LYTERATI USER GUIDE

March 2013

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

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Introduction to Lyterati

Lyterati is a software application produced by Entigence Corporation. Lyterati is known as a Faculty ERP – or an Enterprise Resource Planning – application. ERPs are applications that allow large organizations transact business using electronic functionality. In keeping with that tradition, George Washington University ("GW") has several ERPs in place already such as Banner for managing student information. Lyterati is a similar application that will allows GW to manage faculty contributions, annual reviews, promotion, and tenure along with providing an inventory of reports for faculty and academic administrators.

This guide will help you with the following objectives:

1. Understand Lyterati's functionality
2. Learn how to add your research, teaching, and service contributions
3. Learn how to create and edit an annual report
4. Learn out run reports and download your CV in Word
5. Search the content in Lyterati

Lyterati is accessible through the GW intranet. Information on how to access the application and pre-requisites for access are listed in Section 1.

The IT Help Desk will support you as you start using the application. After an initial review of your question, if necessary, the Help Desk will route your question to Entigence Corporation. With this close working relationship with the vendor, you will have high-quality support from within and outside GW.

1. Access Lyterati

Minimum requirements
You must have a NetID and password to use Lyterati.

Accessing Lyterati
The Lyterati link (or URL) is available at the following locations:

http://www.gwu.edu/faculty-staff
http://provost.gwu.edu/forms
http://www.gwu.edu/az-index

Tip: What if I cannot get to these sites or I cannot remember my NetID or password? Contact the IT Help Desk for assistance.

2. Log into the Lyterati

Login page
The Lyterati login page is shown below. 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 Header

Purpose
The Header is shown below. The Header appears at the top of every page in Lyterati. The header provides quick access to "Search".

Search on Lyterati content by entering a keyword here

4. Understand the Navigation Bar

Purpose
The Navigation bar appears on the left of every page. To the right of the navigation bar, Lyterati shows you the full name and department and college affiliation of the faculty member whose content you are currently reviewing. The navigation bar is the main menu for all the headings and content in Lyterati.

The navigation bar is organized into six menus:

User whose content you are currently viewing

Primary Lyterati Menus

Home Page
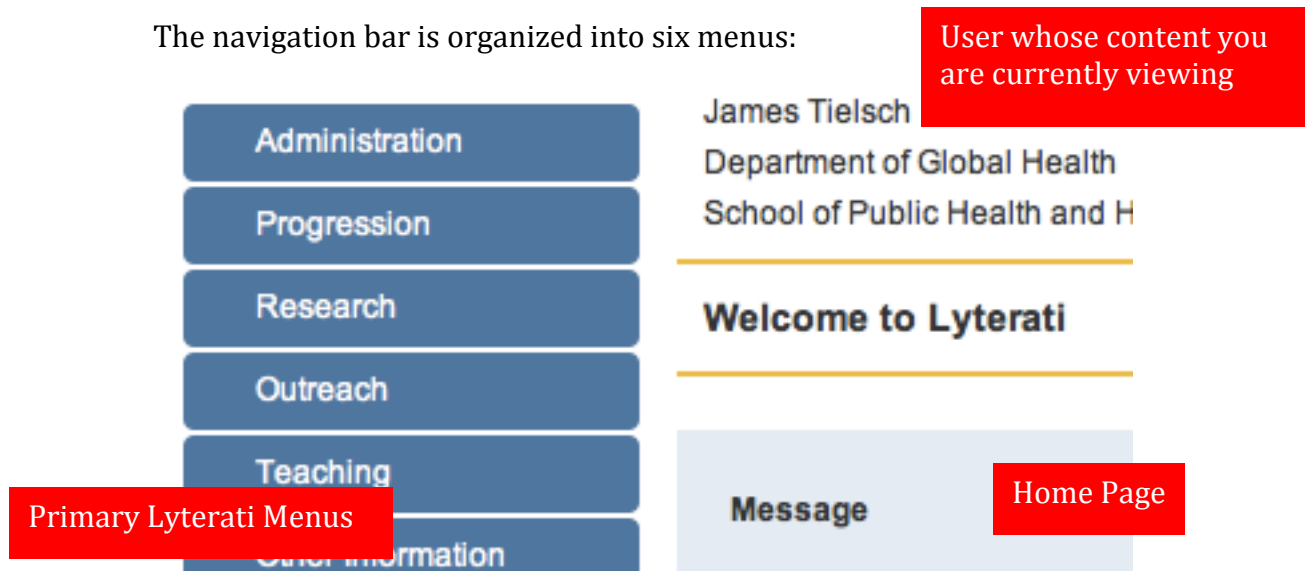
- **Faculty Administration**: shows your college and department affiliations, contact information, appointments, education, training and certifications.

