LYTERATI TRAINING GUIDE FOR ACADEMIC ADMINISTRATORS
(DEPARTMENT HEADS AND DEANS)

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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.
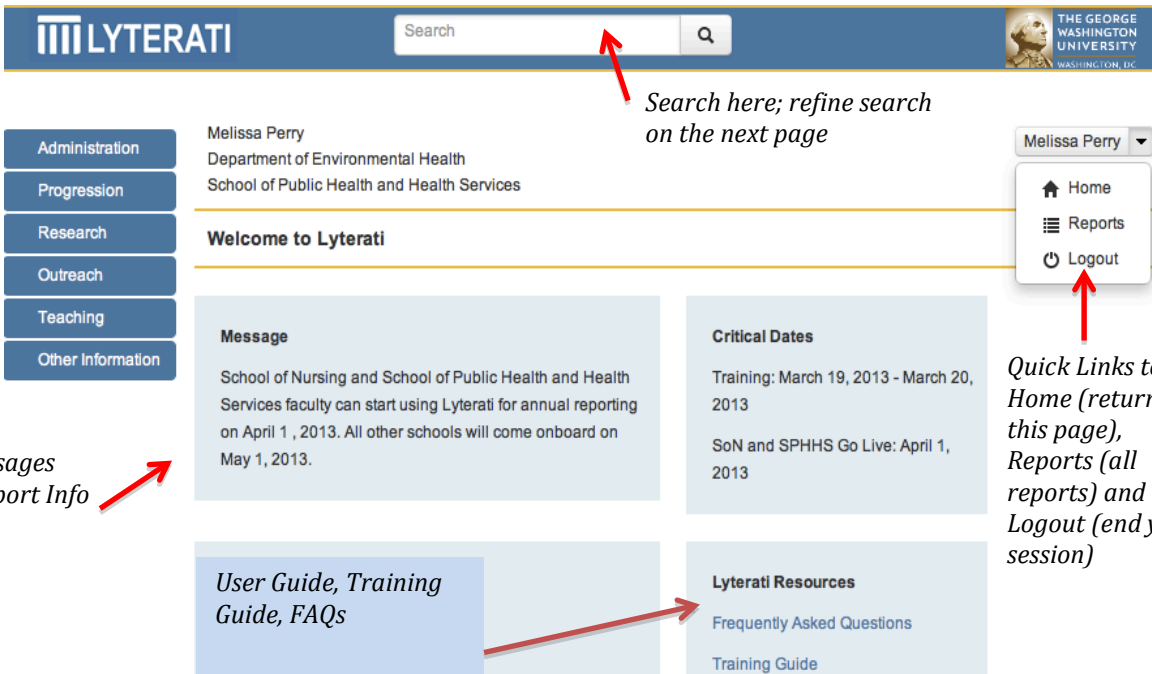
Lyterati User Login

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)

Search here; refine search on the next page

Primary Menu

Administration
Progression
Research
Outreach
Teaching
Other Information

Melissa Perry
Department of Environmental Health
School of Public Health and Health Services

Welcome to Lyterati

Melissa Perry ▾
🏠 Home
☰ Reports
⏻ Logout

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

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.

Messages Support Info

Critical Dates

Training: March 19, 2013 - March 20, 2013

SoN and SPHHS Go Live: April 1, 2013

User Guide, Training Guide, FAQs

Lyterati Resources

Frequently Asked Questions

Training Guide

4. Supervisory Comments on Faculty Annual Reports

a. Understand Faculty Process

BEFORE YOU START COMMENTING ON YOUR FACULTY'S ANNUAL REPORTS, UNDERSTAND HOW FACULTY HAVE ENTERED THEIR CONTRIBUTIONS:

- Faculty used the tables in section 9 and 10 in the Lyterati Faculty Training Guide to add contributions
- Faculty were asked to follow departmental guidelines on which annual review period to associate a contribution with
- If you see errors in the way contributions were recorded, please work with your faculty to rectify the errors

The suggestions below were provided to your faculty depending on departmental policy:

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:

