

Activity Categories

Manage Activities contains four highly-customized categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of **Common Activities and Entry Locations** is appended to this guide.

- The **General Information** category is where you can enter your personal and contact information, educational history, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains scheduled teaching information, along with other activities that directly impact student learning.
- The **Scholarship/Research** category is where you can enter information about grants, publications, presentations, and other scholarly and professional activities.
- The **Service** category is where you can enter information about your service working on committees, working groups, and in organizations.

A fifth category, **Reflection**, contains information regarding your most important achievement for the academic year, as well as two or three professional goals you have for the upcoming academic year and how Skidmore might support these efforts.