- **Faculty Progression**: provides you functionality to create and edit your annual reviews
- **Research**: contains headings for research-related contributions such as publications, conferences, book, grants, and patents
- **Teaching**: contains headings for teaching-related contributions such as courses taught, teaching innovation and research supervision
- **Service**: contains headings for service-related contributions such as awards and honors, professional memberships, media appearances
- **Reports**: provides you with access to an inventory of standard reports in Lyterati

Menu on the right-side of the header
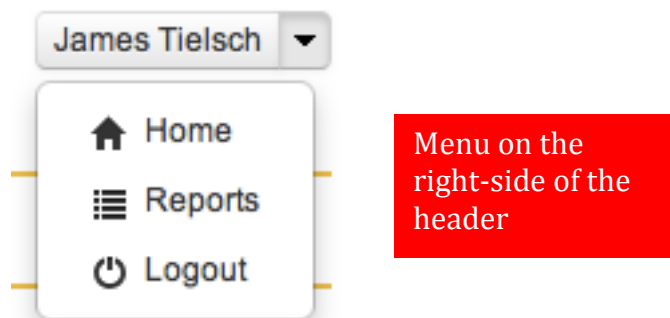
5. Understand the Search Bar

Purpose
The Search bar is shown below. It is available on all Lyterati pages. You can enter a word or phrase in the search box and Lyterati will perform a keyword search. If you want to restrict your search to a Faculty, Research, Teaching, Service, simply click the link that appears on the search results page.

Initiate a Search

Enter a search term and hit enter or click the magnifying glass icon. Lyterati will show you a page of all Lyterati content containing the keyword "long". The occurrence of the word long is highlighted in yellow on the search results page.

> long   🔍
>
> ## Search
>
> | Keyword | Faculty | Research | Outreach | Teaching |
>
> « Previous | Next »
>
> **Christine Seaton**
> Lord Fairfax Community College Warrenton, VA, Adjunct Nursing Faculty, Clinical supervision of nursing students in **long** term and acute care settings. Prepare, conduct, and debrief low to moderate fidelity simulation exercises with nursing students. Supervise and evaluate student skill development in nursing lab. Substitute lecturer within nursing program, 2010-2011
>
> **Alan Greenberg**
> Harvard School of Public Health, Boston, Massachusetts, Visiting Scholar, 1997 - 1999, U.S. Public Health Service **long**-term training program 1. Visiting Scholar, François-Xavier Bagnoud Center for Health and Human Rights 2. MPH in health care management
>
> **Robert Burke**
> Allied Technology Group, Inc, Rockville, Maryland, Director of Health Programs and Policy Analysis, 1994 to 1998, Principal investigator and project director for health services research and evaluation of payment for **long**-term care supported by the Federal Health Care Financing Administration (HCFA now CMS). Led research on a resource utilization based classification system for prospective payment

Try Different Types of Search

To search on faculty by the name "Long", click the faculty link on the search result page.

Lyterati will show you new search results with the word "Long" in a faculty's last or first names.

long 🔍

Search

| Keyword | Faculty | Research | Outreach | Teaching |

Charles Long
Charles **Long**, Columbian Coll of Arts & Sci, History

Richard Longstreth
Richard **Long**streth, Columbian Coll of Arts & Sci, American Studies

1

Understand the Search List
The search list for keyword search "long" is shown below. The faculty in whose contribution the word long is found is shown in the first line of each result, followed by the text in which the keyword is found. Clicking on the faculty name will take you to the specific content in which the keyword occurs. For instance, in this example, clicking on Christine Seaton will take you to Dr. Seaton's work experience because the word "long" appears in the text for one of her previous work experience rows.

« Previous | Next »

Christine Seaton
Lord Fairfax Community College Warrenton, VA, Adjunct Nursing Faculty, Clinical supervision of nursing students in **long** term and acute care settings. Prepare, conduct, and debrief low to moderate fidelity simulation exercises with nursing students. Supervise and evaluate student skill development in nursing lab. Substitute lecturer within nursing program, 2010-2011

Alan Greenberg
Harvard School of Public Health, Boston, Massachusetts, Visiting Scholar, 1997 - 1999, U.S. Public Health Service **long**-term training program 1. Visiting Scholar, François-Xavier Bagnoud Center for Health and Human Rights 2. MPH in health care management

6. Your CV in Lyterati

We have parsed your CV and loaded the content into Lyterati's standard headings.

This process was labor intensive because no two CVs are formatted in the same manner. Some faculty use headings such as Refereed Articles, Reports, Reviews etc., which are similar to Lyterati's headings; other faculty list all their publications without further categorizations under a heading called "Publications". Sometimes, conference and journal articles appear in the same block. In rare instances, CVs have no headings.

