UOFL FOLIO SECTIONS

School of Medicine
When inputting activities: Consider Spring Semester to begin in January and run through June. Consider Fall Semester to begin in July and run through December. Disregard Summer and Winter Semester.

Activities

- Use these sections to enter your academic and professional activities.

Important notes:
- Fields names within each section that are followed by an asterisk (*) are required to save the information entered.
- Select “Start Semester” fields according to when the activity began.
- For the “End Semester” fields, select when the activity ended or “ongoing” if the activity has not ended.
- School of Medicine Faculty Only: Consider Spring Semester to begin in January and run through June. Consider Fall Semester to begin in July and run through December. Disregard Summer and Winter Semester.
- After you have entered information for the activity, click “Save” to save and continue editing “Save and Add Another” to add another activity in the section, or “Save and Go Back” to move to another activity section.
PROFILE SECTIONS

These sections are fairly self explanatory.

Some information in the Personal Information, Contact Information, and Current Position sections are uploaded institutionally.

You may add additional information you wish to add.

Questions about information you are not able to edit should be directed to your departmental or academic unit human resources personnel.
Annual Work Plan: Summative

Select academic term and year, then enter annual work plan (AWP) percentages into each activity field. Total percentage must equal 100%.

"Ongoing" means the percentages are not expected to change from year to year. They may be updated should percentages change.
Teaching: Non-credit instruction

Use this section to document instructional/teaching activities for which student credit hours were not generated. Instruction may be at the University of Louisville or another institution or organization. Example: Grand Rounds, Guest lectures, courses given to medical school residents that do not generate student credit hours.

Note: Dissertation and master thesis supervision, etc., should be NOT be entered here. Enter that information in the "Mentoring and Structured Student/Clinical Trainee Learning" section.
ACTIVITY SECTIONS

Mentoring and Structured Student/Clinical Trainee Learning

Use this section to enter mentoring or teaching activities with individual students, clinical trainees or other faculty. Examples of activities entered here include: independent study, honors thesis supervision, service on masters or dissertation committees, supervision of clinical trainee research projects, supervision of student teachers or practicum students, and other structured mentoring.
Activity Input

Publications, Creative Works, Presentations, Patents/Intellectual Property

[Manual Input]

Select
- Fine Arts, Theatre Arts, Music: Publication of Prints
- Fine Arts, Theatre Arts, Music: Published Feature of Work
- Fine Arts, Theatre Arts, Music: Published Review of Work

[Import]
- Generic (RIS/BibTeX)
- Medline/PubMed Copyright and Disclaimer Notice
- Web of Science®

ACTIVITY SECTIONS

Publications, Creative Works, Presentations, Patents/Intellectual Property

This is the section where you enter your books, book chapters, publications, patents, presentations, etc.

You can enter the information manually or import from RIS/BibTeX, PubMed or Web of Science.
Grants and Contracts

Grants and Contracts managed by the Office of the Executive Vice President for Research and Innovation (EVPRI) are bulk uploaded in this section and may not be edited by faculty.

Questions about entries may be directed to Janet Johnson in the EVPRI’s Research Development and Strategic Initiatives Office at 852-8358 or by email to janet.johnson@louisville.edu

Faculty may enter information for grants and contracts not managed by the EVPRI Office.

You may also input the information manually.
Input Form

Start Semester*: Select Semester ▼ Select Year ▼
End Semester*: Ongoing ▼ Ongoing ▼
Unit*: University of Louisville
Committee*: Select

Activity Classifications

Elected: Select ▼
Role: Select ▼

Attachments

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File ▼ | Upload File

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Activity Sections

Service: Institutional Committees

Enter your institution committee service here. This section is for University of Louisville committees that are university-wide, SOM, department and division committees.

Hospital committees should NOT be placed here. These should be listed under the section titled Service: Hospital Committees.

Select the "Unit" where the committee service occurred by clicking "Change" and selecting the appropriate unit (e.g., university, academic school/college, department)
ACTIVITY SECTIONS

Service: Other Institutional Service

Use this section to list institutional service other than committee work and other than appointments to administrative positions (e.g., department chair, assistant chair, assistant dean, program director). The latter should go in the Profile area under "Institutional Appointments".
### Service: Hospital Committees

Enter your hospital committee service here (e.g., University of Louisville Hospital, James Graham Cancer Center, Jewish Hospital, Norton Hospital, Norton Children’s Hospital, VA Medical Center)

Note: Clinical service provided in hospitals should be entered in the “Clinical Activities” section.
ACTIVITY SECTIONS

Service: Extramural

Enter extramural service here. Dates and organization name are the only required sections.
Community Engagement

Please use these forms to let us know about your activities with external partners locally, across the Commonwealth, in the U.S., or abroad. Contact Pat Smith with the UofL Office of Community Engagement with any questions.
# Professional Development

Enter professional development activities you have participated in this section.

Enter title, sponsoring organization, location, continuing professional education hours (if applicable), description, year of the professional service experience, activity type, and method of delivery.

### Activity Classifications

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<th>Activity Type</th>
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### Attachments

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[Add Another]
Honors and Awards

Use this section to enter any honors and awards you have received. Include honors and awards conferred within the University of Louisville (e.g., the institution, your academic unit or department) and honors and awards conferred by extramural organizations.
ACTIVITY SECTIONS

Consulting

Enter consulting activities here.

There are multiple consulting types to choose from. If the type isn’t listed you can pick “Other” to manually enter the type.

You can also select whether you were compensated for the consultation.
Details of Clinical Activity

Enter details in fields below.

Start Semester*  
Choose:
- Fall
- 2021

End Semester*  
Choose:
- Ongoing
- Ongoing

Position Title  
Enter your position title.

Name of Clinical Facility  
Enter the name of the clinical facility.

Description  
Enter a description of the clinical work being performed.

Attachments

Attachment Type  
Choose:
- File

Attachment

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Type

Select

Lock  
(faculty cannot delete)

Add Another