# Table of Contents

Introduction to Lyterati ................................................................. 3  
1. Access Lyterati ........................................................................... 4  
2. Log into the Lyterati ................................................................. 4  
3. Understand the Header ............................................................. 5  
4. Understand the Navigation Bar ................................................. 5  
5. Understand the Search Bar ....................................................... 6  
6. Your CV in Lyterati ................................................................. 9  
7. Faculty Administration ............................................................ 10  
8. Research .................................................................................. 13  
   Understand Research Headings .................................................. 13  
   View and Edit Articles ............................................................... 14  
   Add a Research Contribution .................................................... 16  
   Change the Article Type of a Contribution ................................ 18  
   Move a Contribution between Headings .................................... 19  
   Delete a Research Contribution ............................................... 19  
9. Teaching .................................................................................. 20  
   Teaching Headings ................................................................. 20  
   Advising .................................................................................. 21  
   Instructional Innovation ........................................................... 22  
   Courses Taught (CV) ............................................................... 23  
   Add Research Supervision ....................................................... 24  
   Edit Courses Taught (SIS) ....................................................... 25  
10. Outreach ................................................................................ 26  
    Outreach Headings ............................................................... 26  
11. Reports .................................................................................. 28  
12. Annual Review Process for Faculty ........................................ 32  
   a. Understand the Annual Review Process .............................. 32  
   b. Create a New Annual Report (Faculty only) ....................... 33  
   c. Answer research, teaching, outreach, leadership, and other questions .......................................................... 33  
   d. Answer Financial Interest Disclosure Questions ................ 34  
   e. Attach Document(s) to your Annual Review ....................... 34  
   f. Review your Answers ......................................................... 35  
   g. Submit your Annual Review ................................................ 35  
   a. Understand the Annual Review Process .............................. 36  
   b. Locate an Annual Review .................................................... 38  
   c. “Release” an Annual Report ................................................ 39  
   d. Answer Supervisor Questions ............................................. 40  
   e. Review your Answers ......................................................... 41  
   f. Submit your Annual Review ................................................ 42  
   g. Meet with Faculty (Department Head) ................................. 42  

Appendix A: Point-in-time vs. Range Contributions ..................... 43  
Appendix B: Understanding the “Name” Field in Each Heading ....... 47
Introduction to Lyterati

Lyterati is a software application produced by Entigence Corporation. Lyterati is known as a Faculty ERP – or an Enterprise Resource Planning – application. ERPs are applications that allow large organizations to transact business using electronic functionality. In keeping with that tradition, George Washington University (“GW”) has several ERPs in place already such as Banner for managing student information. Lyterati is a similar application that will allow GW to manage faculty contributions, annual reviews, promotion, and tenure along with providing an inventory of reports for faculty and academic administrators.

This guide will help you with the following objectives:

1. Understand Lyterati’s functionality
2. Learn how to add your research, teaching, and service contributions
3. Learn how to create and edit an annual report
4. Learn out run reports and download your CV in Word
5. Search the content in Lyterati

Lyterati is accessible through the GW intranet. Information on how to access the application and pre-requisites for access are listed in Section 1.

The IT Help Desk will support you as you start using the application. After an initial review of your question, if necessary, the Help Desk will route your question to Entigence Corporation. With this close working relationship with the vendor, you will have high-quality support from within and outside GW.
1. **Access Lyterati**

**Minimum requirements**
You must have a NetID and password to use Lyterati.

**Accessing Lyterati**
The Lyterati link (or URL) is available at the following locations:

- [http://www.gwu.edu/faculty-staff](http://www.gwu.edu/faculty-staff)
- [http://provost.gwu.edu/forms](http://provost.gwu.edu/forms)
- [http://www.gwu.edu/az-index](http://www.gwu.edu/az-index)

*Tip: What if I cannot get to these sites or I cannot remember my NetID or password? Contact the IT Help Desk for assistance.*

2. **Log into the Lyterati**

**Login page**
The Lyterati login page is shown below. Enter your login ID (your NetID) and password and then click Login.

```
Lyterati User Login

Username
[ ]
Password
[ ]

Login
```

1. Username is your NetID, which is the text to the left of the @ sign in your GW email address.
2. If you have not claimed your NetID you will not be able to log in.
3. You will get an error message if Javascript is not turned on in your browser. Follow the instructions in the Lyterati FAQs document to turn on scripting in your browser. This document is available on the login page.
3. Understand the Header

**Purpose**
The Header is shown below. The Header appears at the top of every page in Lyterati. The header provides quick access to “Search”.

4. Understand the Navigation Bar

**Purpose**
The Navigation bar appears on the left of every page. To the right of the navigation bar, Lyterati shows you the full name and department and college affiliation of the faculty member whose content you are currently reviewing. The navigation bar is the main menu for all the headings and content in Lyterati.

