Submission Process

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The window for submitting faculty for peer analysis/benchmarking is between November 1st and March 30th each year. However, submissions and updates are accepted throughout the year to constantly refine the data. We request faculty lists include all tenure/tenure-track faculty and non-TTT faculty who are expected to produce research as of November 1 of a given academic year. This includes:

- All tenure/tenure-track faculty, including administrators, faculty who are on sabbatical, faculty on leave without pay but are expected to return, and those who haven't published recently.
- Individuals not paid by the institution but who are affiliated with the institution and are expected to produce research as a condition of the affiliation.
- Others whose job involves scholarly research and are expected to pursue grants and publish. This could include research-track faculty, emeritus faculty who continue to hold a research obligation or professors of practice engaged in research.

A submission template is provided to institutions illustrating the preferred format of submitted faculty lists. In cases where an institution is unable to respond in the format requested, a list that is more convenient for the institution to produce will be accepted and processed into the database. Partial submissions are accepted in the event that an institution cannot easily provide all requested fields. Requested fields are assigned one of the following priorities.

Submission of individuals for display in the tools outside of Peer Analysis/Benchmarking, such as Research Insight, Faculty Insight, and EDS may include any type of individual at an institution regardless of rank. These non-comparative products may also include any unit on campus and, in the interest of providing more real-time data, the capture date has no limit. This means institutions are able to provide their most recently hired individuals to appear in the non-comparative products.

Required

These fields are essential; without them, Academic Analytics is unable to process the submitted list. If unable to provide these fields, we ask that the request be directed to another office on campus.

- Person Name (both Last, First, Mid and FML formats accepted)
- Academic Title (from HR or other system)
- Unit Name (Individual's primary academic unit affiliation or additional affiliation for which the individual has a disciplinary focus. In some cases, a person may not have a tenure home. Centers or research institutes may be submitted as their unit affiliation or as an additional affiliation. Individuals with a significant secondary focus may be submitted in more than one departmental unit.

Highly Recommended

These fields, if not provided, are assigned/inferred by Academic Analytics. They have been separated from other recommended fields due to their increased impact on accuracy and processing time.

- Person Identifier (from university system)
- Tenure Status (from HR or other system)

Recommended

These fields, if not provided, are assigned/inferred by Academic Analytics through web research. By providing any of these fields, institutions help to ensure accuracy and improve processing time.

- Faculty Rank Type (Professor, Associate, Assistant, Lecturer, Instructor, Other)
- Tenure Status Type (Tenured, TenureTrack, NotTenureTrack)
  - NotTenureTrack research track faculty may not be easily defined and/or may not exist at a given institution
- Faculty Type (Regular, Research, Clinical, Public Service, Librarian, Other)
- Is Administrator (university-level administrator, dean of a college, or associate dean)
  - The expectation of research varies from institution to institution with regard to administrators. In some cases, this can impact unit placement in the comparative data.
- Administrative Title
- Is Emeritus
- Is Primary Appointment (for individuals submitted with more than one unit)
- College
- PhD Program (where individuals may sit on a dissertation committee and mentor Ph.D. students)
  - In cases where an institution cannot easily identify Ph.D. Program placement, Academic Analytics take the list with departmental

affiliations and infers Ph.D. Program placement which is later provided back to the institution for approval

- Hire Date (from HR or other system, date of hire, not date of tenure)
- Terminal Degree (if multiple, include first obtained)
- Terminal Degree Year (if multiple, include first obtained)
- Terminal Degree Institution (if multiple, include first obtained)
- CIP Codes (to units and Ph.D. programs as classified in institution's system)
    - Note that while CIP Codes are referenced in the creation of the Academic Analytics Taxonomy and are requested in the submission instructions, they are currently used for reference only. Reporting by CIP is not available. Not all requested fields are available in the comparative database. Some data remain incomplete because institutions have not submitted those fields. However, they are archived because they may prove useful for clients and Academic Analytics, particularly in the data matching processes.

Useful Reference

These fields are helpful in the data matching process but are not required to perform data matching.

- Terminal Degree Field
- Publication Alias
- Prior Institution
- Gender
- ORCID

The process by which a submission list is created varies from institution to institution. It also depends on the resources available. The following describes several different paths taken to compile a submission.

