

Faculty Annual Report Guide: Profile – Global Questions

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Global Overview

In an effort to promote global engagement, Boston College is setting up a system that will identify the global expertise and endeavors of our faculty on an interactive world map. The map will be posted on [BC’s global website](#) and will be accessible to both internal and external parties. Your participation is requested.

The goals of this interactive map are to help faculty and other parties identify colleagues engaged in the same countries or regions of the world, as well as identify areas of strengths and weaknesses in terms of international collaborations to help make informed decisions.

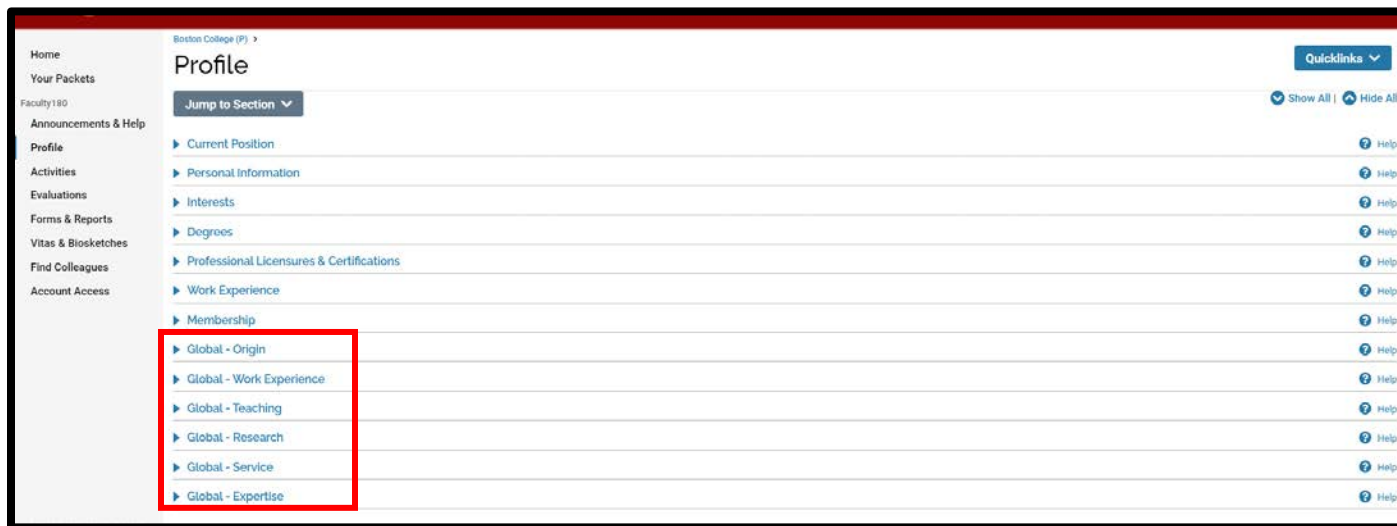
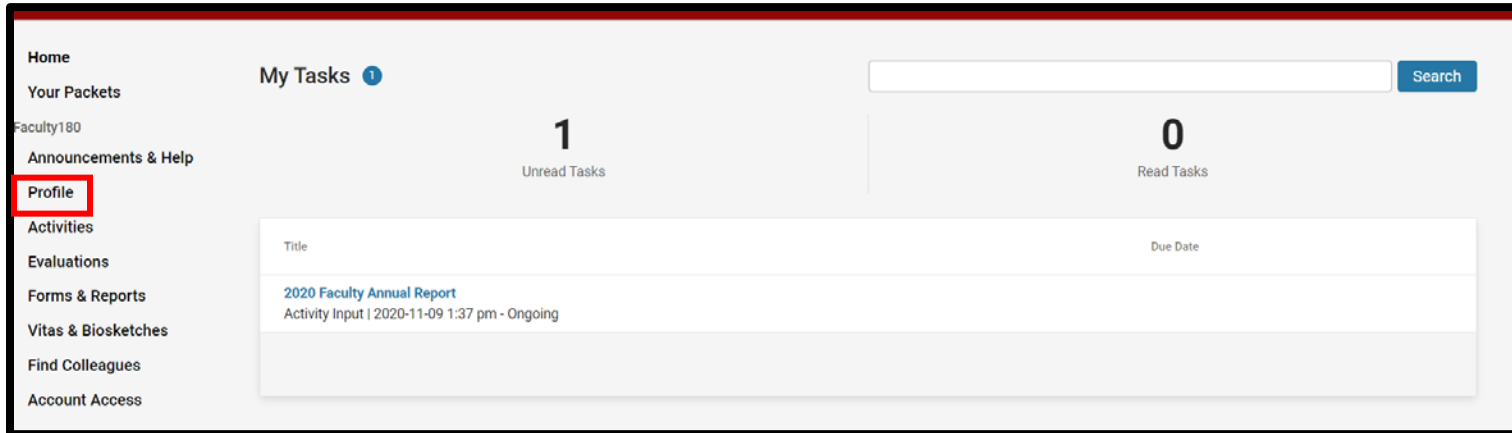
The only information we ask from you in this section is a list of the non-US *countries* or, if applicable, *regions*, of your background and professional experience. The categories you will be asked to enter country information include: Origin, Work Experience, Teaching, Research, Service, and Expertise. A guide for when to list a country in each category is provided in the table below. Specific details about your involvement in these various categories should be included in the appropriate section of the Faculty Annual Report (under the **Activities** section).

