Faculty Insights for Faculty, Students and Staff

Faculty Insights is a resource for faculty, students and staff to find scholars, collaborators, and grant funding. This document walks through this resource and its functionality.

Table of Contents

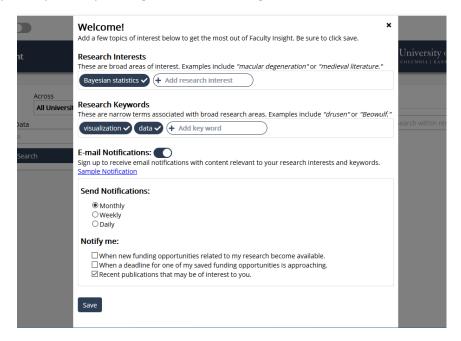
Faculty Insights for Faculty, Students and Staff	
Introduction	2
Scholars	
Funding	
Networks	
Recent Activity	7
Faculty Insight Menu	
Faculty (and Proxy Editing) for Faculty with Faculty Profile	
myVITA and Faculty Insight – Research Summary and Opt-In/Opt-Out	9
Faculty Profile and Works	10
Timeline	12
Related Terms and People	12
Suggested Funding	13
Collaborations	14
Edit Profile – Research Interests and Keywords	14
Menu - Saved Funding	15
Menu – Notifications	16

Introduction

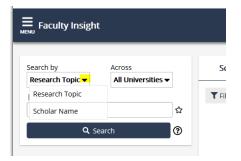
The information below is for all faculty, students and staff. Additional information on managing a faculty profile for faculty members with a faculty profile or staff with proxy editing for faculty members with a faculty profile is provided Information about which faculty have a faculty profile may be found here. Currently, all tenured/tenure-track faculty in all academic units (including Law and clinical/medical disciplines) and ranked non-tenure-track research and ranked non-tenure-track clinical faculty have a faculty profile in Faculty Insight and the UM Scholars/External Discovery Site.

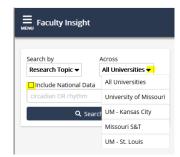
To login to Faculty Insight go to: https://insight.discovery.academicanalytics.com/missouri OR if you are on the <a href="https://insight.discovery.academicanalytics.com/missouri OR is a common of the <a href="https://insight.discovery.academicanalytics.com/missouri OR is a common of the <a href="https://insight.discovery.academicanalytics.com

Any faculty, student, or staff with an @umsystem.edu, @missouri.edu, @mst.edu, @umkc.edu or @umsl.edu email address has access to Faculty Insight. When first logging in you will be prompted to provide Research Interests or Research Keywords. You can also request to get E-mail Notifications based on these Research Interests and Keywords or any Saved items that you may have by moving the slider to the right.

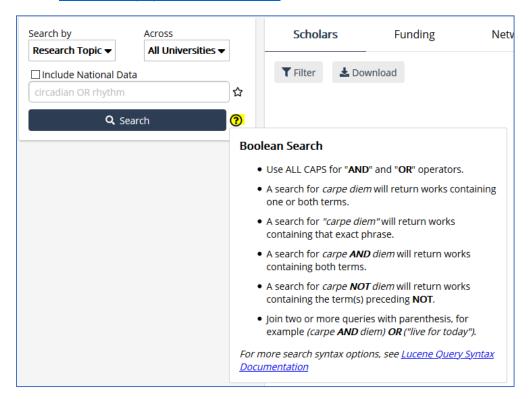


After saving your choices or closing this pop-up, you will go to the home Faculty Insight page. Here you can search by Research Topic or Scholar Name. You can search across All Universities (UM System), or an individual institution. You can also choose to include National Data.

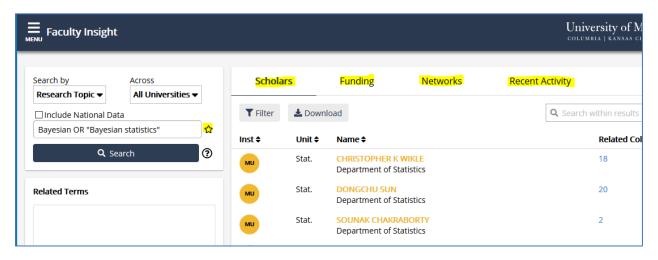




When searching for a Research Topic, you can shape and refine your search by using the tips provided in the help menu. More help is found in the Lucene Query Syntax Documentation link.