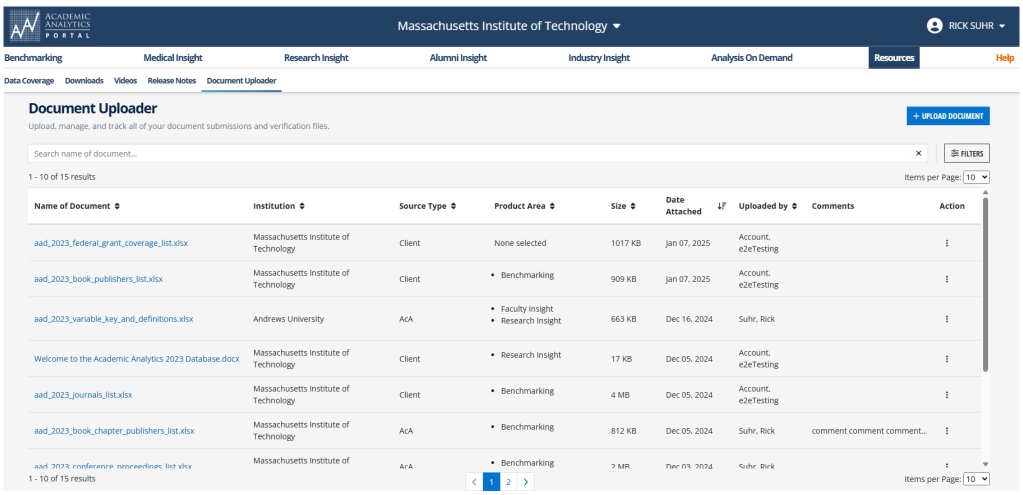
- An HR file is sent to Academic Analytics followed by a review of Ph.D. program placement
- An HR file for departments is sent to Academic Analytics; the Graduate School compiles a list for Ph.D. Programs
- The previous year's submission list is distributed to Deans and/or Department Chairs for corrections and then compiled and reviewed
- An IR office identifies people using one or more systems on campus, assigns program affiliations and reaches out for feedback as needed to other offices

Once a list is submitted, Academic Analytics uploads all individuals to the data warehouse and reviews the groupings for consistency with the other submitted and collected groupings. When questions arise processing a submission, they are sent to the Academic Solutions team who follow up with the submitting institution. This often prompts conversations about inclusion since research expectations by rank and appointment can vary. This is where working directly with the institution is preferable since the definitions of included faculty can be refined to a more granular level not possible through web collection.

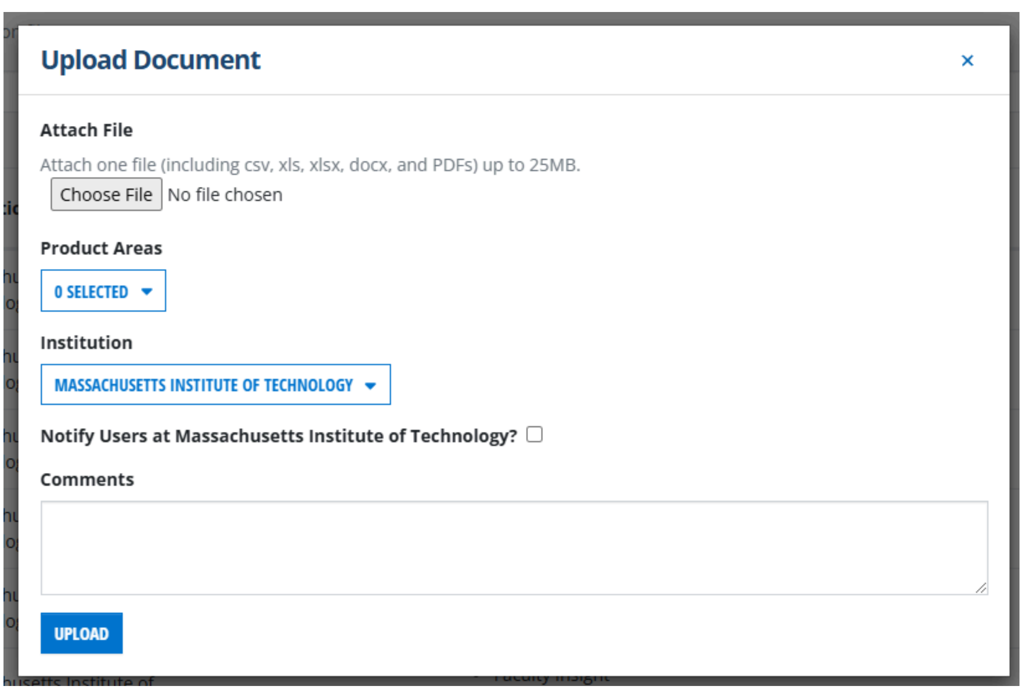
How to Submit

For current clients we provide a Document Uploader for submitting faculty rosters, verification files, alumni lists, and any other institutional data files previously sent via email. This repository is found within the Academic Analytics portal, and is only accessible to users with explicit permissions. Files uploaded uploaded by or for a specific institution may only be viewed by Academic Analytics employees and users at the institution with permission to access the repository. All files within this system are stored securely.