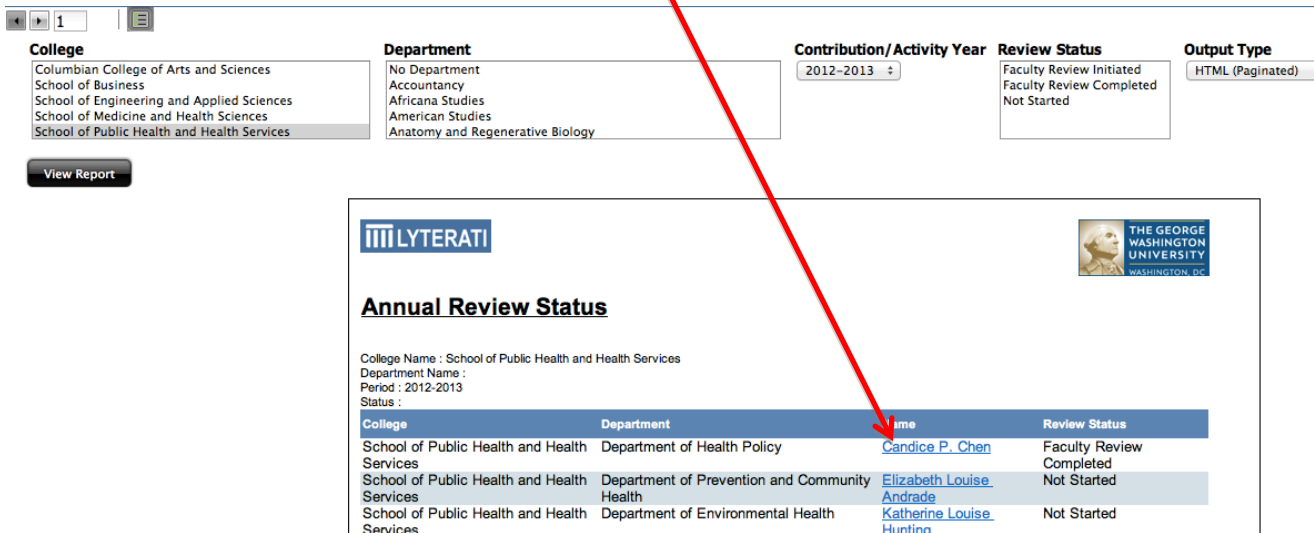| Event	Action	Contribution Year/Contribution Month	Additional Details
Submitted in Aug 2011	Add to "Work in Progress"	2011/August	Enter "Submitted" in Additional Details along with other information you may want to record.
Accepted in Mar 2012	Update existing "Work in Progress"	Do not change	Enter "Accepted" 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.

b. Find your Faculty Member's Annual Report

Click on Reports on the top right, in the menu next to your name and then click on the Annual Review Status Report from the list of reports
- Select your college and department
- Select annual review period 2012-2013
- Click on the status you wish to review (see table below)
- Click "View Report". This report shows *only* the faculty who you supervise.

Who you are	What you want to do	Status Selection
Department Head	See reports that have been submitted by faculty	Select Faculty Review Completed
	See all reports for faculty in your department	Do not select status
Deans	See only reports where department head has submitted their comments	Select Department Head Review Completed
	See all reports for faculty in your department	Do not select status

Lyterati will now show you a list of faculty matching your college, department, year, and status selections. Click on the faculty member's name to go to their report

This will take you to the faculty's annual review page. Click on Edit. Lyterati will show you the following page.

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c. "Releasing" an Annual Report

If you are a department head, your faculty may ask you to "release" an annual report because they submitted their report prematurely.

If you are a Dean, a department head may ask you to "release" and annual report because they submitted their report prematurely.

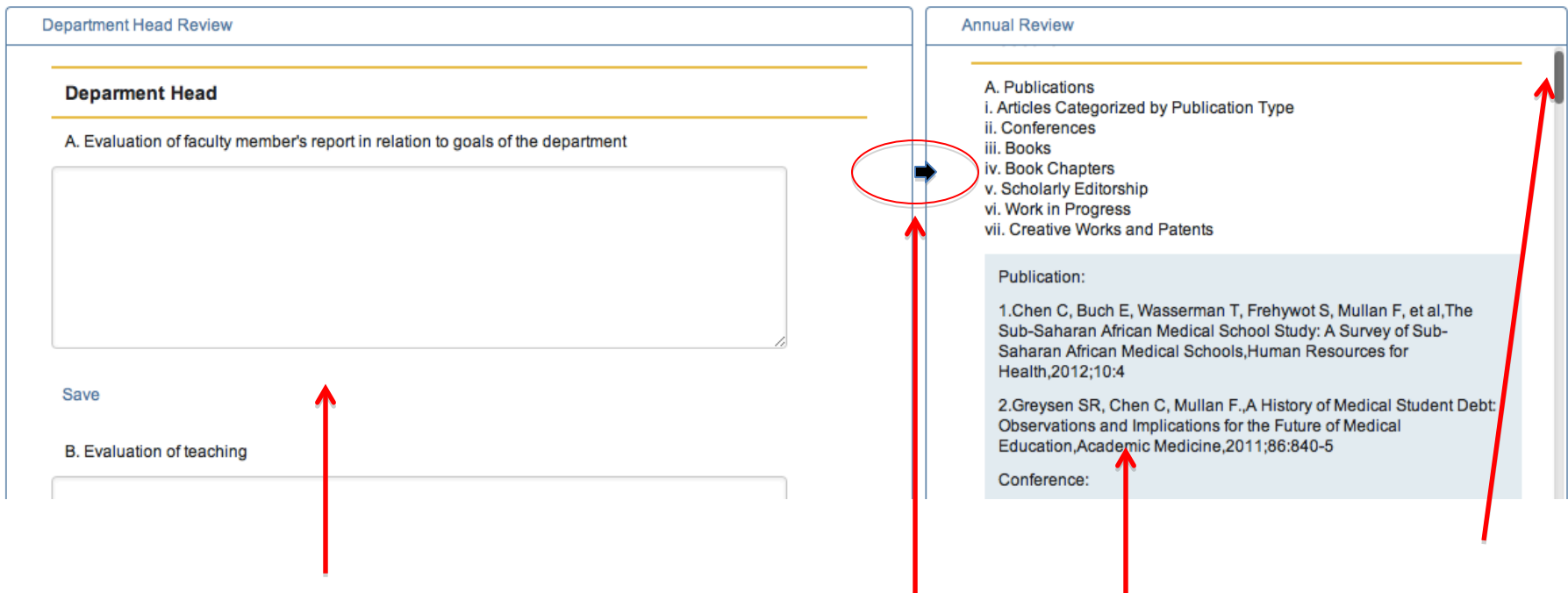In either case, here are the steps to release a report.