Enter in a term and select Search. There may be additional search terms suggested. Once you hit search, you will be provided a list of Scholars in this area. You can also view Funding, Networks, and Recent Activity. To save a Search, Scholar, or Funding Opportunity, select the star next to the record. You can then receive notifications about your favorites.



At anytime you can return to these Search Results by selecting << BACK TO SEARCH RESULTS.



Scholars

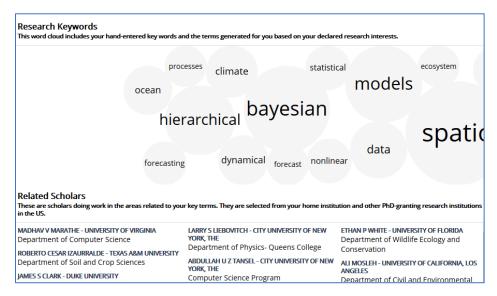
The keyword search uses natural language processing techniques and targeted algorithms to compare keyword(s) against profile data and identify relevant scholars and grant opportunities. The Scholars are listed by how well the keywords match their profile data or times the keywords are utilized in scholarly activity and grant abstracts.



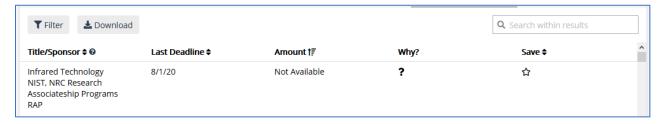
When you select a scholar, you are able to view:



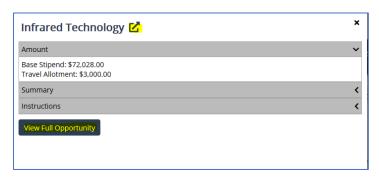
- Research Profile (UM System faculty may enter this in myVITA under Profile > External Facing Website Options)
- Works (Grants, scholarly publications and creative works available via Academic Analytics from publicly available resources and – for UM System faculty – information entered into myVITA)
- Timeline listing of Works by year
- Related Terms and People word bubble of most frequently utilized key terms and list of other scholars (UM System and other institutions) who utilize those keywords
 - The listing of scholars may be useful to look for collaborators or find colleagues who can be utilized as an
 external reference for a promotion and tenure process. You may select the name of a related scholar
 and be taken to their Faculty Insight page.



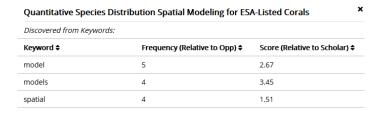
• Suggested Funding – (specific to this scholar)



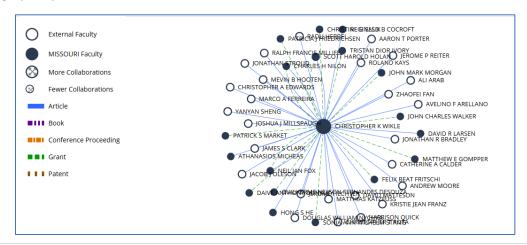
- You can filter the funding opportunities multiple ways, including by Career Stage
- Selecting the name of the grant provides additional information about the grant (Amount, Summary, Instructions) and a link to the grant website as the header and a button at the bottom)



The Why? provides the Keyword analysis that determined this would be a funding opportunity for this individual

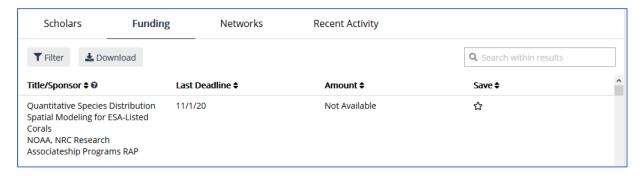


- Selecting Save will add this funding opportunity as one to include in your notifications. You can also sort by Save to have these appear at the top of the list.
- Collaborations
 - A network diagram of the scholar and the scholars with which this faculty member collaborates is shown. By selecting legend you are provided with information about what the different parts of the graph represent.

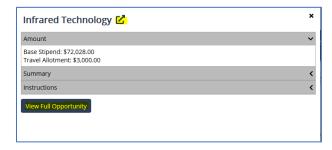


Funding

The keyword search uses natural language processing techniques and targeted algorithms to compare keyword(s) against grant opportunities. This list of funding is based on the keyword search.