The navigation bar is organized into six menus:

- **Faculty Administration**: shows your college and department affiliations, contact information, appointments, education, training and certifications.
• **Faculty Progression:** provides you functionality to create and edit your annual reviews
• **Research:** contains headings for research-related contributions such as publications, conferences, book, grants, and patents
• **Teaching:** contains headings for teaching-related contributions such as courses taught, teaching innovation and research supervision
• **Service:** contains headings for service-related contributions such as awards and honors, professional memberships, media appearances
• **Reports:** provides you with access to an inventory of standard reports in Lyterati

5. **Understand the Search Bar**

**Purpose**
The Search bar is shown below. It is available on all Lyterati pages. You can enter a word or phrase in the search box and Lyterati will perform a keyword search. If you want to restrict your search to a Faculty, Research, Teaching, Service, simply click the link that appears on the search results page.
Initiate a Search

Enter a search term and hit enter or click the magnifying glass icon. Lyterati will show you a page of all Lyterati content containing the keyword “long”. The occurrence of the word long is highlighted in yellow on the search results page.
Try Different Types of Search

To search on faculty by the name “Long”, click the faculty link on the search result page.

Lyterati will show you new search results with the word “Long” in a faculty’s last or first names.

Understand the Search List

The search list for keyword search “long” is shown below. The faculty in whose contribution the word long is found is shown in the first line of each result, followed by the text in which the keyword is found. Clicking on the faculty name will take you to the specific content in which the keyword occurs. For instance, in this example, clicking on Christine Seaton will take you to Dr. Seaton’s work experience because the word “long” appears in the text for one of her previous work experience rows.
6. Your CV in Lyterati

We have parsed your CV and loaded the content into Lyterati’s standard headings.

This process was labor intensive because no two CVs are formatted in the same manner. Some faculty use headings such as Refereed Articles, Reports, Reviews etc., which are similar to Lyterati’s headings; other faculty list all their publications without further categorizations under a heading called “Publications”. Sometimes, conference and journal articles appear in the same block. In rare instances, CVs have no headings.

We used a complex set of rules to parse your CV. In the majority of cases, our rules worked well. Occasionally, even with our best judgment, it was difficult to parse with 100% confidence. As a result, you may find that content is not where you expect it to be.

The best approach to reviewing your content in Lyterati is to run the CV report, compare it to the CV we loaded into the system and understand where the content ended up in Lyterati.

Tip: Use the Lyterati CV only to understand where the content of your original CV ended up in Lyterati. Do not use this CV as your official CV until you have validated that the data in Lyterati is in the headings you want it to be in. If your department or school requires you to submit a CV with your annual report, upload the CV you wish to distribute to your supervisor using the “Manage Documents” feature described in Section 12e in this document.

We have added a feature to all the contribution pages that allows you to multi-select contributions and move it to another heading within Research, Service, or Teaching.

To move a contribution between menus – such as from Research to Outreach – delete the contribution from the Research heading and add to the appropriate Outreach heading.

This guide will help you understand all the headings and help you “move” contributions as you need to.
7. Faculty Administration

Understand Headings
The Faculty Administration menu contains nine headings.

See Appendix A for detailed information on each heading.

Tip: Any information that comes from Banner is NOT editable in Lyterati.

Tip: If you are used to listing the your academic, administrative, special appointments and your prior work experience in one block on your CV, with Lyterati, you will notice a change. This content will appear in two blocks on your CV – one under Appointments and another under Work Experience.
View Details

Click on Education.

Lyterati shows you the corresponding "list page" with each degree in a vertically scrolling list as shown below.

On top of the page are options to add a new education record and to change the degree type in case our CV parsing process did not assign the correct degree type.

On the right side of each line you will see options to view, edit, or delete – as your permissions allow.
To add a new Education record, click on the Add New Education link.

Lyterati will show you the education detail page.

When you are done with adding all the information you want to add, click on the save button at the bottom of the page.

Click on cancel to discard your changes.

Return to the education list page by clicking on Faculty Administration | Education.

**Edit Strategy**
On the Education List page, click on Edit to review the details of a specific education row. Cancel out of the detail page to discard your changes.
8. Research

Understand Research Headings

a. Research Headings
   The Lyterati Research menu has nine headings. With each heading there is a “type” field to further categorize the content in the heading.

Tip: See Appendix A for details on the headings in the Research menu.
View and Edit Articles

All contribution headings follow the format described below for Articles.

Click on Research | Articles

Click on Edit on the right of a row. Familiarize yourself with the navigation between heading-list-detail pages. Do not save any changes, simply “cancel” out of the detail page.

