Overview

The Office of the Associate Provost for Faculty (OAPF) continues to promote the adoption and activation of the Activity Insight (AI) product from Digital Measures (DM) as a central database of faculty activities. The database allows faculty members to collect all standard *curriculum vitae* information electronically and can be expanded to include other academic information as well. On campus this database is known as the Academic and Professional Record (APR).

Our goal in the Carver College of Medicine (CCOM) is to enter all regular faculty information in the CCOM CV. We are also using the APR for the faculty profiles on department and program websites. When all the faculty are in we will be investigating and implementing other applications of the system.

Things to do:
Get into the APR –
  - Go to hris.uiowa.edu
  - Log in
  - Click on the Personal tab
  - Academic & Professional Record (APR) is the last link in the General section.
  - Let Lori Posey know if you do not see this link
Check the list of faculty in the drop box
  - Responsible for primary faculty to your department
  - Will see faculty with secondary appointments
  - Any corrections or additions need to made?
Who needs access to the APR? Rights can be set up a few ways:
  - A person can be set up to only edit specific faculty
  - A person can be set up to edit the whole department
  - A person can be set up to view the whole department
  - Faculty has rights to edit their information
CCOM has students who can help with data entry

Things to know:
Working on a website for documentation, FAQ, updates, etc.
Testing a process for getting journals from pubmed loaded into the APR
Making changes to the Student Supervision & Committees screen in the APR

Feedback and questions are welcome!!
Lori Posey
lori-posey@uiowa.edu
384-4461