We used a complex set of rules to parse your CV. In the majority of cases, our rules worked well. Occasionally, even with our best judgment, it was difficult to parse with 100% confidence. As a result, you may find that content is not where you expect it to be.

The best approach to reviewing your content in Lyterati is to run the CV report, compare it to the CV we loaded into the system and understand where the content ended up in Lyterati.

Tip: Use the Lyterati CV only to understand where the content of your original CV ended up in Lyterati. Do not use this CV as your official CV until you have validated that the data in Lyterati is in the headings you want it to be in. If your department or school requires you to submit a CV with your annual report, upload the CV you wish to distribute to your supervisor using the " Manage Documents" feature described in Section 12e in this document.

We have added a feature to all the contribution pages that allows you to multi-select contributions and move it to another heading within Research, Service, or Teaching.

To move a contribution between menus – such as from Research to Outreach – delete the contribution from the Research heading and add to the appropriate Outreach heading.

This guide will help you understand all the headings and help you "move" contributions as you need to.

7. Faculty Administration

Understand Headings

The Faculty Administration menu contains nine headings.

See Appendix A for detailed information on each heading.

Tip: Any information that comes from Banner is NOT editable in Lyterati.

Tip: If you are used to listing the your academic, administrative, special appointments and your prior work experience in one block on your CV, with Lyterati, you will notice a change. This content will appear in two blocks on your CV – one under Appointments and another under Work Experience.

View Details

Click on Education.

Lyterati shows you the corresponding "list page" with each degree in a vertically scrolling list as shown below.

On top of the page are options to add a new education record and to change the degree type in case our CV parsing process did not assign the correct degree type.

Education

Add New Education   Change Education Type To

Institution	Degree Type	Program	End Term		
University of Vermont	Undergraduate	Psychology	Fall 1988	Edit	Delete
The Johns Hopkins University School of Hygiene and Public Health	Graduate	Public Health	Fall 1990	Edit	Delete
The Johns Hopkins University School of Hygiene and Public Health	Undergraduate	Psychiatric Epidemiology	Fall 1993	Edit	Delete

On the right side of each line you will see options to view, edit, or delete – as your permissions allow.

To add a new Education record, click on the Add New Education link.

Lyterati will show you the education detail page.

Education

Institution*	The University of Chicago
Degree Type*	Graduate
Degree*	MS
Program	Psychology
Start Term	Fall 1994
End Term*	Fall 1996
Major	
Minor	
Thesis	
Additional Details	

Fields marked with asterisk are required. You will not be able to save this record without entering a valid value in the marked fields

When you are done with adding all the information you want to add, click on the save button at the bottom of the page.

Save   Cancel

Click on cancel to discard your changes.

Return to the education list page by clicking on Faculty Administration | Education.

Edit Strategy
On the Education List page, click on Edit to review the details of a specific education row. Cancel out of the detail page to discard your changes.

8. Research

Understand Research Headings

a. Research Headings

The Lyterati Research menu has nine headings. With each heading there is a "type" field to further categorize the content in the heading.

Administration

Progression

Research

    Articles

    Books

    Book Chapters

    Conferences

    Creative Works

    Grants

    Patents

    Scholarly Editorships

    Work in Progress

Outreach

Teaching

Other Information

Tip: See Appendix A for details on the headings in the Research menu.

View and Edit Articles

All contribution headings follow the format described below for Articles.

Click on Research | Articles

Click on Edit on the right of a row. Familiarize yourself with the navigation between heading-list-detail pages. Do not save any changes, simply "cancel" out of the 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		
☐	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
☐	New infectious diseases and industrial food animal production	Emerging Infectious Diseases	Silbergeld, E. Davis, M. Feingold, B. Goldberg, A. Graham, J.P. Leibler, J. Peterson, A. Price, L.B	Refereed Article	2010	-	Edit	Delete

Article Detail Page

Article

Title*	Managing waste from confined animal feeding operations in the United States: The need for sanita
Article Name*	Journal of Water and Health
Authors	Graham, J.P., Nachman, K.E
Article Type	Refereed Article
Contribution Year*	2010
Contribution Month	————
Additional Details	8(4), 2010, pp. 646-670
URL	
Comments	

Add a Research Contribution

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. This is by design. 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 c below. Drag the required elements from the text in the Additional Details box into the appropriate required fields as shown 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. Required fields are marked with an asterisk.

Highlight

d. **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

Tip: 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 publication 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 the Article Type of a Contribution

a. **Go to Articles List Page**
Click on Research | Articles

b. **Find the contribution you wish to change**
Click on Research | Articles, scroll down and find the contribution that you want to change

c. **Select the contribution**
Click on the checkbox next to the contribution, on the left.

d. **Change "Change Article Type To"**
Scroll to the top of the page and select a new value from the drop-down box to the right of the Change Article Type link. To move the contribution from "Refereed Article" to "Non-refereed Article", select the latter value from the drop down list and hit enter.