Article List Page

<table>
<thead>
<tr>
<th>Title</th>
<th>Article Name</th>
<th>Authors</th>
<th>Article Type</th>
<th>Contribution Year</th>
<th>Contribution Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing waste from confined animal feeding operations in the United States: The need for sanitary reform</td>
<td>Journal of Water and Health</td>
<td>Graham, J.P., Nachman, K.E</td>
<td>Refereed Article</td>
<td>2010</td>
<td>-</td>
</tr>
<tr>
<td>New infectious diseases and industrial food animal production</td>
<td>Emerging Infectious Diseases</td>
<td>Silberglad, E. Davis, M. Feingold, B. Goldberg, A. Graham, J.P. Leibler, J. Peterson, A. Price, L.B</td>
<td>Refereed Article</td>
<td>2010</td>
<td>-</td>
</tr>
<tr>
<td>Article</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Managing waste from confined animal feeding operations in the United States: The need for sanitiz</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Article Name</strong></td>
<td>Journal of Water and Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authors</strong></td>
<td>Graham, J.P., Nachman, K.E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Article Type</strong></td>
<td>Refereed Article</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contribution Year</strong></td>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contribution Month</strong></td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Details</strong></td>
<td>8(4), 2010, pp. 646-670</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>URL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add a Research Contribution

a. **Note:** that only a few fields in Articles are “required” – these appear with asterisk next to the label. Consult Section 10 to understand what the “name” field represents for each heading. Publication attributes such as year, volume, number, quarter, and pages are *not* in the set of required fields. This is by design. Simply enter these publication attributes in Additional Details.

b. **If you record your citations in a Word document:** Copy the citation from the Word document. Paste into the Additional Details box on the Article Detail page and follow instructions in c below. Drag the required elements from the text in the Additional Details box into the appropriate required fields as shown below.

c. **If you do not record your citations in Word:** Enter data in the required fields and the remaining data in the Additional Details box. Required fields are marked with an asterisk.
d. **Select Contribution Year/Contribution Month:** The Contribution Year and Contribution Month are the year (required) and month (optional) in which this contribution should count for annual reporting purposes. For example, an article may have gone through a timeline similar to the one below; two options for recording this citation in Lyterati are shown in the tables that follow. Consult the tables in Section 9 for details on how to set contribution year and months for both point in time and range contributions.

*Tip: Follow your department/college norms regarding the annual report period in which this contribution should be counted.*

**Sample timeline for an article:** Submitted in Aug 2011 -> accepted in Mar 2012 -> published in Apr 2013

**Option 1:** If your department’s policy is to count a contribution when it is “accepted”, follow the steps below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
<th>Contribution Year/Contribution Month</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted in Aug 2011</td>
<td>Add to “Work in Progress”</td>
<td>2011/August</td>
<td>Enter “Submitted” in Additional Details along with other information you may want to record.</td>
</tr>
<tr>
<td>Accepted in Mar 2012</td>
<td>Move to Work in Progress to “Articles”</td>
<td>2012/March</td>
<td>Enter “Accepted” in Additional Details</td>
</tr>
<tr>
<td>Published in Apr 2013</td>
<td>Update existing Article</td>
<td>Do not change contribution year/mo</td>
<td>Update additional details with publication date (March 2012 in this case) plus vol, no, page information as applicable.</td>
</tr>
</tbody>
</table>

**Option 2:** If your department’s policy is to count a contribution when it is “published”, follow the steps below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
<th>Contribution Year/Contribution Month</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted in Aug 2011</td>
<td>Add to “Work in Progress”</td>
<td>2011/August</td>
<td>Enter “Submitted” in Additional Details along with other information you may want to record.</td>
</tr>
<tr>
<td>Accepted in Mar 2012</td>
<td>Update existing “Work in Progress”</td>
<td>Do not change</td>
<td>Enter “Accepted” in Additional Details</td>
</tr>
<tr>
<td>Published in Apr 2013</td>
<td>Move Work in Progress to Articles</td>
<td>2013/April</td>
<td>Enter publication date (March 2012 in this case) plus vol, no, page information as applicable.</td>
</tr>
</tbody>
</table>

f. **Select Article Type:** Select the appropriate publication type from the list.

g. **Enter Comments, URL:** Add comments and URL information if necessary

h. **Save the Contribution:** Scroll down to the bottom and click save to record the new contribution.
Change the Article Type of a Contribution

a. Go to Articles List Page
   Click on Research | Articles

b. Find the contribution you wish to change
   Click on Research | Articles, scroll down and find the contribution that you want to change

c. Select the contribution
   Click on the checkbox next to the contribution, on the left.

   \[
   \begin{array}{|c|c|c|c|}
   \hline
   \text{Title} & \text{Article Name} & \text{Authors} & \text{Article Type} \\
   \hline
   \text{Managing waste from confined animal feeding operations in the United States: The need for sanitary reform} & \text{Journal of Water and Health} & \text{Graham, J.P., Nachman, K.E} & \text{Refereed Article} \\
   \hline
   \end{array}
   \]

d. Change “Change Article Type To”
   Scroll to the top of the page and select a new value from the dropdown box to the right of the Change Article Type link. To move the contribution from “Refereed Article” to “Non-refereed Article”, select the latter value from the drop down list and hit enter.

   \[
   \begin{array}{|c|}
   \hline
   \text{Refereed Article} \\
   \text{Essay} \\
   \text{Monograph} \\
   \text{Non-Refereed Article} \\
   \text{Report} \\
   \text{Review} \\
   \text{Critique} \\
   \text{Other} \\
   \text{Invited Article} \\
   \text{Policy Brief} \\
   \text{Whitepaper} \\
   \hline
   \end{array}
   \]
Move a Contribution between Headings

a. Find the contribution you wish to move to another heading
   Click on Research | Articles, scroll down and find the contribution that you wish to move.

b. Select the contribution
   Click on the checkbox next to the contribution, on the left.

c. Move Article
   Scroll to the top of the page and select a new value from the drop-down box to the right of the Move Article To link. For example, select “Conference” and hit enter.

d. Confirm action
   Scroll to the publication and confirm that the article type changed correctly.

Delete a Research Contribution

e. Go to Articles List Page
   Click on Research | Articles

f. Find the contribution you wish to delete
   Click on Research | Articles, scroll down and find the contribution that you wish to delete

g. Delete the contribution
   Click on the delete link on the right of the contribution

Tip: The “Name” field appears in many headings. Depending on the context it can be a Journal Name or a Conference Name or other types of names. See Appendix B for a description on what this field means for each heading where it appears.
9. Teaching

Teaching Headings

a. Understand Teaching Headings
The Teaching menu has four headings.

<table>
<thead>
<tr>
<th>Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
</tr>
<tr>
<td>Contributions</td>
</tr>
<tr>
<td>Instructional</td>
</tr>
<tr>
<td>Innovations</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Taught(CV)</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Taught(SIS)</td>
</tr>
<tr>
<td>Research</td>
</tr>
<tr>
<td>Supervision</td>
</tr>
</tbody>
</table>

See Appendix A for details on each heading.
Advising

a. **Add Advising Contribution**
   Click on Teaching | Advising | Add Advising

<table>
<thead>
<tr>
<th>Advising Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Term*</td>
</tr>
<tr>
<td>Degree Type*</td>
</tr>
<tr>
<td>Number Of Students*</td>
</tr>
<tr>
<td>Additional Details</td>
</tr>
<tr>
<td>Url</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

b. **Enter required fields**
   Enter/select Start Term, Degree Type, and Number of Students.

c. **Save record**
   Scroll to the bottom and click Save.

Note: The 2011-2012 Annual Review included a question about the number of advisees. The 2012-2013 annual review does not have a question for this. However, there is a free text question in the annual review. Feel free to enter information about advisees in the response to that question.
Instructional Innovation

a. **Add Instructional Innovation**
   Click on Teaching | Teaching Innovation

   ![Instructional Innovation Form](image)

   - Activity Name*
   - Contribution Type*
   - Start Year*
   - Start Month
   - Additional Details

b. Enter required fields
   Enter/select Activity Name, Contribution Type, and Start Year

c. Save record
   Scroll to the bottom and click Save.
Courses Taught (CV)

a. Add Courses Taught (CV)
   Click on Teaching | Courses Taught(CV). Add information on the courses you are teaching in the format as they should appear in your CV.

<table>
<thead>
<tr>
<th>Courses Taught (CV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name*</td>
</tr>
<tr>
<td>Course Id</td>
</tr>
<tr>
<td>Additional Details</td>
</tr>
<tr>
<td>Url</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

b. Enter required fields
   Add Course Name

c. Save record
   Scroll to the bottom and click Save.
Add Research Supervision

a. Add Research Supervision
   Click on Teaching | Research Supervision | Add Research Supervision

b. Enter required fields
   Add Student Name, Start Term, Degree Type

c. Save record
   Scroll to the bottom and click Save.
Edit Courses Taught (SIS)

a. Edit a row in the Courses Taught (SIS) heading
   Click on Teaching | Courses Taught (SIS) | Edit. You cannot add any data in the Courses Taught (SIS) heading. This data comes from Banner. You can edit the row with information on evaluation scores.

b. Enter required fields
   Required fields will be pulled from Banner

c. Save record
   Scroll to the bottom and click Save.

*** Note: If your department or school does not provide you with a summary evaluation score then leave this field blank. If your department or school provides you with a document containing evaluation metrics, upload/attach the document to your annual review.
10. Outreach

Outreach Headings

a. Understand Outreach Headings
   The Research menu has eight menus.

<table>
<thead>
<tr>
<th>Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards and Honors</td>
</tr>
<tr>
<td>Editorial Boards and Reviews</td>
</tr>
<tr>
<td>Committees</td>
</tr>
<tr>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Media Contributions</td>
</tr>
<tr>
<td>Presentations</td>
</tr>
<tr>
<td>Consulting Engagements</td>
</tr>
<tr>
<td>Other Outreach</td>
</tr>
</tbody>
</table>

Viewing, editing, and deleting outreach headings work in a similar manner to Research headings.

Tip: Consult section 8 for details on adding, editing, and deleting Outreach Contributions.

Tip: Consult Appendix A for details on these contribution headings.
Note: Question 01 in the Annual Report asks for national and international service activities. All Outreach contributions are considered national. To designate a contribution as international, enter “International” in the Tag field as shown below.

<table>
<thead>
<tr>
<th>Title*</th>
<th>Invited Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td>Public Health Institute Annual Conference</td>
</tr>
<tr>
<td>Collaborators</td>
<td>John Doe</td>
</tr>
<tr>
<td>Presentation Type</td>
<td>Professional Organizations</td>
</tr>
<tr>
<td>Contribution Year*</td>
<td>2012</td>
</tr>
<tr>
<td>Contribution Month</td>
<td></td>
</tr>
<tr>
<td>Additional Details</td>
<td></td>
</tr>
<tr>
<td>URL</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Tags</td>
<td>International</td>
</tr>
</tbody>
</table>
11. Reports

a. Review Types of Reports
There are two types of reports in Lyterati:
• Contribution reports
• Administration reports

Contribution reports contain bar graphs and lists of research, teaching, and outreach activities by college, department, time period, faculty member, and contribution attributes such as journal name, conference name, award type.

Administration reports contain lists such as faculty rosters by college and departments, lists of annual review statuses, conflict of interest reports.

b. Run a Report and Understand Prompts
Lyterati reports contain two elements: a prompt header and the list or graph body.

Prompt header contains all the values with which you can filter the content of a report.

Click on Reports | Articles Bar Graph. Lyterati will show you the following page:

If a prompt box shows you multiple values (such as College), you can multi-select from the values to which you have permission. If a box does not have a value – such as Search Publication – you have to enter a value and click enter. Lyterati will filter the Publications for the phrase you search.
Select College of Public Health and Health Services

Click View Report

Tip: If you want to undo your selections, refresh your browser page.
Lyterati will show you the results of your selections.

When you hold the mouse over the bars, it will change to a finger pointer. That means that you can drill into the details behind the bar. Click on any of the bars.

Lyterati will show you the list behind the bar.
Click on Reports | CV Report

Select output type – single page HTML or PDF or RTF – these are the most common formats.

Future versions of Lyterati will support different CV formats. For now, download an RTF format and open in Word to create an alternate version.
12. Annual Review Process for Faculty

a. Understand the Annual Review Process

The annual review process for faculty is shown in the diagram below. Enter your research, teaching, and outreach contributions for the current annual review period, answer the annual review questions and the conflict of interest (CoI) questions and then submit to your supervisor. After your supervisors (typically department head and dean) have reviewed and commented on your accomplishments, your immediate supervisor will meet with you to review the comments. Finally, you will have the opportunity to accept or rebut the comments.
b. Create a New Annual Report (Faculty only)

Click on Progression | Annual Reviews | Add New Annual Review. Make sure you are on your own record.

You will get the following page called the Annual Review Header. Select the start and end dates of the current annual review period. GW has two different annual review periods one for the health-related schools and one for the rest of the schools. For School of Nursing and School of Public Health and Health Services, select 1 April 2012 for start date and 31 March 2013 for end date. Then click Create. Review Status is set after you click Create.

This will create the Annual Review and show you the following page:

Auto Save will be checked on so your answers will save each time you click out of a narrative response box.

Note: If you change your contributions AFTER you start your Annual Review, be sure to click the refresh link to update the list in the blue box.
c. Answer research, teaching, outreach, leadership, and other questions

Start with Research, question R1 and scroll down, reviewing and answering each question.

If a contribution is missing, save your Annual Review (if auto-save is not on), go to the appropriate heading and add the contribution. Then return to the Annual Review to continue answering your questions.

You can save and exit at any time. To continue editing, click on Progression | Annual Reviews | and then edit the annual review that is already in progress.

**Note:** The next version of Lyterati will allow formatting of answers with bullets, italics, and bolding. The current version does not support this feature.

d. Answer Financial Interest Disclosure Questions

Click on Financial Interest Disclosure and carefully read the definitions and answer the questions regarding conflict of interest.
e. Attach Document(s) to your Annual Review

On the header of the Annual Review there is a Manage Documents link. Click on this to attach documents to your annual review. Examples of documents you can wish to attach are your CV and Teaching Evaluation documents.

On the Manage Documents page, browse for the file you want to upload by clicking on “Choose File” and then click on the upload button. You can upload more than one document.

f. Review your Answers

Click on Export to PDF on the top right to view your answers if you wish to.
g. Submit your Annual Review

When you are satisfied with your responses, click on Submit on the top of the page to send the annual review electronically to your supervisor.

The review status will change to “Faculty Review Completed” after your submission.


a. Understand the Annual Review Process

For supervisors the process is shown in the diagram below. The supervisor will run a report in Lyterati to select faculty by college and department, add comments to the faculty’s annual review and then submit the annual report to the next person in the supervisory chain. When all supervisory comments are recorded, Lyterati will allow the faculty to answer the Faculty Acceptance questions.
Run Annual Review Status Report

Click on Faculty

Add comments

Review faculty responses to AR questions

Add supervisory comments

Meet with faculty to review supervisory comments

Faculty accepts/rebuts

Information in this document is proprietary and confidential. Distribution is prohibited.
b. Locate an Annual Review

Run the Annual Review Status Report for your college and/or department depending on your responsibility.

Click on Reports on the top right, in the menu next to your name and then click on the Annual Review Status Report from the list of reports

- Select your college and department
- Select annual review period 2012-2013
- Click on the status you wish to review (see table below)
- Click “View Report”

<table>
<thead>
<tr>
<th>Who you are</th>
<th>What you want to do</th>
<th>Status Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>See reports that have been submitted by faculty</td>
<td>Select Faculty Review Completed</td>
</tr>
<tr>
<td></td>
<td>See all reports for faculty in your department</td>
<td>Do not select status</td>
</tr>
<tr>
<td>Deans</td>
<td>See only reports where department head has submitted their comments</td>
<td>Select Department Head Review Completed</td>
</tr>
<tr>
<td></td>
<td>See all reports for faculty in your department</td>
<td>Do not select status</td>
</tr>
</tbody>
</table>

This report will show you the annual review status for each faculty in the selected college and/or department including the one that we just created above.

Click on the faculty member you want to edit. The application will take you to the annual review page for that faculty member. Click Edit on the annual review line.

This will bring you to the annual review page with a split screen. The supervisor’s questions show in the left split and the prior responses show in the right split.
c. “Release” an Annual Report

If you are a department head, your faculty may ask you to “release” an annual report because they submitted their report prematurely.

If you are a Dean, a department head may ask you to “release” an annual report because they submitted their report prematurely.

In either case, here are the steps to release a report.

Find the annual report that needs to be released by following the steps in “b” above. Click on Edit to edit the annual report.

Then click on the Annual Report Status drop down and set the status to an earlier status:

- If you are a department head releasing a report to a faculty member, set the status to “Faculty Review Initiated”
- If you are a Dean releasing a report to a department head, set the status to “Faculty Review Completed”
When you hold your mouse in between the right and left splits, it will change to an arrow and then you can drag to make the splits wider or narrower.

c. Answer Supervisor Questions

On the left side of the split screen you will see the questions that you need to answer. Answer your questions. You can save and exit at any time. To continue editing, click on Progression | Annual Reviews | and then edit the annual review that is already in progress. If you are the Dean, click on the Annual Review label in the right split to reveal the Department Head responses.
Note: The next version of Lyterati will allow formatting of answers with bullets, italics, and bolding. The current version does not support this feature.

d. Review your Answers

Click on Export to PDF on the top right to view your answers if you wish to.
e. Submit your Annual Review

When you are satisfied with your responses, click on Submit on the top of the page to send the annual review electronically to your supervisor.

You will need to acknowledge that you are authorized to submit. The review status will change to “Department Head Review Completed” or Dean Review Completed depending on your responsibility.

f. Meet with Faculty (Department Head)

If you are a department head and the dean’s review is completed, meet with the faculty to review the supervisor comments. Then ask your faculty member to edit their annual review and respond to the Faculty Acceptance questions.
### Appendix A: Point-in-time vs. Range Contributions

Use this matrix to understand how the Lyterati annual review process selects a “point-in-time” contribution for the annual report. Point in time contributions are journal articles, conference contributions, patents, etc.

<table>
<thead>
<tr>
<th>Contribution Year</th>
<th>Contribution Month</th>
<th>Selection for Annual Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>08</td>
<td>Will pick up this contribution only if 2012/August falls in the range of the selected annual review period</td>
</tr>
<tr>
<td>2012</td>
<td>No month</td>
<td>Will pick up if 2012 falls in the year range of the annual review period</td>
</tr>
<tr>
<td>No Year</td>
<td>No Month</td>
<td>This occurs only for contributions loaded from your CV for which no year or month were recorded in the CV. These contributions will NOT be picked up for ANY annual reviews. If you want them to be selected, set appropriate values for these fields and save the contribution.</td>
</tr>
</tbody>
</table>

Use this matrix to understand how the Lyterati annual review process selects a “range” contribution for the annual report. Range contributions are those that occur over a period of time such as professional membership or editorial board participation. Start Term and End Term works in a similar manner with Lyterati translating the terms to their corresponding start and end dates.

<table>
<thead>
<tr>
<th>Start Year</th>
<th>Start Month</th>
<th>End Year</th>
<th>End Month</th>
<th>Selection for Annual Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>08</td>
<td>2013</td>
<td>03</td>
<td>Will pick up this contribution only if this range intersects with the selected annual review range.</td>
</tr>
<tr>
<td>2012</td>
<td>No month</td>
<td>2012</td>
<td>No month</td>
<td>Will pick up if 2012 falls in the year range of the annual review period</td>
</tr>
<tr>
<td>2012</td>
<td>08</td>
<td>No Year</td>
<td>No Month</td>
<td>This is an “ongoing” contribution that started in 2012/August. If the Annual Review range contains 2012/August, this contribution will be selected.</td>
</tr>
<tr>
<td>No Year</td>
<td>No Month</td>
<td>2013</td>
<td>02</td>
<td>This will be picked up if 2013/Feb is in the annual review range.</td>
</tr>
<tr>
<td>No Year</td>
<td>No Month</td>
<td>No Year</td>
<td>No Month</td>
<td>This occurs only with contributions loaded from your CV for which there were no years and months. These contributions will not be selected until you edit and add the appropriate beginning or ending dates.</td>
</tr>
</tbody>
</table>
### Description of Administration Headings

<table>
<thead>
<tr>
<th>Heading</th>
<th>Content</th>
<th>Initial Source</th>
<th>Time Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographic</td>
<td>Full name, college, and department affiliations</td>
<td>Banner, not editable</td>
<td>N/A</td>
</tr>
<tr>
<td>Contacts</td>
<td>Home and work contact information</td>
<td>Your CV</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Appointments</td>
<td>Chronological history of your academic appointments at GW</td>
<td>Your CV, confirmed against most current academic appointment in Banner</td>
<td>Range – Start Term and End Term</td>
</tr>
<tr>
<td>Administrative Appointments</td>
<td>Chronological history of your administrative appointments at GW</td>
<td>Your CV</td>
<td>Range – Start Term and End Term</td>
</tr>
<tr>
<td>Special Appointments</td>
<td>Chronological history of your joint and honorific appointments at GW</td>
<td>Your CV</td>
<td>Range – Start Term and End Term</td>
</tr>
<tr>
<td>Education</td>
<td>Chronological history of your degrees</td>
<td>Your CV</td>
<td>Range – Start Term and End Term</td>
</tr>
<tr>
<td>Training</td>
<td>Any training courses you have taken prior to or during your employment at GW</td>
<td>Your CV</td>
<td>Range – Start Year/Month and End Year/Month</td>
</tr>
<tr>
<td>Certifications</td>
<td>Any certifications you have received prior to or during your employment at GW</td>
<td>Your CV</td>
<td>Range – Start Year/Month and End Year/Month</td>
</tr>
<tr>
<td>Work Experience</td>
<td>Your employment history prior to coming to GW or concurrent external appointments</td>
<td>Your CV</td>
<td>Range – Start Year/Month or Start Term and End Term</td>
</tr>
</tbody>
</table>

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## Description of Research Headings

<table>
<thead>
<tr>
<th>Heading</th>
<th>Content</th>
<th>Initial Source</th>
<th>Associated Contribution Types</th>
<th>Time Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication</td>
<td>Publications in journals – both refereed and non-refereed, monographs, essays, reviews, etc.</td>
<td>Your CV</td>
<td>Refereed Article, Essay, Monograph, Non-Refereed Article, Report, Review, Critique, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Conferences</td>
<td>Conference presentations and papers</td>
<td>Your CV</td>
<td>Panel, Poster, Presentation, Proceeding, Refereed Conference Proceeding, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Books</td>
<td>Book publications</td>
<td>Your CV</td>
<td>Fiction, Non-Fiction, Academic, Case Study, Textbook, Reference Book, Manual, Play, Short Story, Biography, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Book Chapters</td>
<td>Chapters published in books</td>
<td>Your CV</td>
<td>Book, Collection, Encyclopedia, Series, Research Paper, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Scholarly Editorship</td>
<td>Editing of books, series, anthologies; not editorship of journals (that is in Service)</td>
<td>Your CV</td>
<td>Book, Collection, Series, Research Paper, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Work in Progress</td>
<td>All research currently in progress</td>
<td>Your CV</td>
<td>Book, Chapter, Conference Paper, Essays, Journal Articles, Monographs, Reports, Reviews, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Grants</td>
<td>All grant information – pre-award/proposal and awarded</td>
<td>Your CV</td>
<td>Federal, Commercial, State and Local, PHS, Institutional, Other</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Patents</td>
<td>Patents applied for and granted</td>
<td>Your CV</td>
<td>Design, Device, Music, Software, Theatre, Drug</td>
<td>Point in time – Year and Month</td>
</tr>
<tr>
<td>Creative Works</td>
<td>Plays, music, software, devices etc.</td>
<td>Your CV</td>
<td>Design, Device, Music, Software, Theatre, Drug</td>
<td>Point in time – Year and Month</td>
</tr>
</tbody>
</table>
### Description of Teaching Headings

