in Mar 2012	Move to Work in Progress to “Articles”	2012/March	Enter “Accepted” in Additional Details
Published in Apr 2013	Update existing article	Do not change contribution year/mo	Update additional details with publication date (March 2012 in this case) plus vol, no, page information as applicable.

Option 2: If your department’s policy is to count a contribution when it is “published”, follow the steps below:

Event	Action	Contribution Year/Contribution Month	Additional Details
Submitted in Aug 2011	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record.
Accepted in Mar 2012	Update existing “Work in Progress”	Do not change	Enter “Accepted” in Additional Details
Published in Apr 2013	Move Work in Progress to Articles	2013/April	Enter publication date (March 2012 in this case) plus vol, no, page information as applicable.

- f. **Select Article Type:** Select the appropriate article type from the list.
g. **Enter Comments, URL:** Add comments and URL information if necessary
h. **Save the Contribution:** Scroll down to the bottom and click save to record the new contribution.

Change Article Type or Move to Another Heading

a. **Change:** Click the box to the left of the article for which you wish to change the article type. Scroll to the top of the page and select a new value from the drop-down box to the right of the “Change Article To” link. Select the new heading and hit enter.



The screenshot shows the 'Articles' section of the Lyterati interface. At the top, there are two links: 'Add New Article' and 'Change Article Type To'. The 'Change Article Type To' link is circled in red. Below the links is a table with columns for 'Title' and 'Article Name'. The first row in the table has a checkbox checked and a title: 'Managing waste from confined animal feeding operations in the United States: The need for sanitary reform'. This row is also circled in red. To the right of the table, a dropdown menu is open, showing various article types: 'Refereed Article' (selected with a checkmark), 'Essay', 'Monograph', 'Non-Refereed Article', 'Report', 'Review', 'Critique', 'Other', 'Invited Article', 'Policy Brief', and 'Whitepaper'. A red arrow points from the 'Change Article Type To' link to the dropdown menu.

b. **Move:** After you select the contribution you want to move, scroll to the top of the page and select a new value from the drop-down box to the right of the “Move Article To” link. Select the new heading and hit enter.

5. Teaching Contributions

Advising, Instructional Innovation, and Research Supervision, Courses Taught (SIS)

a. **Add a Contribution:** These headings work in a similar manner. Click on the heading (Teaching | Research Supervision, for example).

b. **Enter required fields:**

- For Advising: Enter/select Start Term, Degree Type, and Number of Students.
- For Instructional Innovation: Enter/select Activity Name, Contribution Type, and Start Year
- For Research Supervision: Add Student Name, Start Term, Degree Type
- For Courses Taught (SIS): Lyterati automatically imports data from Banner.

Teaching questions in the annual report, require the following:

- If a course is new, mark it with an asterisk in the Course ID field
- Enter the summary student evaluation score and
- Enter information on the number of respondents and narrative description of the evaluation score in the Additional Details box

c. **Save record:** Scroll to the bottom and click Save.

Tracking Teaching Evaluations

a. Edit a row in the Courses Taught (SIS) heading

Click on Teaching | Courses Taught (SIS) | Edit. You cannot add any data in the Courses Taught (SIS) heading. This data comes from Banner. You can edit the row with information on evaluation scores. Follow the instructions in the red boxes below to record information that will be shown in your annual report.

Course Taught (SIS)

Course ID*	GW_6128*	Enter asterisk next to the course ID to indicate a newly designed course
Subject ID*	GW_PUBH	
Course Title*	Global Envrnmntl & Occpnl Hlth	
Start Term*	Fall 2012	
Credit Hours	2	
Enrollment	15	
Summary Evaluation Score	3.5	Enter summary evaluation score here
Additional Details	12 respondent. Evaluation score is consistent with my previous performance in this course.	
	In Additional Details, enter information on number of respondents for evaluation and narrative comments	

*** Note: If your department or school does not provide you with a summary evaluation score then leave this field blank. If your department or school provides you with a document containing evaluation metrics, upload/attach the document to your annual review.

b. Enter required fields

Required fields will be pulled from Banner

c. Save record

Scroll to the bottom and click Save.

6. Outreach Contributions

Add/Edit Outreach Contribution


Follow the steps shown for adding an article to add an outreach contribution.

While most Research contributions tend to be “point in time”, several Outreach headings can be “range” contributions such as Professional Membership or Editorial Boards – these activities can go on over months and years. Consult the tables in Section 9 for details on how to set contribution year and months for both point in time and range contributions.

Note: Question O1 in the Annual Report asks for national and international service activities. All Outreach contributions are considered national. To designate a contribution as international, enter “International” in the Tag field as shown below.

