

Guide to Administrative Reports and Activity Classifications

Updated 1/4/23

Activity Reports

[Profile Report](#) – does not contain any filtering ability and does not provide all the data one might desire. Other reports—or using the Backup Data tool under [Administration](#)—might be better options.

- Administrative Positions – Academic
 - Administrative Position Title – *not displayed*
 - Position Description – *displayed*
- Degrees
 - Highest degree earned – *not displayed*
 - Terminal degree – *not displayed*
 - Dissertation topic – *displayed*
 - Honor/Distinction – *displayed*
 - Description – *displayed*
- Licensures
 - Licensure/Certification Type – *not displayed*
 - Current License Number – *displayed*

Activity Input Report

The landing page Activity Classifications menu lists all the classifications across activity types in the *Details* box; users should *not* draw upon this larger menu until they have:

- Selected the *Faculty* to include in the report
- Selected the *Activity* area in the *General* box, along with the *Begin* and *End* dates
- Click **Build/Refresh Report**

Table 1

Activity	Activity Classifications <i>Note: ACs with strikeout cannot be used, even though they are listed!</i>
TEACHING – Credit Courses	CRN Cross-Listed Number Instructors Number of Course Evaluation Respondents Overall Course Quality Overall Instructor Excellence Service-Learning Sessions Teaching Load Adjustment Reason Twin Falls Courses
TEACHING – Non-Credit Instruction	Academic or Professional Instruction Type Part of normal workload? Synergistic Activity Was audience internal or external to Boise State? Was this service activity separately compensated? Was this service part of your Boise State contractual duties?

TEACHING – Supporting Teaching Activities	Did this activity support Boise State University course(s)? Type of Primary Support
TEACHING – Directed Student Learning	Directed Learning Type Has this work been presented and/or exhibited? Has this work been submitted for publication? Synergistic Activity
RESEARCH – Grants/Contracts	Anticipated Full Award Amount F & A Recovery Type (for OSP grants only) Flow Through Sponsor Focus of Grant/Contract Grant/Contract Award Received to Date Grant or Contract? Initial Funding Request Latest Update OSP or Non-OSP Grant/Contract? Primary Associated Department Submitted Date Type of Funding AACSB: Competitive Research Award AACSB: Scholarly Type
RESEARCH – Supporting Grant/Contract Activities	Grant or Contract? OSP or Non-OSP Grant/Contract? Project Status
ADVISING – Academic & Career	<i>No classifications</i>
SERVICE – Boise State	Audience Method of selection for this role Part of normal workload? Position/Role Service Organization Level Was this service activity separately compensated? Was this service part of your Boise State contractual duties?
SERVICE - Community	Audience Community Service Role Type Method of selection for this role Synergistic Activity Was this service part of your Boise State contractual duties?
SERVICE – Editorial & Review Activities	Academic or Professional Editorial/Review Role Synergistic Activity Type of Publication Was this service activity separately compensated? Was this service part of your Boise State contractual duties? AACSB: Scholarly Type
SERVICE – Profession/Discipline	Audience Method of selection for this role Profession/Discipline Service Role Type Synergistic Activity Was this activity part of your Boise State contractual duties? Was this service activity related to an academic conference?
SERVICE – Consulting	Administered through the University? Consulting Level Consulting Type Estimate of total hours spent on this activity Source of Funding Synergistic Activity Was this service part of your Boise State contractual duties?

FELLOWSHIPS – External	<i>No classifications</i>
HONORS – Awards & Honors	Award/Honor Purpose Award & Honors Scope
DEVELOPMENT – Faculty & Professional	Development Activity Type

Scholarly Activities

- The landing page for this report contains an activity classifications menu that lists all of the classifications across activity types in the *Details* box.
- Unlike the *Activity Input Report*, selecting a specific activity type will NOT restrict the classifications menu to only those classifications that are completed for that activity type
 - Choosing an activity classification that does *not* apply to your activity type will yield NO results!
- Click **Build/Refresh Report**

Table 2

Activity Type(s)	Available (valid) Classifications
Artistic Works & Performances	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Academic or non-academic? Artistic Works & Performances Audience Brief description of the nature of the community partnership (if applicable) Client-based work: Commissioned work: Curator (if applicable) If a sponsored project: Sponsoring organization If juried, name of jurors Intellectual Contributions: Review Type Is this part of Community Engagement? Is this project a community partnership? Juried: Method of work's selection Name of community partner(s) (if applicable)
Book	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Book Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable)
Case Study	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable)
Chapter	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Book Chapter Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership?

