



## **Swenson College of Science and Engineering Guide for WORKS**

**Step 1: Access Your Account:** Go to [works.umn.edu](https://works.umn.edu) and log in with your University of Minnesota username and password. Click on *Manage Your Activities* to begin entering your accomplishments.

**Step 2: Enter Required Information:** The following screens require entry/review for the completion of your Annual Activity Report (note specific instructions in the gold box):

### ***Scholarship/Research/Creative Activities***

- Publications and Other Intellectual Contributions
- Presentations
- Grants, Sponsored Research, and Contracts

Funding amounts are not imported from PeopleSoft. Update this information as appropriate.

- Other Grants, Awards, Gifts, or Endowment Earnings (manual entry)
- For any of these activities, additional files can be added by clicking on the entry and uploading files in the “Additional Materials” section.

### ***Teaching***

- Scheduled Teaching (Imported data)
  - To include student teacher evaluations, click on the relevant course. Under “Additional Materials” click on “choose file” and give the file a relevant description (e.g., course evals).
- Instructional Activity (Guest Lectures, Clinical Teaching, etc.)

### ***Advising***

- Academic Advising (Imported data)
- Other Student Advising (e.g. UROP, Student Supervision, and Student Mentorship/Career Advising)

### ***Service***

- University/Department
- Professional
- Public/External/Community
- Mentoring/Career Advising
- For any of these activities, additional files can be added by clicking on the entry and uploading files in the “Additional Materials” section.

### ***Annual Reporting***

- Narrative and Supplementary Material Upload. Here you can upload documents that do not necessarily fit in elsewhere in your annual activity report.
- If you had a leave (i.e., single-semester leave or sabbatical), you should enter the information under leaves.

### ***Extension, Outreach, and External Engagement***

- International Engagement Summary
- Outreach and Community/Public/Private Partnerships Summary
- Consulting and Professional Consultations

### ***Contact Information, Recognition, and Web Profile***

- Honors and Recognition

### ***Education and Appointments***

- Graduate/Post-Professional Training (Practicums, Residencies, Fellowships, and Visiting Engagements) Honors and Recognition
- Professional Memberships
- Professional Development

**Step 3: Enter Additional, Optional Activities and Accomplishments:** Your accomplishments are many and varied! Screens exist in Works to capture the full range of faculty activities, and you are encouraged to explore. **Detailed data-entry, importing, and reporting guides can be found [here](#).**

**Step 4: Upload Additional Attachments:** Review that the following attachments, **in pdf format**, have been uploaded to the *Narrative and Supplementary Material Upload* screen, as applicable:

- 1) Accomplishments Checklist - For Tenured/Tenure-Track Faculty Only,
- 2) Optional copies of your three best publications from 2019,
- 3) Optional Teaching Portfolio, and
- 4) Laboratory Operating Procedures and Lab-Specific Hazard Communication Training Record.

**Step 5: Run Your Annual Activity Report:** Click on *Rapid Reports*. Select “Annual Activity Report, Standard”, choose the dates, and select **PDF** for the file format. Click on *Run Report*. Save a copy of your report for you records. The file name should be in the format “JaneDoeAAR2019” for consistency.

- When completed, you should email your Annual Activity Report to your Department Head and cc: Nancy Kienzle in the Dean’s Office
- The department will set up a Google share drive and post your Annual Activity Report there. Departmental procedures will then be followed to review your record
- The Department Head will generate a final departmental electronic review form that will then be forwarded to the Dean for review