Presentation

Title*	<input type="text" value="Invited Speaker"/>
Name*	<input type="text" value="Public Health Institute Annual Conference"/>
Collaborators	<input type="text" value="John Doe"/>
Presentation Type	<input type="text" value="Professional Organizations"/>
Contribution Year*	<input type="text" value="2012"/>
Contribution Month	<input type="text" value=""/>
Additional Details	<input type="text"/>
URL	<input type="text"/>
Comments	<input type="text"/>
Tags	<input type="text" value="International"/>



Understanding End Year of 1900

In some instances, Lyterati's parsing process could not discern an end date for such a contribution in your CV. In these cases, we put an end year of 1900 preventing the range contribution from being picked up in your 2012-13 annual review. If you want to include the contribution in your 2012-13 annual review, please set the 1900 date to dashes (if the contribution has not ended) or to the actual end year.

7. Annual Review Process for Faculty

Create a New Annual Report (Faculty only)

BEFORE YOU START: Use the tables in Section 9 to ensure that you have added all your contributions under the appropriate headings.

- Click on Progression | Annual Reviews | Add New Annual Review. Make sure you are on your own record.
- You will get a page called the Annual Review page.
- Select the start and end dates of the current annual review period. GW has two different annual review periods: one for the health-related schools and one for the rest of the schools. Select the appropriate period for your School.
- Then click Create. The application will pop-up a box to remind you to select the correct time period. Review Status is set after you click Create. You will see the Annual Report questions on the bottom half of the page.


Annual Review

Review Period: 2012-2013

Start Date*: 1 May 2010

End Date*: 30 April 2013

Review Status: Faculty Review Initiated

Auto Save 

Annual Review

Research

A. Publications

- i. Articles Categorized by Publication Type
- ii. Conferences
- iii. Books
- iv. Book Chapters
- v. Scholarly Editorship
- vi. Work in Progress
- vii. Creative Works and Patents

Publication:

1. Bulusu, K. V., Garris, C. A., The Influence of Shear Layer Turbulence on Stationary Pseudoblades in S

Conference:

1. Wang, J., Liang, C., Garris, C. A., Two-Dimensional Discontinuous Galerkin Simulations of Crypto-Ste

Engineering Congress and Exhibition; Denver, CO, paper number, IMECE2011-65818, Nov. 11-17, 20

Note there are two scroll bars on this page: one inside the Annual Review box to help you scroll through the questions and one outside the box to scroll up and down the page.

Annual Review Questions

Answers in shaded boxes are "pulled" from Lyterati contributions

Understanding Automatic Lists & the Refresh Link

The Annual Report is a combination of lists pulled automatically from your contribution headings and narrative responses. You cannot edit the lists that are in blue shaded boxes. To add another contribution to a blue box or to edit the content of a blue box, go to the appropriate heading and change the content there.

When the annual report is created, Lyterati creates a snapshot of the automatic lists. If you change the content of a blue box AFTER you have started the annual review, you have to “refresh” the content by clicking on the Refresh link below the blue box.



Answer research, teaching, outreach, leadership, and other questions

Start with Research, question R1 and scroll down, reviewing and answering each question. If an answer box is not shaded, then you can provide a free-text response. Your responses will save automatically. You can save and exit at any time. To continue editing, click on Progression | Annual Reviews | and then edit the annual review that is already in progress.

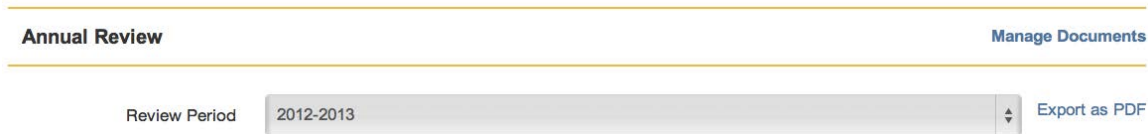
Note: The next version of Lyterati will allow formatting of answers with bullets, italics, and bolding. The current version does not support this feature.

Answer Financial Interest Disclosure Questions

The Financial Interest Disclosure questions are after “Other”. Carefully read the definitions and answer the questions regarding conflict of interest.

Attach Documents (if needed)

On the header of the Annual Review there is a Manage Documents link. Click on this to attach documents to your annual review. Examples of documents you can wish to attach are your CV and Teaching Evaluation documents.



Annual Review Manage Documents

Review Period: 2012-2013 Export as PDF

On the Manage Documents page, browse for the file you want to upload by clicking on "Choose File" and then click on the upload button. You can upload more than one document.



Annual Reviews Documents

Review Period	Review Status
2012-2013	Faculty Review Initiated

Choose File no file selected Upload

Document

Review your answers

Click on Export to PDF on the top right to view all answers.