The Document Uploader appears in Resources > Document Uploader:



To download a file, click on the filename. To upload a new file, click the "Upload Document" button in the upper right, which will bring up the document dialog:



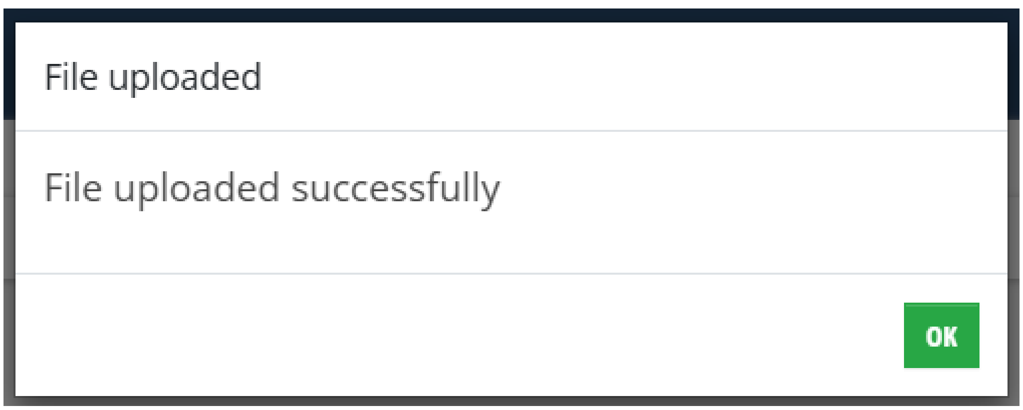
Clicking “Choose File” will launch a standard file selection dialog. While not required, the “Product Areas” dropdown can be used to indicate the products to which the file is relevant. Options include Benchmarking, Faculty Insight, Research Insight, Alumni Insight, and Medical Insight. Note that multiple products can be selected.

The institution selector will only populate with other institutions if the user has access at multiple institutions (System user) or is an Academic Analytics employee.

“Notify Users at …” is an option to send an automated email notification to any other users at the institution who have access to the Document Uploader. Marking the checkbox will bring up a selection list populated with all such users. Notifications are always sent to Academic Analytics when a file is uploaded, regardless of whether this option is used or not.

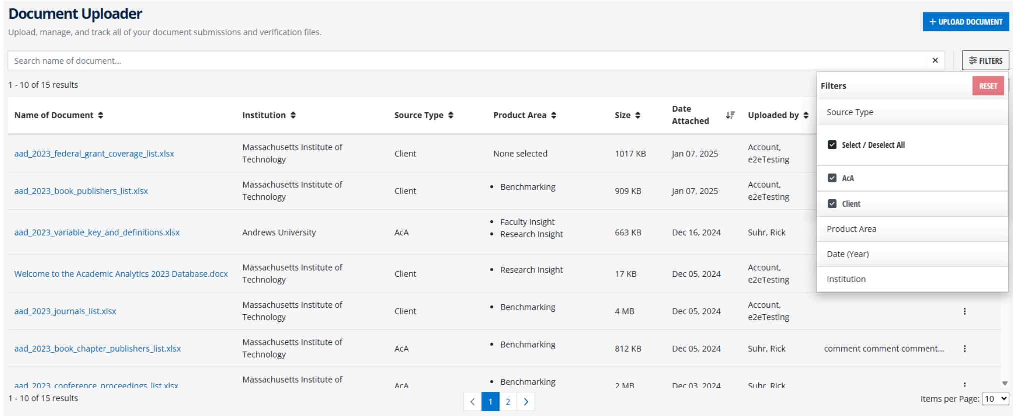
The “Comments” text box is also optional, and can be used to provide any desired notes about the file.

Clicking “Upload” will upload the file to the system, add it to the list of files, send any notifications, and display a dialog confirming the upload:



If an Error message appears in this dialog, please submit a help ticket or email.

The file name search bar and filters can be used to reduce the visible list of files. The filters can be applied to the Source type: Academic Analytics (AcA) or Client, Product Area, Year uploaded, or Institution (only applicable to System users and Academic Analytics employees). Clicking on a filter category will expand that category and display its options. Clicking the “Reset” button will clear all selections and display all files. The image below shows the “Source Type” option expanded:



To the right of each file is a Kebab Menu containing options to Edit, View Comments, Send Notification, or Delete the corresponding file. The "Edit" dialog allows editing the Product Areas and Comments. The "View Comments" option will display a dialog with the full text of the comment. The "Send Notifications" option can be used to resend notifications or select additional users to notify. Finally, the "Delete" option will remove the file: