



Graduate Faculty Application

Effective Fall 2020

APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. Applications for Graduate Faculty Status (<https://www.valdosta.edu/academics/graduate-school/graduate-faculty-application.php>) can be exported from APL nextED.

Step 1: Login

Log in to **APL** directly at <http://app.aplnexted.com/login/valdosta> or through the Resources tab in the Success Portal (<http://successportal.valdosta.edu>).

Step 2: Verify, Revise, and Add Activity Data for Most Recent 5-Year Period

Activity	To Verify, Revise, or Add	Resources
<ul style="list-style-type: none"> • Academic credentials 	<p>Entering Academic Credentials/Degrees</p> <ol style="list-style-type: none"> 1. In the left column, select “My Profile” 2. Select the “Credentials” tab 3. Select “+ Add Degree” <ol style="list-style-type: none"> 1. Do not enter licensures or certifications here; enter them under Activity Tracking 4. Complete the Add Degree form 5. Click “Save Degree” <p>Revising Academic Credentials/Degrees</p> <ol style="list-style-type: none"> 1. In the left column, select “My Profile” 2. Select the “Credentials” tab 3. Select the pencil icon in the Actions column to edit 4. Click “Save Degree” 	<p>Make sure all degrees are entered, correct, and the highest degree earned is indicated. You most likely have already made these entries.</p>



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Activity	To Verify, Revise, or Add	Resources
<ul style="list-style-type: none"> Teaching reflections 	<p>Entering Teaching Reflections</p> <ol style="list-style-type: none"> In the left column, select “Exhibits & Reflections” Click on the “Reflections” tab Select “+ Add New Reflection” next to any course you wish to add a reflection about. Enter a title for the reflection such as "SOI Reflection Fall 2021" <ol style="list-style-type: none"> Select type as “Student Evaluations Other” Click Save and repeat for other types of reflections. <ol style="list-style-type: none"> You can also add general reflections about the year or term to any of the classes, just provide an introduction such as “This is a reflection on teaching effectiveness in graduate courses...” <p>Revising Teaching Reflections</p> <ol style="list-style-type: none"> In the left column, select “Exhibits & Reflections” Click on the “Reflections” tab Select “+” next to any course to see prior reflection entries Select the pencil icon/Edit Change the academic year the top to see prior year courses 	<p>You may need to go back and add reflective entries which discuss teaching effectiveness in graduate courses.</p>



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Activity	To Verify, Revise, or Add	Resources
<ul style="list-style-type: none"> • Administrative appointments • Professional memberships • Leadership role in professional organizations • Professional or state licenses • Awards • Grants • Professional Development • Consulting • Scholarship • Service • Other Teaching/Instruction 	<p>Entering New Activities</p> <ol style="list-style-type: none"> 1. On the dashboard the far right, find Add New Activity. Select from the drop down the category type and select "+ Add" <ol style="list-style-type: none"> 1. Alternatively, you can click on "Tracking" in the left column, then "Add New" next to the activity category 2. Complete the form <ol style="list-style-type: none"> 1. Enter a Title for the Activity (e.g., title of article or presentation or committee) 2. Select the Subtype 3. Select the Tertiary Type 4. Enter a start and end date 5. Select the Activity Status <ol style="list-style-type: none"> 1. If the activity is in progress, you can come back to this entry later and update the status with a new date 6. In the Description box, provide the full citation for scholarly work or for other activity types add text in the description box to explain any role you held, status of activity, accomplishments, etc. 3. Save Activity <p>Modifying Existing Activities</p> <ol style="list-style-type: none"> 1. In the left column under Activity, select Reports 2. Select "Show All Years" 3. Locate the category containing the activity to update and select + to expand it 4. Locate the activity and select "View" 5. In the upper right click "Modify Activity" and make changes 6. Save Activity 	<p>Make sure start date and end date (if needed) are populated for each entry.</p>



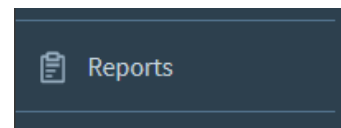
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Activity	To Verify, Revise, or Add	Resources
<ul style="list-style-type: none"> Academic advising 	<p>Enter Advising Reflection</p> <ol style="list-style-type: none"> On the dashboard the far right, find Add New Activity. Select “Advising” from the drop down categories and select “+ Add” <ol style="list-style-type: none"> Alternatively, you can click on "Tracking" in the left column, then "Add New" next to the Advising category Complete the form <ol style="list-style-type: none"> Enter a Title for the Activity: Graduate Student Advising Select the Subtype Enter a start date and end date In the Description box, provide a self-evaluation of how you actively advise graduate students. Save Activity 	<p>Make sure start date and end date (if needed) are populated for each entry.</p>
<ul style="list-style-type: none"> Student mentoring 	<p>Enter Advising Reflection</p> <ol style="list-style-type: none"> On the dashboard the far right, find Add New Activity. Select “Student Interactions” from the drop down categories and select “+ Add” <ol style="list-style-type: none"> Alternatively, you can click on "Tracking" in the left column, then "Add New" next to the Student Interactions category Complete the form <ol style="list-style-type: none"> Enter a Title for the Activity: Graduate Student Mentoring Select the Subtype: Mentoring & Coaching Enter a start date and end date In the Description box, provide a self-evaluation of how you actively mentor graduate students. Save Activity 	<p>Make sure start date and end date (if needed) are populated for each entry.</p>

Step 3: Export and Review Your Graduate Faculty Application

After entering activities and reflections, export and review the Graduate Faculty Application.