Move a Contribution between Headings

    a. Find the contribution you wish to move to another heading
    Click on Research | Articles, scroll down and find the contribution that you wish to move.

    b. Select the contribution
    Click on the checkbox next to the contribution, on the left.

    c. Move Article
    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. For example, select "Conference" and hit enter.

    d. Confirm action
    Scroll to the publication and confirm that the article type changed correctly.

Delete a Research Contribution

    e. Go to Articles List Page
    Click on Research | Articles

    f. Find the contribution you wish to delete
    Click on Research | Articles, scroll down and find the contribution that you wish to delete

    g. Delete the contribution
    Click on the delete link on the right of the contribution

Tip: The "Name" field appears in many headings. Depending on the context it can be a Journal Name or a Conference Name or other types of names. See Appendix B for a description on what this field means for each heading where it appears.

9. Teaching

Teaching Headings

a. **Understand Teaching Headings**
The Teaching menu has four headings.

See Appendix A for details on each heading.

Advising

a. Add Advising Contribution
Click on Teaching | Advising | Add Advising

b. Enter required fields
Enter/select Start Term, Degree Type, and Number of Students.

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

Note: The 2011-2012 Annual Review included a question about the number of advisees. The 2012-2013 annual review does not have a question for this. However, there is a free text question in the annual review. Feel free to enter information about advisees in the response to that question.

Instructional Innovation

a. Add Instructional Innovation
Click on Teaching | Teaching Innovation

Instructional Innovation

Activity Name*

Contribution Type*   ----------

Start Year*   ----------

Start Month   ----------

Additional Details

b. Enter required fields
Enter/select Activity Name, Contribution Type, and Start Year

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

Courses Taught (CV)

a. Add Courses Taught (CV)
Click on Teaching | Courses Taught(CV). Add information on the courses you are teaching in the format as they should appear in your CV.

Courses Taught (CV)

Course Name*

Course Id

Additional Details

Url

Comments

b. Enter required fields
Add Course Name

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

Add Research Supervision

a. **Add Research Supervision**
Click on Teaching | Research Supervision | Add Research Supervision

b. **Enter required fields**
Add Student Name, Start Term, Degree Type

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

Edit Courses Taught (SIS)

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.

Course Taught (SIS)

Field	Value
Course ID*	GW_6128*
Subject ID*	GW_PUBH
Course Title*	Global Envrnmtl & Occptnl Hlth
Start Term*	Fall 2012
Credit Hours	2
Enrollment	15
Summary Evaluation Score	3.5
Additional Details	12 respondent. Evaluation score is consistent with my previous performance in this course.

Enter asterisk next to the course ID to indicate a newly designed course

Enter summary evaluation score here

In Additional Details, enter information on number of respondents for evaluation and narrative comments

Url

b. Enter required fields
Required fields will be pulled from Banner

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

*** *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.*

10. Outreach

Outreach Headings

a. **Understand Outreach Headings**
The Research menu has eight menus.

Viewing, editing, and deleting outreach headings work in a similar manner to Research headings.

Tip: Consult section 8 for details on adding, editing, and deleting Outreach Contributions.

Tip: Consult Appendix A for details on these contribution headings.

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*	Invited Speaker
Name*	Public Health Institute Annual Conference
Collaborators	John Doe
Presentation Type	Professional Organizations
Contribution Year*	2012
Contribution Month	————
Additional Details	
URL	
Comments	
Tags	International

11. Reports

a. **Review Types of Reports**
There are two types of reports in Lyterati:
- Contribution reports
- Administration reports

Contribution reports contain bar graphs and lists of research, teaching, and outreach activities by college, department, time period, faculty member, and contribution attributes such as journal name, conference name, award type.
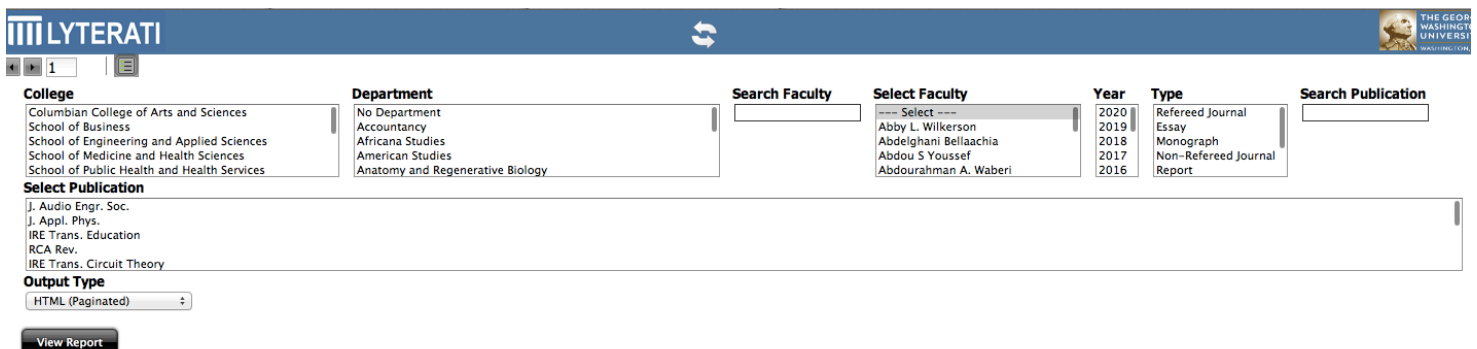
Administration reports contain lists such as faculty rosters by college and departments, lists of annual review statuses, conflict of interest reports.

b. **Run a Report and Understand Prompts**
Lyterati reports contain two elements: a prompt header and the list or graph body.

Prompt header contains all the values with which you can filter the content of a report.

Click on Reports | Articles Bar Graph.
Lyterati will show you the following page:

If a prompt box shows you multiple values (such as College), you can multi-select from the values to which you have permission. If a box does not have a value – such as Search Publication – you have to enter a value and click enter. Lyterati will filter the Publications for the phrase you search.

Select College of Public Health and Health Services

This icon collapses/closes the prompt header

Click View Report

Tip: If you want to undo your selections, refresh your browser page.

Lyterati will show you the results of your selections.

Prompt header is collapsed

Selection criteria displayed here

Publications

College Name : School of Public Health and Health Services
Department Name :
Type :
Year :
Publications :
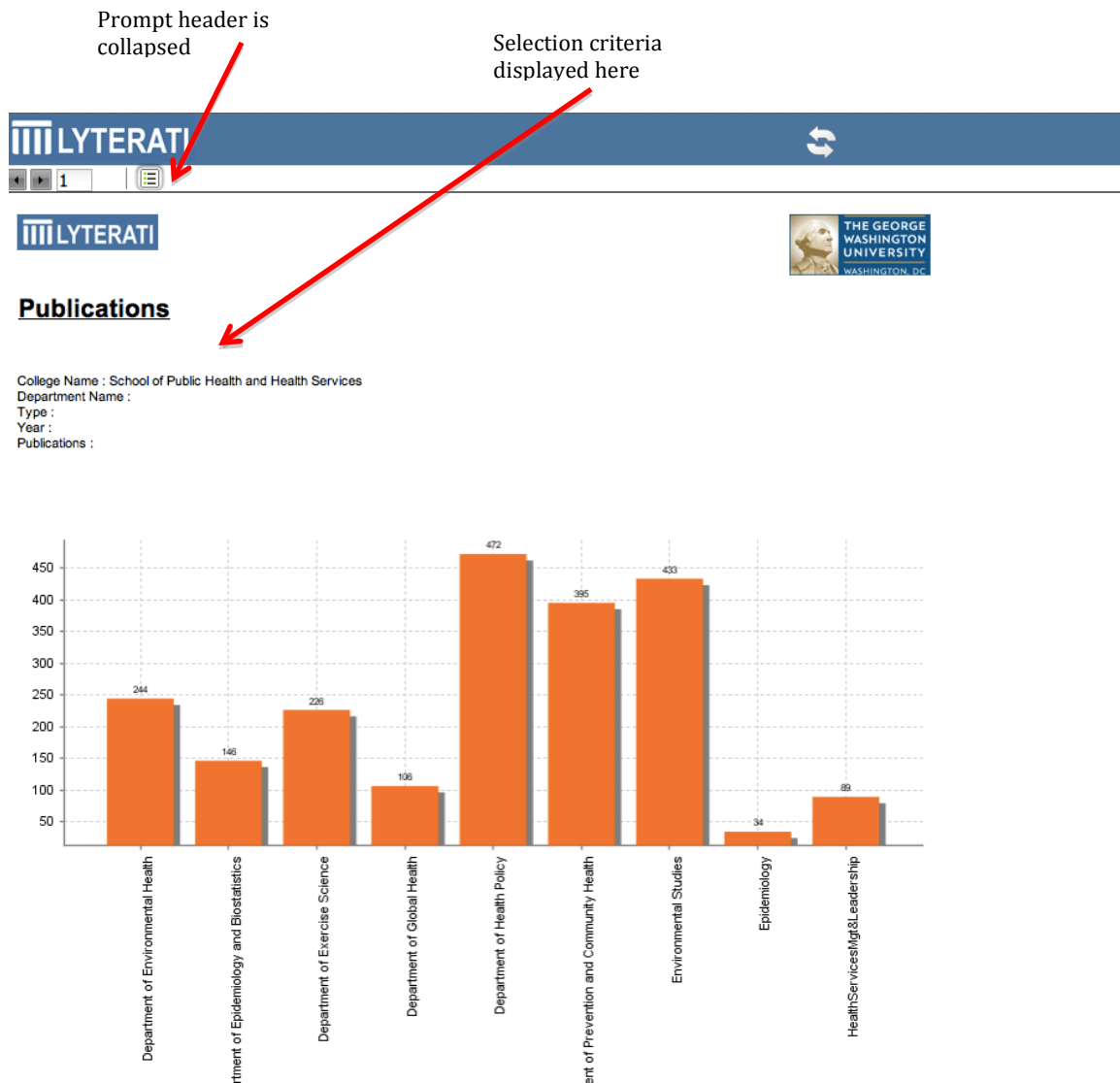
When you hold the mouse over the bars, it will change to a finger pointer.   That means that you can drill into the details behind the bar. Click on any of the bars.

Lyterati will show you the list behind the bar.

LYTERATI

Publications

College Name : School of Public Health and Health Services
Department Name : Department of Exercise Science
Type :
Year :
Publications :

| College	Department	Research Type	Date	Title	Authors	Name	Additional Details	URL
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2011	A structured diet and exercise program promotes favorable changes in weight loss, body composition, and weight maintenance	Kreider RB, Serra M, Beavers KM, Moreillon J, Kresta J, Byrd M, Oliver J, Gutierrez J, Hudson G, Deike E, Shelmadine B, Leeke P, Rasmussen C, Greenwood M, Cooke M, Kerksick C, Campbell JK, Beiseigel J, Jonnalagadda SS	J Am Diet Assoc	2011;111:828-843	
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2011	A Carbohydrate-Restricted Diet During Resistance Training Promotes More Favorable Changes in Body Composition and Markers of Health in Obese Women With and Without Insulin Resistance	Kreider RB, Ramussen C, Kerksick C, Wilborn C, Taylor L, Campbell B, Magrans-Courtney T, Fogt D, Ferreira M, Li R, Galbreath M, Iosia M, Cooke M, Serra M, Gutierrez J, Byrd M, Kresta J, Simbo S, Oliver J, Greenwood M.	Physician Sportsmed	2011;39:2	
School of Public Health and Health Services	Department of Exercise Science	Refereed Journal	2010	Slimming Slumber? How Sleep Deprivation Manipulates Appetite and Weight	Gutierrez J and Willoughby D	Nutr Today	2010; 45:77-81.	

Click on Reports | CV Report

Select output type – single page HTML or PDF or RTF – these are the most common formats.

Future versions of Lyterati will support different CV formats. For now, download an RTF format and open in Word to create an alternate version.

12. Annual Review Process for Faculty

a. Understand the Annual Review Process

The annual review process for **faculty** is shown in the diagram below. Enter your research, teaching, and outreach contributions for the current annual review period, answer the annual review questions and the conflict of interest (CoI) questions and then submit to your supervisor. After your supervisors (typically department head and dean) have reviewed and commented on your accomplishments, your immediate supervisor will meet with you to review the comments. Finally, you will have the opportunity to accept or rebut the comments.
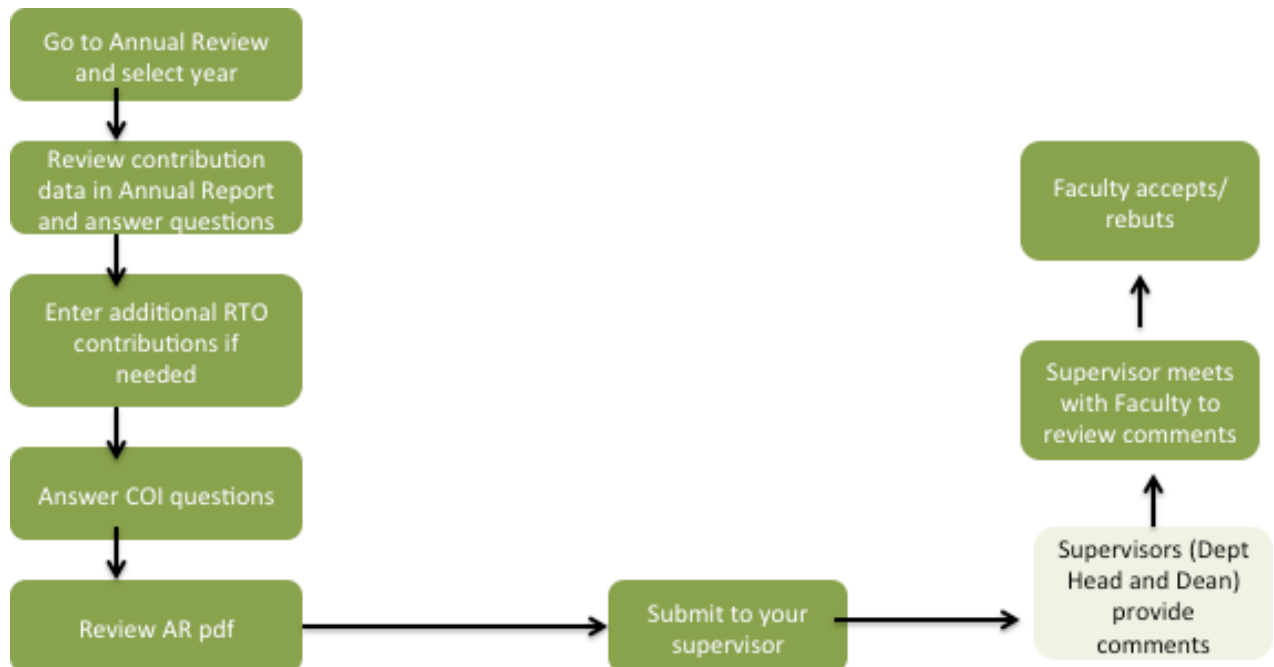
b. Create a New Annual Report (Faculty only)