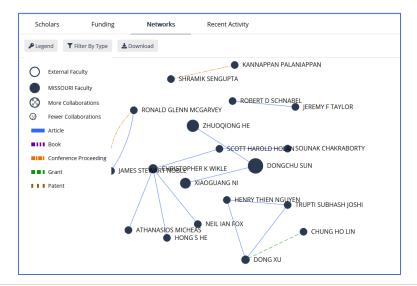
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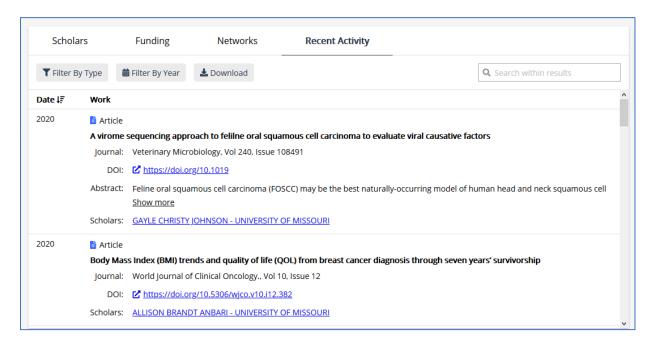
Networks

Networks provides a network graph of scholars related to the keywords in the keyword search. The Across filter and Include National Data button are utilized to filter the scholars to the appropriate cohort. By selecting legend you are provided with information about what the different parts of the graph represent.



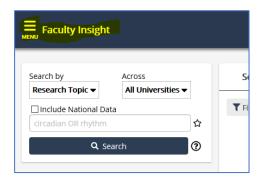
Recent Activity

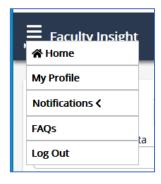
Recent Activity will show all of the most recent scholarly publications and grants that match the keyword search. The items can be filtered by type and year.



Faculty Insight Menu

In the upper left-hand corner of the Faculty Insight there is a menu with additional items.





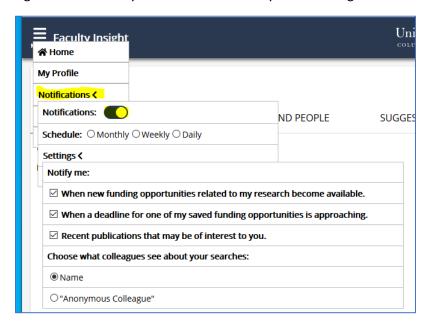
The two items that you can adjust as a user are:

- My Profile
 - Displays your related terms and people and suggested funding
 - By selecting EDIT PROFILE you can adjust these settings. This will take you to the <u>same window</u> as when you logged in.



Notifications

When you select notifications, you can move the slider to start receiving notifications. Here you can
determine the schedule, what you would like to be notified of, and how colleagues see you when you
are searching for them – with your name or as "Anonymous Colleague"



Below is a sample notification. You can Save items directly in the notification by selecting the star.



Faculty (and Proxy Editing) for Faculty with Faculty Profile

Information about which faculty have a faculty profile may be found here. Currently, all tenured/tenure-track faculty in all academic units (including Law and clinical/medical disciplines) and ranked non-tenure-track research and clinical faculty have a faculty profile in Faculty Insight and the UM Scholars/External Discovery Site.

If you have been given Proxy Editing rights, move the PROXY EDITING slider to the right and select the profile of the faculty member that you choose to proxy.

PROXY EDITING TIMOTHY CHRISTOPHER RILEY-TILLMAN Now editing TIMOTHY CHRISTOPHER RILEY-TILLMAN. All changes saved automatically.

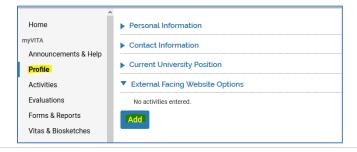
Faculty with a faculty profile can search for scholars, funding, networks, and recent activity here. There is additional information pushed to their faculty profile based on the Research Keywords pulled from their scholarly activity and grants and the Research Interests that they provide. For the University of Missouri System faculty, the scholarly activities and grants included in the algorithm to determine Research Keywords include those from Academic Analytics (sourced from publicly available resources) and information entered into myVITA.

myVITA and Faculty Insight – Research Summary and Opt-In/Opt-Out

Prior to Faculty Insight going live for University of Missouri faculty, efforts were taken to mitigate the effort of faculty in maintaining their research profile. On a weekly basis, the information of specific activities from myVITA is provided to Academic Analytics who then deduplicate the data with the information that they have collected from publicly available sites. A mapping of the records from myVITA to Faculty Insight may be found here. Items in myVITA that do not have a classification of "Other" and are in one of the following categories are being mapped to Faculty Insights:

- Articles (including Law Review, Conference report, Poem, and Short Story)
- Book, Score, Map (including Music score, Play, and Website)
- Book Chapter (including Map, Poem, Short Story, and Song lyrics)
- **Conference Proceedings**
- **Creative Work and Production**
- Exhibition
- Presentation
- Research Data Set
- Journal Editor, Peer Reviewer, Adjudicator
- Honors, Awards, and Recognitions
- Educational Materials (Classroom and Online) entered in Other Teaching Activities
- Community Engagement, Broader Impacts, and Outreach
- Continuing Education and Extension Teaching

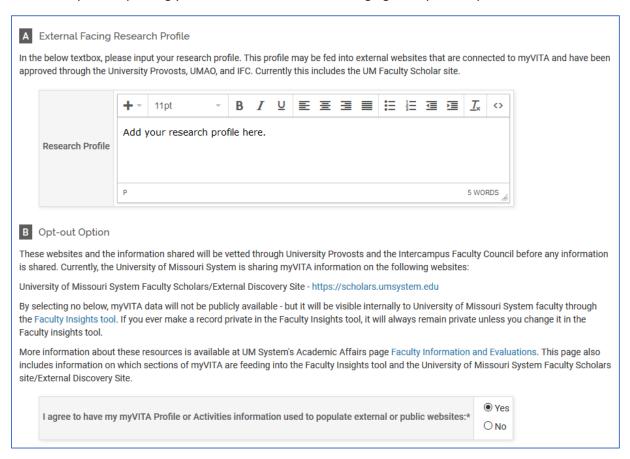
Faculty can opt-in and opt-out of having information from myVITA publicly available in Faculty Insights. To do so, faculty should login to myVITA. Go to Profile > External Facing Website Options.



You can enter your research profile in Section A. This will be viewable in both Faculty Insights and the UM Faculty Scholars/External Discovery Site.

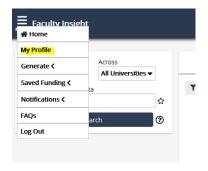
Section B provides faculty with an option to opt-out of having their myVITA information being published in the public facing UM Faculty Scholars/External Discovery Site. The default is set to having myVITA scholarly contributions and creative activities information shared publicly. In Faculty Insight individual records can be set to be shown as Public, Internal Only, or Private. The default is Public. If faculty opt-out of sharing myVITA data, all of the records from myVITA will be set to Internal Only. If a faculty initially opts out and then chooses to opt-in to sharing myVITA information, all of myVITA records in Faculty Insight that are set to Internal Only will be set to Public. If a record is set to Private, it will remain set to Private unless the faculty member changes this setting.

When you have completed updating your Research Profile and managing the Opt-out Option, select Save.



Faculty Profile and Works

Once logged into Faculty Insight as a faculty member or as a Proxy Editor for a faculty member, select the menu in the upper left-hand corner and then select My Profile.



You will now be taken to the Works page that provides a record for each of your works that included along with the source of the information (Academic Analytics, myVITA, and Sponsored Program Offices) and a dropdown to manage the display level of the record (Public, Internal Only, and Private).

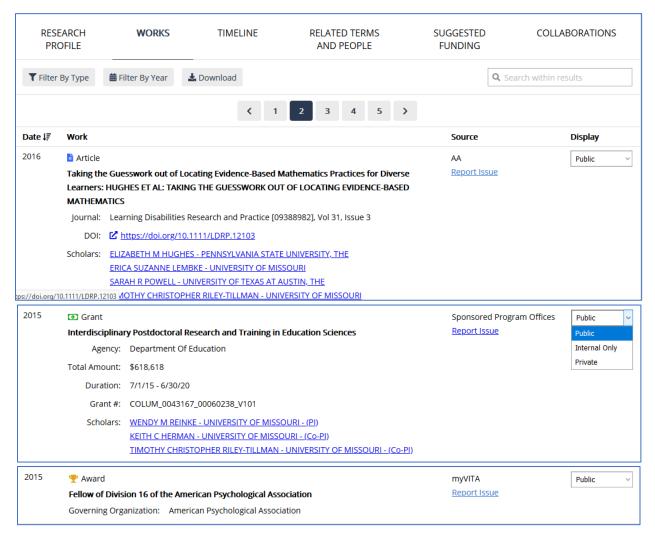
For each of the sources, there is the ability to report an issue for that record.

- AA creates an email to Academic Analytics with the id and title of the record
- Sponsored Program Offices Creates email to Sponsored Programs with the id, agency, and title of the grant
- myVITA a faculty member will need to adjust their records in myVITA. The feed from myVITA to Academic Analytics Faculty Insight takes place once a week, typically on Monday. A mapping of the myVITA records into Academic Analytics Faculty Insights may be found here.

The dropdown to manage the display levels of the record has three options:

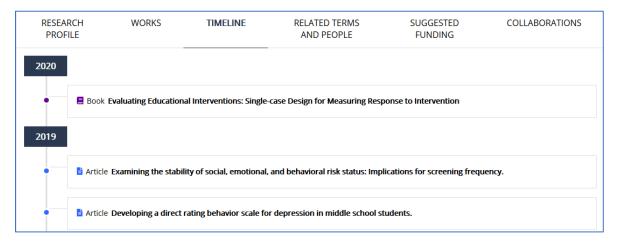
- Public to be displayed on UM Faculty Scholars/External Discovery Site https://scholars.umsystem.edu/ and in Faculty Insights for all users (UM System universities and all other institutions)
- Internal only to be displayed in Faculty Insights for users within the University of Missouri System, all four
- Private only viewable by the individual faculty member (or proxy if assigned)

Selecting the DOI: link of publication takes you to the publication website and selecting the name of a scholar takes you to the Faculty Insight page of that scholar.



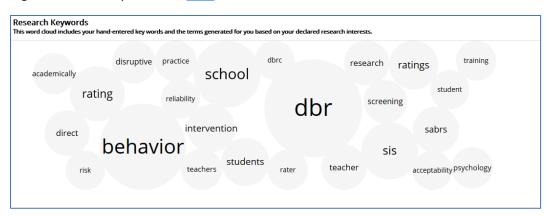
Timeline

Timeline provides a list of a faculty members works as a timeline.

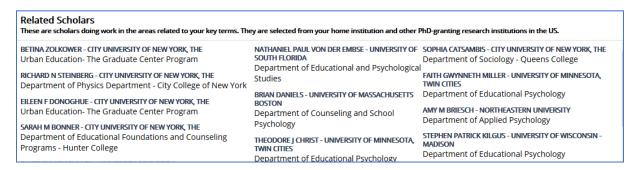


Related Terms and People

Research Keywords is a word cloud based on your hand-entered key words and the terms generated for you based on your declared research interests. These lists drive the suggested funding and related scholars. Information on how to update and manage these lists may be found here.



Related Scholars provides a list of others who are doing research in the same areas as you based on your research interests and keywords. This list includes scholars from across the country and may be a source of potential collaborators or references for promotion and tenure review. Selecting a scholars name will take you to their Faculty Insights page and provide you with a list of their works, research profile, timeline, related terms and people and collaborations.

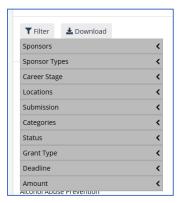


Suggested Funding

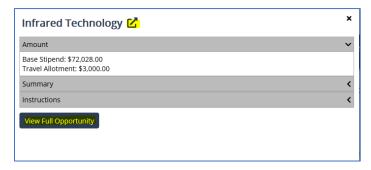
The suggested funding tab provides a list of funding that is suggested for you based on your research keywords and interests. Information on how to manage your list of Research Interests and Research Keywords may be found here.



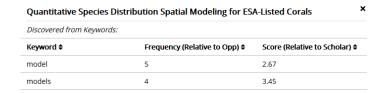
You can filter the funding opportunities multiple ways, including by Career Stage.



Selecting the name of the grant provides additional information about the grant (Amount, Summary, Instructions) and a link to the grant website as the header and a button at the bottom).

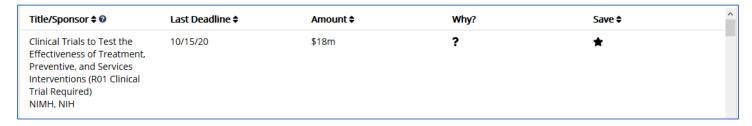


The Why? provides the Keyword analysis that determined this would be a funding opportunity for this individual.



