

This is a fake report generated on a fake person with fake information- however, it will give you a sense of the outline of a report and the commentary will be of use to you. All of the information below was entered into Digital Measures and extracted by using the "run report" function. Because the information is fake – the hyperlinks do not work.

**IAS REPORT - INDIVIDUAL**  
 (August 25, 2004 - October 28, 2007)

**Comment [ 1 ]:** Drawing your report Under "run reports" choose "IAS Report – Individual." For your start date, enter your date of hire or the date your last successful career progression portfolio was closed. The end date is the date the file goes to your department. Choose "letter" and Word and generate the report. There are several places that you will need to physically manipulate or edit this portfolio report and they are indicated below.

**I. GENERAL INFORMATION**

<b>Faculty Name:</b> Ima L. Payed	<b>Department:</b> Paleontology
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**Education**

BA, Bedrock University, Dinosaur Studies

MS, Fred Flintstone University.

**IAS NARRATIVE**

**Comment [ 2 ]:** This would be a hyperlink to the narrative you provided for career profession.

**II. TEACHING**

**A. Teaching Schedule**

**Spring 2007**

Course & Section	Title	New Course Prep.	New Format for Existing Course	Enrollment	Number of Credit Hours	Delivery Mode
DIN – Rexes 101	T-Rex and You	No	NO	30	3	Classroom

[DOWNLOAD FILE –SYLLABUSDIN1o1.pdf](#)

**Comment [ 3 ]:** The material shown in green is provided by editing the specific course. The other information is automatically loaded.

**Fall 2006**

Course & Section	Title	New Course Prep.	New Format for Existing Course	Enrollment	Number of Credit Hours	Delivery Mode
DIN – Rexes 101	T-Rex and You	No		31	3	
DIN – Rexes 101	T-Rex and You	No		44	3	

**Comment [ 4 ]:** This would be a hyperlink to your syllabus associated with this class. Candidates need to have a sample syllabus for each major prep and student learning outcomes are strongly recommended. You attach your syllabi using the "upload" button associated with individual courses. HOWEVER, you will need to physically manipulate this file and delete extra versions.

**B. Additional Teaching Evidence**

Classroom observation by a peer – Morgan - 10-16-2006. DIN 101.  
[Download File](#)

**Comment [ 5 ]:** In the Digital Measures system, you are able to add assessment evidence by course. This information is not drawn automatically included for this report. You may wish to use the information you have on your courses to write an assessment report to upload as a teaching evidence link.

**Comment [ 6 ]:** In the software there is a textbox where you can provide some context for the evidence to which you are linking.

**Comment [ 7 ]:** In the software there is a textbox where you can provide some context for the evidence to which you are linking.

### III. SCHOLARSHIP

#### A. Intellectual Contributions

Published and Accepted

Works in Progress

Other Scholarly Activities

Payed, I. American Dinosaur Society, Baltimore, MD, "Why Betty & Wilma were gumpy, (March 2006).

Meeting Type	Scope	Format of Presentation	Published in Proceedings?	Refereed Proceedings?	Invited or Accepted	Published Elsewhere?
Academic	Regional	Oral Presentation	No	No	Accepted	no

[Download File \(payed.ima/present/wilma.pdf\)](#)

Contracts, Grants, and Sponsored Research

Student Research

#### B. Additional Scholarship/Professional Development Evidence

**Comment [ 8]:** As with teaching you may choose to edit or rearranged to reflect importance.

### IV. SERVICE

#### A. Service

Department Service

College Service

University Service

Chancellor's Women's Advisory Committee, Member. (August 2005 - May 2007)

This committee, comprised of Faculty, Non-Instructional and Instructional Academic Staff, Classified and Student representatives, advises the Chancellor on issues which impact women on UWL campus.

Professional and Community Service

Professional Memberships

#### B. Additional Service Evidence

**Comment [ 9]:** As with teaching you may choose to edit or rearranged to reflect importance.

### V. ADDITIONAL INFORMATION

#### A. Awards and Honors

#### B. Faculty Development

Scholarship/Research, "11th Annual Faculty Research Day", UW - La Crosse, La Crosse, WI, United States, No. (August 30, 2005).

**Comment [ 10]:** This is where any workshops, conferences et al. you attended but at which you did not present (entered under "general" in DM) would show in the report.

#### C. Pre UW-L CV Link

**Comment [ 11]:** Enter at least the last 4 years into Digital Measures but you can reflect work prior to that in this manner.

*NOTE: Once you have edited this document, select "save as" and save as a \*.html (or webpage) format rather than the default which is \*.rtf – name the document with your surname, department, rank and type of report "e.g., Payed-Paleontology IAS Report.html."*