Click on Progression | Annual Reviews | Add New Annual Review. Make sure you are on your own record.

You will get the following page called the Annual Review Header. 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. For School of Nursing and School of Public Health and Health Services, select 1 April 2012 for start date and 31 March 2013 for end date. Then click Create. Review Status is set after you click Create.

Annual Review

Review Period	2012-2013
Start Date*	1 / April / 2012
End Date*	31 / March / 2013
Review Status	---------

Create   Cancel

This will create the Annual Review and show you the following page:

Auto Save   Auto Save will be checked on so your answers will save each time you click out of a narrative response box.

Annual Review

Research   Annual Report Question

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

Responses in shaded boxes are pulled directly from Lyterati.

Publication:

1. Crypto-Steady Supersonic Pressure Exchange: A Simple Analytical Model, Applied Energy, Elsevier, Applied Energy, v.85, pp26-40, 2008

2. Bulusu, K. V., Garris, C. A., The Influence of Shear Layer Turbulence on Stationary Pseudoblades in Supersonic Pressure Exchange Inducing Flow Fields, J.Fluids.Eng

3. Parviz Ghandforoush and Tarun Sen, A DSS to Manage Platelet Production Supply Chain for Regional Blood Centers, Decision Support Systems, Vol 50, (1): pp 32-42

Conference:

Refresh   **Note: If you change your contributions AFTER you start your Annual Review, be sure to click the refresh link to update the list in the blue box.**

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

Start with Research, question R1 and scroll down, reviewing and answering each question.

If a contribution is missing, save your Annual Review (if auto-save is not on), go to the appropriate heading and add the contribution. Then return to the Annual Review to continue answering your questions.

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. Answer Financial Interest Disclosure Questions

Click on Financial Interest Disclosure and carefully read the definitions and answer the questions regarding conflict of interest.

e. Attach Document(s) to your Annual Review

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.

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.

f. Review your Answers
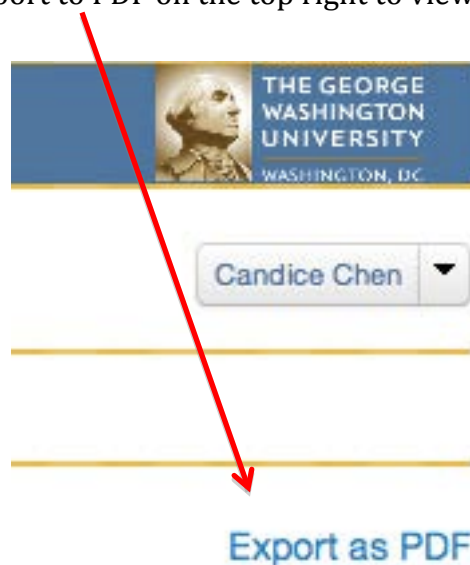
Click on Export to PDF on the top right to view your answers if you   wish to.

g. 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.

The review status will change to "Faculty Review Completed" after your submission.

13. Annual Review Process for Supervisors

a. Understand the Annual Review Process

For **supervisors** the process is shown in the diagram below. The supervisor will run a report in Lyterati to select faculty by college and department, add comments to the faculty's annual review and then submit the annual report to the next person in the supervisory chain. When all supervisory comments are recorded, Lyterati will allow the faculty to answer the Faculty Acceptance questions.