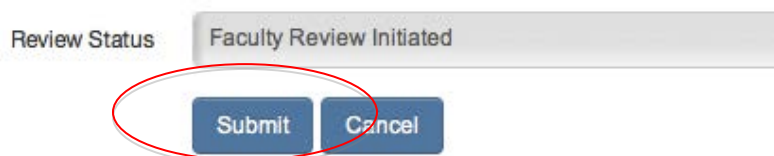
Candice Chen

your

Submit your Annual Review

When you are satisfied with your responses, click on Submit on the top of the page to send the annual review electronically to your supervisor.

Export as PDF



Review Status: Faculty Review Initiated

Submit Cancel

After you submit the annual report, the status will change to “Faculty Review Completed”.

When you submit, you will be asked to verify that you are authorized to submit this annual report. This acknowledgement serves as an electronic signature, as shown on the right.

Confirm Annual Review

Clicking OK will lock this annual report from further edits. Contact your supervisor to unlock it.

It is a violation of university policy to submit this annual report if you are not the authorized user. By clicking OK you are acknowledging that you are **Jay Graham** and that you are authorized to submit this annual report. Clicking OK will serve as the electronic signature for your faculty annual report.

Notes:

- **Once you submit, your annual review will be locked from further edits. In case you prematurely submit an annual report to your supervisor, your supervisor can “release” the annual review by changing the annual review status to an earlier status.**
- **After you meet with your Supervisor, edit the Annual Review and complete the Faculty Acceptance questions.**

Faculty Acceptance

After your submission, your supervisors (Department Head, Dean as applicable) will review and comment on your annual report. Then your Department Head will meet with you. After that, you will come back to your Annual Report and answer the Faculty Acceptance questions. Answer these questions and submit again to “close” your annual report.

Annual Review

Review Period: 2012-2013

Start Date: 1 May 2012

End Date: 30 April 2013

Review Status: Dean Review Completed

Auto Save

Faculty Acceptance

A. I acknowledge that I have read the comments on my annual report and understand that, if I choose, I may provide additional comments.

Save

B. Additional comments

8. CV Report

Click on Reports in the menu next to your name on the top right of the Home Page and then click on “View” next to the CV Report

Select output type – single page HTML, PDF, or Rich-Text Format (RTF) – these are the most common formats. Future versions of Lyterati will support different CV formats. RTF CVs can be opened in Microsoft Word.



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Appointments

Academic Appointments
Professor
, Department of Mechanical & Aerospace Engineering
1984-Present

Associate Professor
, Department of Civil & Environmental Engineering
1978-84

Administrative Appointments
Interim Department Chairman
, Department of Mechanical & Aerospace Engineering
2003-2004

Education
MBA , The George Washington University , Twenty-Four credits toward MBA, 1986-88
Ph.D. , in Mechanical Engineering , State University of New York at Stony Brook , 1971
M. S. , in Mechanical Engineering , State University of New York at Stony Brook , 1968
B.Engr. , in Marine , State University of New York, Maritime College , 1965

Work Experience
Expert , (Other)Division of Chemical, Bioengineering, Environmental, and Transport Systems (CBET), Engineering Directorate, National Science
Program Director (Interfacial, Transport, and Thermodynamics) , (Part Time)Division of Chemical and Thermal Systems, National Science

Lyterati's CV parsing process may have mis-categorized content due to the wide variations in CV formats. To fix these mis-categorizations, go to the appropriate heading and edit/move the content, as you need to.

For the 2012-2013 Annual Review, focus only on the contributions for these years and fix any related mis-categorizations.

9. Point-in-time vs. Range Contributions

Use this matrix to understand how the Lyterati annual review process selects a “point-in-time” contribution for the annual report. Point in time contributions are journal articles, conference contributions, patents, etc.

Contribution Year	Contribution Month	Selection for Annual Report
2012	08	Will pick up this contribution only if 2012/August falls in the range of the selected annual review period
2012	No month	Will pick up if 2012 falls in the year range of the annual review period
No Year	No Month	This occurs only for contributions loaded from your CV for which no year or month were recorded in the CV. These contributions will NOT be picked up for ANY annual reviews. If you want them to be selected, set appropriate values for these fields and save the contribution.

Use this matrix to understand how the Lyterati annual review process selects a “range” contribution for the annual report. Range contributions are those that occur over a period of time such as professional membership or editorial board participation. Start Term and End Term works in a similar manner with Lyterati translating the terms to their corresponding start and end dates.

Start Year	Start Month	End Year	End Month	Selection for Annual Report
2012	08	2013	03	Will pick up this contribution only if this range intersects with the selected annual review range.
2012	No month	2012	No month	Will pick up if 2012 falls in the year range of the annual review period
2012	08	No Year	No Month	This is an “ongoing” contribution that started in 2012/August. If the Annual Review range contains 2012/August, this contribution will be selected.
No Year	No Month	2013	02	This will be picked up if 2013/Feb is in the annual review range.
No Year	No Month	No Year	No Month	This occurs only with contributions loaded from your CV for which there were no years and months. These contributions will not be selected until you edit and add the appropriate beginning or ending dates.