<table>
<thead>
<tr>
<th>Heading</th>
<th>Content</th>
<th>Initial Source</th>
<th>Time Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
<td>Count of students by degree type</td>
<td>None</td>
<td>Point in Time - Start Term</td>
</tr>
<tr>
<td>Courses Taught (CV)</td>
<td>As you want courses taught to appear in your CV</td>
<td>Your CV</td>
<td>None</td>
</tr>
<tr>
<td>Teaching Innovation</td>
<td>New methodologies that you have developed related to teaching</td>
<td>Your CV</td>
<td>Point in Time = Start Year and Month</td>
</tr>
<tr>
<td>Research Supervision</td>
<td>Students you have advised along with their placement information</td>
<td>Your CV</td>
<td>Range - Start Term and End Term</td>
</tr>
<tr>
<td>Courses Taught (SIS)</td>
<td>Information from Banner</td>
<td>Banner</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Description of Outreach Headings

<table>
<thead>
<tr>
<th>Heading</th>
<th>Content</th>
<th>Initial Source</th>
<th>Contribution Type</th>
<th>Time Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award/Honors</td>
<td>Awards and Honors within and outside the university</td>
<td>Your CV</td>
<td>Research, Conference Service, Editorial Service, Government, Outreach, Teaching, NAS, ACLS, Carnegie, etc.</td>
<td>Point in Time – Year and Month</td>
</tr>
<tr>
<td>Editorial Boards and Reviews</td>
<td>Journal editorship and service on review panels</td>
<td>Your CV</td>
<td>Academic, Other</td>
<td>Range – Start Year/Month and End Year/Month</td>
</tr>
<tr>
<td>Committees</td>
<td>Committee participation within and outside the university</td>
<td>Your CV</td>
<td>Department, College, University, External, Conference, Expert Panel, Professional Organization</td>
<td>Range – Start Year/Month and End Year/Month</td>
</tr>
<tr>
<td>Professional Memberships</td>
<td>Membership in professional organizations</td>
<td>Your CV</td>
<td>Academic, Government, Honor Society, NGO, Professional, Other</td>
<td>Range – Start Year/Month and End Year/Month</td>
</tr>
<tr>
<td>Media Contributions</td>
<td>Media appearances</td>
<td>Your CV</td>
<td>Internet, Radio, TV, Digital Media, Print Media</td>
<td>Point in Time – Year/Month</td>
</tr>
<tr>
<td>Presentations</td>
<td>Presentations to other organizations</td>
<td>Your CV</td>
<td>Academic, Government, Honor Society, NGO, Professional, Other</td>
<td>Point in Time – Year/Month</td>
</tr>
<tr>
<td>Consulting Engagements</td>
<td>Consulting projects</td>
<td>Your CV</td>
<td>Executive Education, Board Service, Design Report, Export Advice, Research, Software Service, Corporate Ownership</td>
<td>Point in Time – Year/Month</td>
</tr>
</tbody>
</table>
## Appendix B: Understanding the “Name” Field in Each Heading

<table>
<thead>
<tr>
<th>Heading</th>
<th>What Name Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication</td>
<td>For articles the name of the journal; for other publication types, the name of the publication</td>
</tr>
<tr>
<td>Conferences</td>
<td>Name of conference</td>
</tr>
<tr>
<td>Scholarly Editorship</td>
<td>Name of Book, Series, Collection, Anthology</td>
</tr>
<tr>
<td>Award/Honor</td>
<td>Name of the organization that bestowed the award/honor</td>
</tr>
<tr>
<td>Editorial Board/Review</td>
<td>Name of the Journal or Panel</td>
</tr>
<tr>
<td>Committees</td>
<td>Name of committee</td>
</tr>
<tr>
<td>Media Contribution</td>
<td>Name of media outlet, organization</td>
</tr>
<tr>
<td>Presentations</td>
<td>Name of organization where presentation/keynote address was made</td>
</tr>
<tr>
<td>Consulting Engagement</td>
<td>Name of client organization</td>
</tr>
<tr>
<td>Other Outreach</td>
<td>Name of organization</td>
</tr>
</tbody>
</table>