Run Annual Review Status Report
↓
Click on Faculty
↓
Add comments
↓
Review faculty responses to AR questions
↓
Add supervisory comments → Meet with faculty to review supervisory comments → Faculty accepts/ rebuts
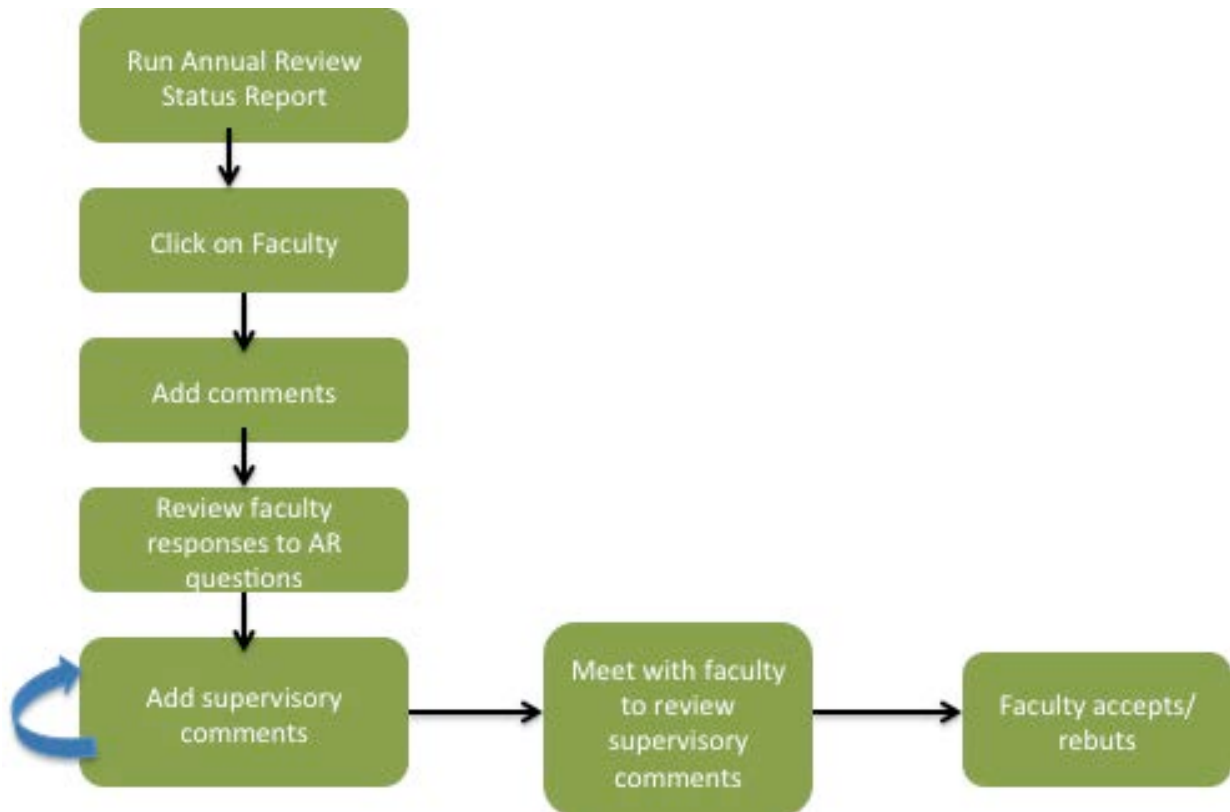
b. Locate an Annual Review

Run the Annual Review Status Report for your college and/or department depending on your responsibility.

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"

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

This report will show you the annual review status for each faculty in the selected college and/or department including the one that we just created above.

Click on the faculty member you want to edit. The application will take you to the annual review page for that faculty member. Click Edit on the annual review line.

This will bring you to the annual review page with a split screen. The supervisor's questions show in the left split and the prior responses show in the right split.

c. "Release" 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"

When you hold your mouse in between the right and left splits, it will change to an arrow and then you can drag to make the splits wider or narrower

Auto Save ☐ Toggle Spilt Screen

Department Head Review

Deparment Head

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

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:

Conference:

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. 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. If you are the Dean, click on the Annual Review label in the right split to reveal the Department Head responses.

Auto Save ☐ Toggle Spilt Screen

Dean Review

Dean

A. Evaluation

Annual Review

Department Head Review

Deparment Head

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

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.

e. 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

You will need to acknowledge that you are authorized to submit. The review status will change to "Department Head Review Completed" or Dean Review Completed depending on your responsibility.

f. Meet with Faculty (Department Head)

If you are a department head and the dean's review is completed, meet with the faculty to review the supervisor comments. Then ask your faculty member to edit their annual review and respond to the Faculty Acceptance questions.

Appendix A: 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 of 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
Publication	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

Appendix B: Understanding the "Name" Field in Each Heading

Heading	What Name Means
Publication	For articles the name of the journal; for other publication types, the name of the publication
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