	<p>Is this publicly available? Name of community partner(s) (if applicable)</p>
Conference Proceeding	<p>AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) COBE-Citation Source COBE-Percentile COBE-Percentile Does this publication/presentation have an administrative focus? Invited or Accepted? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable)</p>
Creative Publications	<p>AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Academic or non-academic? Brief description of the nature of the community partnership (if applicable) Client-based work: Commissioned work: Creative Publication Type Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization If juried, name of jurors Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Juried: Method of work's selection Name of community partner(s) (if applicable)</p>
Instructional Publications	<p>AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable) Teaching Material Type</p>
Journal Publication	<p>AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) COBE-Citation Source COBE-Percentile COBE-Quality Points If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable)</p>
Media Contribution	<p>AACSB: Professional Practice Standards or Public Policy Brief description of the nature of the community partnership (if applicable) If a sponsored project: Sponsoring organization Media Type</p>

	Name of community partner(s) (if applicable)
Other Works	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable) Other Works Type
Patent	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) If a sponsored project: Sponsoring organization Is this project a community partnership? Intellectual Property Type Name of community partner(s) (if applicable)
Poster Presentation	AACSB: Presentation Type AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Audience Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Invited or Accepted? Is this project a community partnership? Is this publicly available? Meeting Type Name of community partner(s) (if applicable) Published in proceedings
Presentation	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Audience Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Invited or Accepted? Is this project a community partnership? Is this publicly available? Meeting Type Name of community partner(s) (if applicable) Presentation Type Published in proceedings
Review	AACSB: Professional Practice Standards or Public Policy AACSB: Scholarly Type Brief description of the nature of the community partnership (if applicable) Does this publication/presentation have an administrative focus? If a sponsored project: Sponsoring organization Intellectual Contributions: Review Type Is this project a community partnership? Is this publicly available? Name of community partner(s) (if applicable) Published Review Type

[Grants](#)

- The landing page for this report contains an activity classifications menu that lists all the classifications across activity types in the *Details* box.
- Users should *not* draw upon this larger menu until they have:
 - Selected the *Faculty* to include in the report
 - Selected the *Funding Type, Grant Status(es), and date range* area in the *General* box,
 - Clicked **Build Report**
- The *Activity Classifications* will NOT be restricted to the classifications menu to only those classifications that are completed for that activity type
 - Choosing an activity classification that does *not* apply to your activity type will yield NO results!
 - The following classifications *can* be used to filter grants:
 - AACSB: Competitive Research Award (data may not be complete)
 - AACSB: Scholarly Type (data may not be complete)
 - F & A Recovery Type (for OSP grants only)
 - Focus of Grant/Contract
 - Grant or Contract?
 - OSP or Non-OSP Grant/Contract?
 - Type of Funding
- Click **Build/Refresh Report**

[Courses Taught](#) – does not contain any filtering ability

[Activities by Activity Classification](#) - *We do not recommend using this report*

- Though it theoretically allows you to obtain activities that have certain activity classification values, but:
 - The report does not provide detailed records
 - The counts will be inflated in instances in which a classification is applied across multiple areas.

[Administrative Reports](#)

[Ad Hoc Reports](#) – this report does not provide filtering options for activities.

[Activity Overview - By Faculty](#)

- The landing page for this report first requires you to choose the data area(s) you wish to examine in the report.
 - We recommend focusing only on one area at a time OR several related areas that have overlapping activity classifications (e.g., service areas).
 - Click **Generate Report**. Adjust the *Begin* and *End* dates as desired.
- The page that appears next contains an Activity Classifications menu that lists all the classifications across activity types in the *Details* box.
- Depending on the data areas being queried, you may have to also confirm several of the following parameters:
 - Status
 - Grant Status
- Click **Build/Refresh Report**

[Activity Overview – By Semester](#)

- The landing page for this report first requires you to choose the data area(s) and semester data range you wish to examine in the report.
 - We recommend focusing only on one area at a time OR several related areas that have overlapping activity classifications (e.g., service areas).

- Click **Generate Report**. Adjust the *Begin* and *End* dates as desired.
- The page that follows contains an activity classifications menu that lists all the classifications across activity types in the *Details* box.
- Depending on the data areas being queried, you may have to also confirm several of the following parameters:
 - Status
- Click **Build/Refresh Report**

[Faculty Classifications](#) – this report does not contain activity classifications.

[Scholarly Citations](#)

- Choose your main scholarly work type (e.g., book, journal article) in the *Columns* menu.
- Choose the following parameters:
 - *Status* (default: Completed/Published; Accepted)
 - *Begin* and *End* semesters
 - *Display Mode*
 - Default is by faculty member, but if you are looking across scholarly work *sub*-types, you may wish to group by a particular activity classification e.g., “Book Type” for Book.
- You need not use the *Activity Classifications* filter in the Details box unless you wish to focus on an additional subset of records, such as those that are peer-reviewed (aka “Intellectual Contributions: Review Type”).
 - See Table 1 above for a list of valid activity classifications for intellectual works.
- Click **Build/Refresh Report**

[Grant Citations](#)

- Choose the grant status(es) you wish to apply (default: Completed; Funded – In Progress)
- *Begin* and *End* semesters
- The landing page for this report contains an activity classifications menu that lists all the classifications across activity types in the *Details* box. Only the classifications available for Grants & Contracts will be available:
 - F & A Recovery Type (for OSP grants only)
 - Focus of Grant/Contract
 - Grant or Contract?
 - OSP or Non-OSP Grant/Contract?
 - Type of Funding
 - AACSB: Competitive Research Award
 - AACSB: Scholarly Type
- Click **Build/Refresh Report**