The information collected from the Global section (other than Origin) will feed into an interactive map that will list all faculty who mention the country or region based on one of the categories above. The faculty list will link to your individual faculty web profile. It is recommended, therefore, that you update your BC webpage to include your international activities.

Origin	The country(ies) where you were born or raised. <i>Please note: information collected in the origin section will be used solely for internal purposes and will not be used as an input to the publicly viewable global map.</i>
Work Experience	Country(ies) in which you have worked.
Teaching	Country(ies) or region(s) of expertise in your teaching. Include here countries you have taught in or region-specific subject matter you have taught in class. You may also enter a country where you have been a director of a study abroad program, or engaged as a faculty at a local university or in a professional training program.
Research	Indicate if your research is related to a particular country or region, or if you are involved in a research project whose data or subjects belong to a particular country(ies) or region(s).
Service	Country(ies) for which you have provided service (e.g., editorial or committee work, a conference contribution, work for an international academic or professional organization, university, community, or church. Also include here any overseas immersion trips, service trips, or retreats. Service for these activities is typically unpaid or nominally compensated.
Expertise	Country(ies) or region(s) of expertise. Expertise – the result of years of scholarship on a given country/region – reflects a higher level of knowledge and is, as a rule, well compensated financially. Examples of expertise activities include consulting, media interventions, awards by a foreign entity, memberships in boards or committees, etc.

Global – Navigation

The new global questions will be part of the **Profile** section in Faculty 180. While we encourage you to periodically update all of your information in the Profile section, the sections relevant to Global Engagement have a **Global** prefix. To answer these questions, click **Profile** under **Faculty 180** on the left-hand side menu, and the Profile page will appear.



To enter information on the Global Engagement questions, click on the triangle next to any section to expand it.

The screenshot shows a web interface for a user profile. On the left is a navigation menu with items like Home, Your Packets, Faculty180, Announcements & Help, Profile (highlighted), Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area is titled 'Profile' and includes a 'Jump to Section' dropdown, 'Quicklinks', and 'Show All | Hide All' buttons. A list of sections follows, each with a right-pointing triangle and a 'Help' link: Current Position, Personal Information, Interests (highlighted with a blue bar), Degrees, Professional Licensures & Certifications, Work Experience, Membership, Global - Origin (circled in red), Global - Work Experience, Global - Teaching, Global - Research, Global - Service, and Global - Expertise. At the bottom left, there is a copyright notice: © 2018 Interfolio, Inc. Program Policies.

Global – Adding and Editing Entries

When you click on a section, it will expand and provide you with options to view the countries and/or regions you have previously entered, edit or delete any entries you have already made, or add new entries.

The screenshot shows the 'Profile' page for Boston College. At the top, there is a breadcrumb 'Boston College (P) >' and the title 'Profile'. A 'Quicklinks' dropdown is in the top right. Below the title is a 'Jump to Section' dropdown and 'Show All | Hide All' links. A list of profile sections is shown, each with a 'Help' icon: Current Position, Personal Information, Interests, Degrees, Professional Licensures & Certifications, Work Experience, Membership, Global - Origin, Global - Work Experience, Global - Teaching, Global - Research, Global - Service, and Global - Expertise. The 'Global - Origin' and 'Global - Work Experience' sections are expanded and highlighted with a red box. 'Global - Origin' shows 'No activities entered.' and an 'Add' button. 'Global - Work Experience' shows a table with one entry: 'Philippines' under the 'Country(ies)' column. To the right of the table is an 'Actions' column with edit and delete icons. An 'Add' button is located below the table. At the bottom left, there is a 'Go Back' link.

To add a new entry, click on the **Add** button, and you will be taken to the entry screen.

