

# UB Profile Instructions

## Faculty Review Form Instructions

Once logged into UB Profile, select **Faculty Review Form** to access the data entry menu page.

The screenshot shows the UB Profile interface for Rebecca Firth. At the top, the name 'REBECCA FIRTH (Rebecca Firth)' is displayed. Below the name are five navigation tabs: 'Web Profile', 'Faculty Review Form' (which is selected and highlighted), 'Curriculum Vitae', 'By Category', and 'Reports'. The main content area is divided into three sections:

- I. Awards, Honors, and Other Recognition**
  - A. **EDIT** Awards and Honors
  - EDIT** Additional Comments
  - Please provide any additional comments on any awards, honors, or recognition you have received.
- II. Teaching**
  - A. **EDIT** Courses Taught
  - B. **EDIT** Clinical Teaching - In-Patient or Out-Patient
  - C. **EDIT** Educational Conferences and Meetings
  - D. **EDIT** Course Development
  - E. **EDIT** Training and Mentorship
  - F. **EDIT** Other Contributions - Education
  - EDIT** Additional Comments
  - Please comment on whether you are receiving adequate mentorship to achieve your goals and on any obstacles to teaching/training accomplishments.
- III. Research / Scholarship**
  - A. **EDIT** Publications
  - B. **EDIT** Invited Presentations
  - C. **EDIT** Grants / Research Awards
  - D. **EDIT** Patents / Inventions / Scientific Software Programs Developed
  - E. **EDIT** Other Contributions - Scholarship
  - EDIT** Additional Comments
  - Please summarize notable collaborative research efforts in which you have played a major role but may not yet have resulted in a publication. Identify obstacles to progress in research/scholarship that you may have experienced.

The Faculty Review Form includes the following 7 sections:

- I. Awards, Honors, and Other Recognition
- II. Teaching
- III. Research / Scholarship
- IV. Leadership, Service, Advocacy
- V. Patient Care
- VI. Professional Development
- VII. Faculty Member's Statement

Each of these sections is made up of several subsections used to collect very specific information. Use the instructions found at the top of each page as well as the **green help text** found under some of the data entry fields for assistance.

Please note - data entered into fields will be shared across additional menu pages, as appropriate. When completed, click on the Reports tab to run a copy of your annual review form.