Description of Administration Headings

Heading	Content	Initial Source	Time Dimension
Demographic	Full name, college, and department affiliations	Banner, not editable	N/A
Contacts	Home and work contact information	Your CV	N/A
Academic Appointments	Chronological history of your academic appointments at GW	Your CV, confirmed against most current academic appointment in Banner	Range – Start Term and End Term
Administrative Appointments	Chronological history of your administrative appointments at GW	Your CV	Range – Start Term and End Term
Special Appointments	Chronological history of your joint and honorific appointments at GW	Your CV	Range – Start Term and End Term
Education	Chronological history of your degrees	Your CV	Range – Start Term and End Term
Training	Any training courses you have taken prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Certifications	Any certifications you have received prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Work Experience	Your employment history prior to coming to GW or concurrent external appointments	Your CV	Range – Start Year/Month and End Year/Month or Start Term and End Term

Description of Research Headings

Heading	Content	Initial Source	Associated Contribution Types	Time Dimension
Articles	Publications in journals – both refereed and non-refereed, monographs, essays, reviews, etc.	Your CV	Refereed Article, Essay, Monograph, Non-Refereed Article, Report, Review, Critique, Other	Point in time – Year and Month
Conferences	Conference presentations and papers	Your CV	Panel, Poster, Presentation, Proceeding, Refereed Conference Proceeding, Other	Point in time – Year and Month
Books	Book publications	Your CV	Fiction, Non-Fiction, Academic, Case Study, Textbook, Reference Book, Manual, Play, Short Story, Biography, Other	Point in time – Year and Month
Book Chapters	Chapters published in books	Your CV	Book, Collection, Encyclopedia, Series, Research Paper, Other	Point in time – Year and Month
Scholarly Editorship	Editing of books, series, anthologies; not editorship of journals (that is in Service)	Your CV	Book, Collection, Series, Research Paper, Other	Point in time – Year and Month
Work in Progress	All research currently in progress	Your CV	Book, Chapter, Conference Paper, Essays, Journal Articles, Monographs, Reports, Reviews, Other	Point in time – Year and Month
Grants	All grant information – pre-award/proposal and awarded	Your CV	Federal, Commercial, State and Local, PHS, Institutional, Other	Point in time – Year and Month
Patents	Patents applied for and granted	Your CV	Design, Device, Music, Software, Theatre, Drug	Point in time – Year and Month
Creative Works	Plays, music, software, devices etc.	Your CV	Design, Device, Music, Software, Theatre, Drug	Point in time – Year and Month

Description of Teaching Headings

Heading	Content	Initial Source	Time Dimension
Advising	Count of students by degree type	None	Point in Time - Start Term
Courses Taught (CV)	As you want courses taught to appear in your CV	Your CV	None
Teaching Innovation	New methodologies that you have developed related to teaching	Your CV	Point in Time = Start Year and Month
Research Supervision	Students you have advised along with their placement information	Your CV	Range - Start Term and End Term
Courses Taught (SIS)	Information from Banner	Banner	N/A

Description of Outreach Headings

Heading	Content	Initial Source	Contribution Type	Time Dimension
Award/Honors	Awards and Honors within and outside the university	Your CV	Research, Conference Service, Editorial Service, Government, Outreach, Teaching, NAS, ACLS, Carnegie, etc.	Point in Time – Year and Month
Editorial Boards and Reviews	Journal editorship and service on review panels	Your CV	Academic, Other	Range – Start Year/Month and End Year/Month
Committees	Committee participation within and outside the university	Your CV	Department, College, University, External, Conference, Expert Panel, Professional Organization	Range – Start Year/Month and End Year/Month
Professional Memberships	Membership in professional organizations	Your CV	Academic, Government, Honor Society, NGO, Professional, Other	Range – Start Year/Month and End Year/Month
Media Contributions	Media appearances	Your CV	Internet, Radio, TV, Digital Media, Print Media	Point in Time – Year/Month
Presentations	Presentations to other organizations	Your CV	Academic, Government, Honor Society, NGO, Professional, Other	Point in Time – Year/Month
Consulting Engagements	Consulting projects	Your CV	Executive Education, Board Service, Design Report, Export Advice, Research, Software Service, Corporate Ownership	Point in Time – Year/Month

10. Understanding the “Name” Field in Each Heading

Heading	What Name Means
Articles	The name of the publication where article was published
Conferences	Name of conference
Scholarly Editorship	Name of Book, Series, Collection, Anthology
Award/Honor	Name of the organization that bestowed the award/honor
Editorial Board/Review	Name of the Journal or Panel
Committees	Name of committee
Media Contribution	Name of media outlet, organization
Presentations	Name of organization where presentation/keynote address was made
Consulting Engagement	Name of client organization
Other Outreach	Name of organization