Boston College (P) >

Profile

Jump to Section ▾

- ▶ Current Position
- ▶ Personal Information
- ▶ Interests
- ▶ Degrees
- ▶ Professional Licensures & Certifications
- ▶ Work Experience
- ▶ Membership
- ▼ Global - Origin

No activities entered.

Add

- ▶ Global - Work Experience
- ▶ Global - Teaching
- ▶ Global - Research
- ▶ Global - Service
- ▶ Global - Expertise

The **Global - Origin and Work Experience** screens ask only for country or countries of engagement.

Boston College (P) > Profile >

Profile

Global - Origin

Please indicate the country(ies) where you were born and/or raised. (This information will be used for internal purposes only and will not be publicly available)

To add additional countries, click "Save and Add Another." To return to the main profile menu, click "Save and Go Back."

View Previously Entered

** Indicates required field*

A Country(ies) where you were born or raised

Countries

Select

Save
Save and Add Another
Save and Go Back
Cancel

Select a country from the drop-down list. After making a selection, click on **Save and Add Another** if you wish to add more countries to the question or **Save and Go Back** if you only want to enter one country on the list and go back to the Profile page. Clicking **Save** will save your selection but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your selection unless you cancel and go back to the same page and save first.

To edit an existing entry – click on the **pencil icon** on the right. To delete an existing entry – click on the **X** on the right.

The screenshot shows the 'Profile' page for Boston College. At the top left, it says 'Boston College (P) > Profile'. There is a 'Quicklinks' dropdown menu on the top right. Below the profile title, there is a 'Jump to Section' dropdown and 'Show All' / 'Hide All' toggle buttons. A list of profile sections is shown, each with a right-pointing arrow and a 'Help' icon. The sections are: Current Position, Personal Information, Interests, Degrees, Professional Licensures & Certifications, Work Experience, Membership, Global - Origin, Global - Work Experience (which is expanded), Global - Teaching, Global - Research, Global - Service, and Global - Expertise. The 'Global - Work Experience' section is expanded to show a 'Country(ies)' field with 'Philippines' entered. Below this field is an 'Add' button. To the right of the 'Add' button is an 'Actions' menu containing a pencil icon (edit) and an 'X' icon (delete), both of which are highlighted with a red box.

When you click on the pencil icon to edit, it will take you to the entry screen and you can select a different country from your original selection. Make sure to **Save** your selection before leaving the page.

The **Global - Teaching, Research, Service, and Expertise** screens will offer an additional drop down where, instead of selecting multiple countries in the same region, you can enter a single region, multiple regions, or global, to capture the range of your area expertise.

Boston College (P) > Profile >

Profile

Global - Teaching

Quicklinks ▾ Actions ▾

1 Please fill out country(ies) or region(s) of expertise in your teaching.

Include here countries you have taught in, or region-specific subject matter you have taught in class. You may also enter a country where you have been a director of a study abroad program, or engaged as faculty at a local university or on a professional training program.

To add additional countries and/or regions click "Save and Add Another." To return to the main profile menu, click "Save and Go Back."

Please note, you may add countries and/or regions, but you do not need to add both. You may add countries without adding regions and vice versa, simply leave the non-relevant field blank and click save. Please do not select a corresponding region for each country unless you truly have region-specific expertise.

2 View Previously Entered

* Indicates required field

A Country(ies) of teaching expertise

Country(ies)

3 Region(s) of teaching expertise

Please only select region(s) if you truly have regional expertise. Please do not select a corresponding region for each country you select.

Region(s)

Save Save and Add Another Save and Go Back Cancel

As with the country-only screens, please use the drop down menu to select any region(s) appropriate to the section. If you have only one region to report, make your selection, and click **Save and Go Back**. If you have multiple regions to report, click **Save and Add Another** and you will be taken to a new entry screen. If you click **Cancel** without saving, your selection(s) will not be saved.

Please do not select a corresponding region for each country you select, rather use the region or global option in cases of true regional or global expertise. You should not select the countries of the regions you have already selected.

If after selecting multiple countries or regions, you would like to see which countries or regions you have already reported, click on **View Previously Entered** and a list of all prior entries will appear.

Boston College (P) > Profile >

Profile

Global - Origin

! Please indicate the country(ies) where you were born and/or raised. (This information will be used for internal purposes only and will not be publicly available)

To add additional countries, click "Save and Add Another." To return to the main profile menu, click "Save and Go Back."

! View Previously Entered

** Indicates required field*

A Country(ies) where you were born or raised

Countries

Save

Save and Add Another

Save and Go Back

Cancel