Find the annual report that needs to be released by following the steps in "b" above. Click on Edit to edit the annual report.

Then click on the Annual Report Status drop down and set the status to an earlier status:
- If you are a department head releasing a report to a faculty member, set the status to "Faculty Review Initiated"
- If you are a Dean releasing a report to a department head, set the status to "Faculty Review Completed"

Department Head's Comment Page

Auto Save ☐ Toggle Spilt Screen

Department Head Review

Deparment Head

A. Evaluation of faculty member's report in relation to goals of the department

Save

B. Evaluation of teaching

Annual Review

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.Chen C, Buch E, Wasserman T, Frehywot S, Mullan F, et al,The Sub-Saharan African Medical School Study: A Survey of Sub-Saharan African Medical Schools,Human Resources for Health,2012;10:4

2.Greysen SR, Chen C, Mullan F.,A History of Medical Student Debt: Observations and Implications for the Future of Medical Education,Academic Medicine,2011;86:840-5

Conference:

Dept. head questions

Size the right and left splits by dragging the arrow left or right.

Faculty responses

Scroll bar to navigate through all the responses submitted by the faculty

The left split and right splits can be sized by dragging the double bars in the middle horizontally. If your browser does not show you vertical scroll bars in the left and right split, hold the mouse over where the scroll should be and it will appear. Alternately, click into the left or right split and scroll down using the up and down keys.

Dean's Comment Page

Clicking on Annual Report will show you the Department Head review.

Here is how the content is laid out:

- Dean gets his/her questions in the left pane.
- In the right pane, you will see the faculty's responses under Annual Review
- If you click on Annual Review, you will see the Department Head questions and responses.
- If you click again on Annual Review, you will see the faculty questions and responses.

In one page, you are able to see all the questions and responses. You can also click on Export to PDF to see a printable document with all the questions and responses.

Notes: The Department Head and Dean can see faculty responses. The faculty member cannot see the Department Head and Dean comments. These are discussed with the faculty during a meeting between the faculty member and his/her department head.

c. Answer supervisor questions

On the left side of the split screen you will see the questions that you need to answer. Answer your questions. The application will save when you click out of an answer box.

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.

d. Review your answers

Click on Export to PDF on the top right to view your answers if you wish to. You can also save a copy of the PDF for your records.
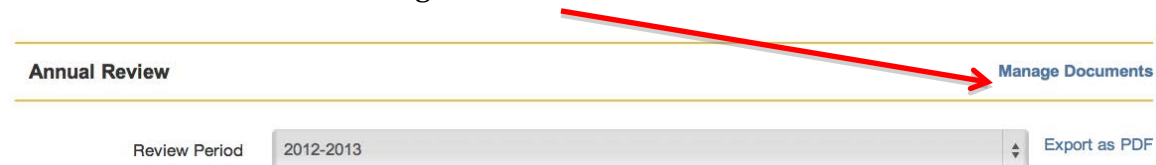

e. Review Documents Submitted with Annual Reviews

Your faculty may have submitted CVs and teaching evaluation documents with their annual review. Click on Manage Documents to view these documents.

f. Submit your Comments

If you are a designee you will not be able to submit. Only the person on whose behalf you are acting will be able to submit the 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.

The review status will change to "Department Head Review Completed" or Dean Review Completed depending on your responsibility.

Notes:

- 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.
- In case you or a faculty member who reports to you prematurely submits an annual report to your supervisor, your supervisor can "release" the annual review by changing the annual review status to an earlier status.

g. Meet with Faculty (Department Head)

If you are a department head and the dean's review is complete, meet with the faculty to review the supervisor comments. Then ask the faculty to do the Faculty Acceptance step.

If you are a department head, you can share your comments with the faculty member using the Export as PDF feature. Email the PDF document to your faculty member.