select **Reports** from the VERY BOTTOM of the left menu



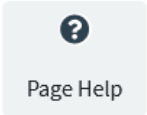


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Enter the custom date range for the report (for the last five years)

Reports



Create reports for From To

Available Reports		Search
Report Name	Actions	
Annual Faculty Activity Report and Action Plan	Download	
CV	Download	
CV/Nursing	Download	
Graduate Faculty Application	Download	
Post-Tenure Review Summary Report	Download	
Pre-Tenure Review Summary Report	Download	

6 Results | 10 | < 1 >

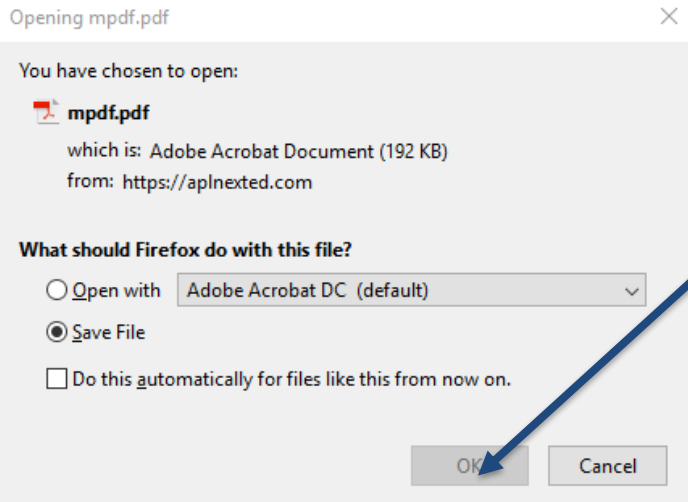
select **Download**

Depending on your web browser's settings, you may be prompted immediately to download the file to your computer or the report may open within the browser. If it opens within the browser, select the down arrow to download the report to your computer.



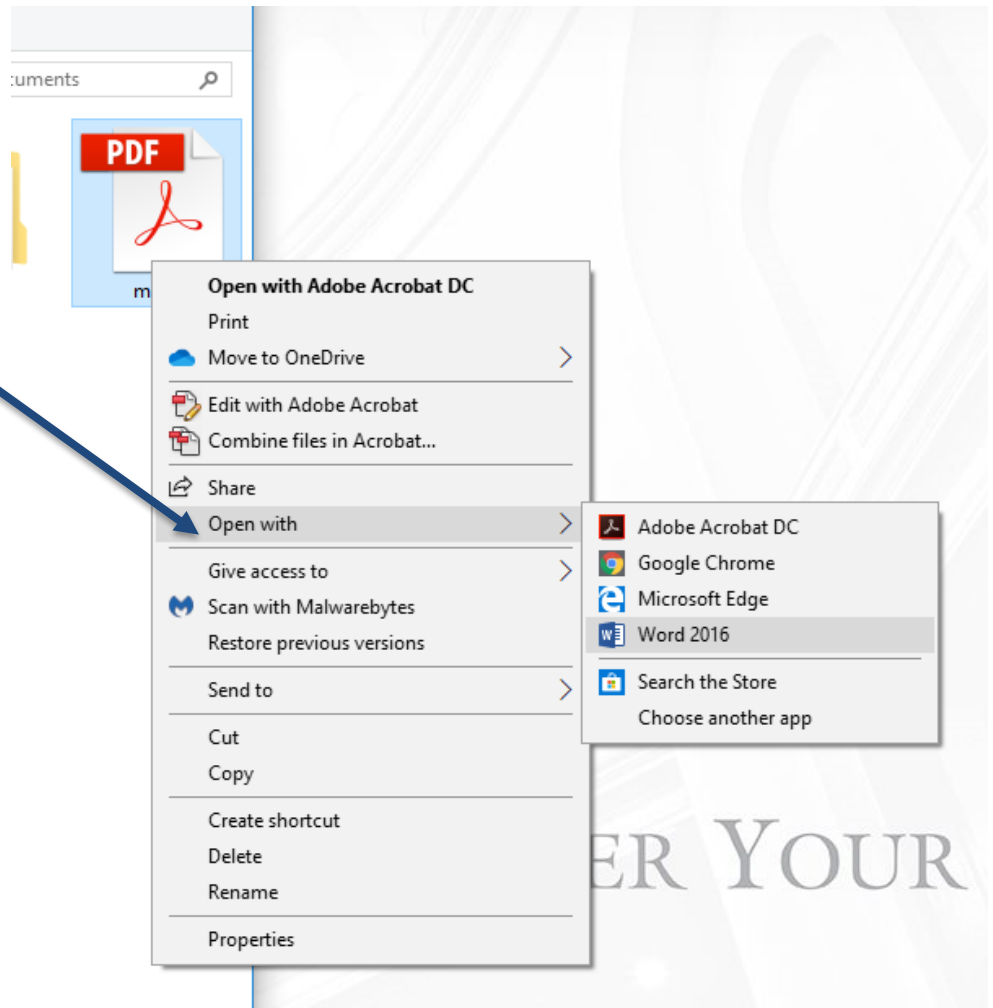


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Save file to your computer

Locate the file on your desktop
or in a folder



Right click on the file, then
open with Word and
make formatting or other
minor editing changes.

If large adjustments are needed
to the application, make those
in APL and then re-export the
report. If minor adjustments
are needed, make those
directly in the document.

**Sign (or digitally sign) and
forward to your department
head.**

Contact Dr. Michael Black at apl
[at] valdosta.edu with
questions. This handout is
posted online at
<http://www.valdosta.edu/administration/sacs/faculty-credentials.php>