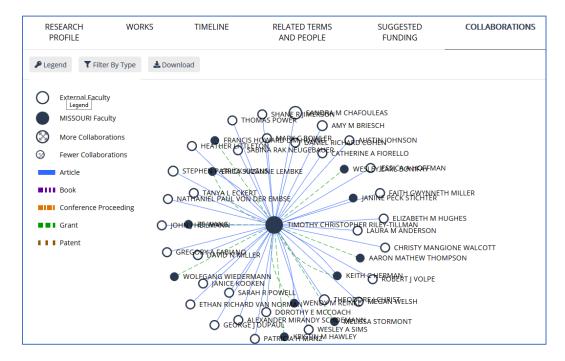
Selecting the star to Save will add this funding opportunity as one to include in your notifications. The list of saved funding opportunities is also available to you as a menu item. More information about <u>saved funding opportunities</u> and <u>notifications</u> may be found by selecting the hyperlinks.

You can also sort by Save to have these appear at the top of the list.



Collaborations

The collaborations window gives you a graphical representation of the scholars with whom you have collaborated. The Legend gives you information about what the different lines and circles mean. If you select the name of a scholar, you will be provided with a list of all of the items on which you have collaborated.



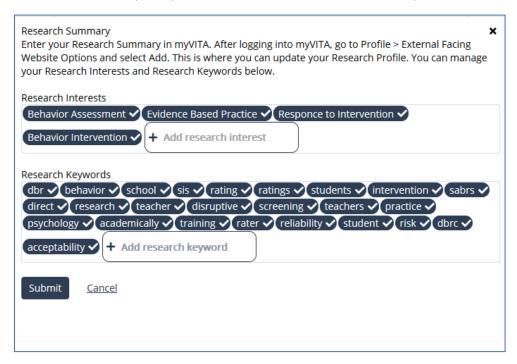
Edit Profile – Research Interests and Keywords

To manage your Research Interests and Keywords, select EDIT PROFILE in the upper right-hand corner of the Faculty Insight page. You will need to be in a faculty profile by selecting My Profile in the upper left-hand corner menu.



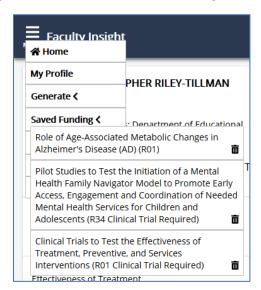
Once in the Edit Profile page you can add Research Interests that you continue to want to be involved in or that you may be interested in pursuing in the future. You can also manage your Research Keywords. This is a list that is generated from your publications, creative works and grants. You will want to be fairly conservative when managing this list. For creative works, you will want to add modalities (i.e. music, painting, sculpture, theatre) because this will not be captured by the titles of your works. The Research Interests and Keywords drive the suggested funding and related scholars. When you are finished managing your research interests and keywords, select Submit.

You can update your Research Summary in myVITA. Information on how to do this may be found here.



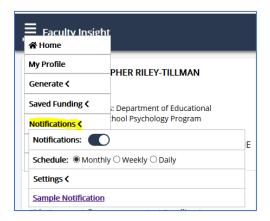
Menu - Saved Funding

In the left-hand corner Menu, you can select Saved Funding to view the funding opportunities that you have saved. Selecting the name of the grant takes you to more information about the grant.

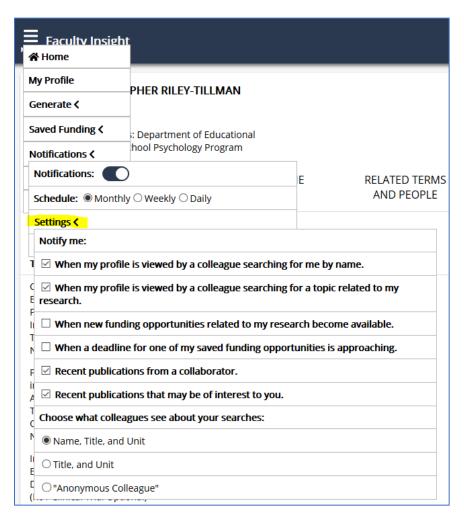


Menu - Notifications

You can also manage your notifications and settings that you receive about saved scholars, searches, and funding opportunities through the left-hand menu. In the menu, select notifications. You can turn them on or off by moving the slider. You can select also select how often you would like to receive these notifications.



To manage the information in your notifications and what other faculty will see when you search their profile, select settings. Here you can select what you would like to be notified about and what your colleagues will see about your searches.



Below is a sample notification. You can Save items directly in the notification by selecting the star.



Additional information about Faculty Insights may be found at this website: https://www.umsystem.edu/ums/aa/faculty-information-and-evaluations