

# ACADEMIC ANALYTICS

## Faculty Insight User Guide

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## Overview

Faculty Insight is a search tool that enables faculty and academic staff to find targeted funding opportunities and experts at their institution.

By default, Faculty Insight contains data from the Academic Analytics faculty details database which is updated nightly to reflect current research activity. Institutions may choose to augment this default data with institutional data sources, including grants, patents, and faculty record system data. For an even more complete view of scholarly activity, scholars may also update their own profiles by adding new activity and editing existing activity.

In addition to helping scholars discover subject matter experts within their own institution, Faculty Insight provides funding opportunities specifically targeted to their academic histories. Scholar profile keywords are matched to funding opportunity data from a third-party funding database. Grant opportunities are updated daily and contain roughly 40,000 open funding opportunities from over 10,000 public and private entities.

Faculty Insight was developed collaboratively with Academic Analytics' partner institutions, and reflects the campus-wide need for increased data transparency and tools that foster interdisciplinary collaboration. Academic Analytics is always receptive to feedback and plans to roll out enhancements to this product based on feedback in the coming year.

## Scholar Profiles

The Scholar Profile is the building block of Faculty Insight. Scholars may edit their own profiles by adding or removing key terms and phrases and by adding works attributed to them. The Scholar Profile includes:

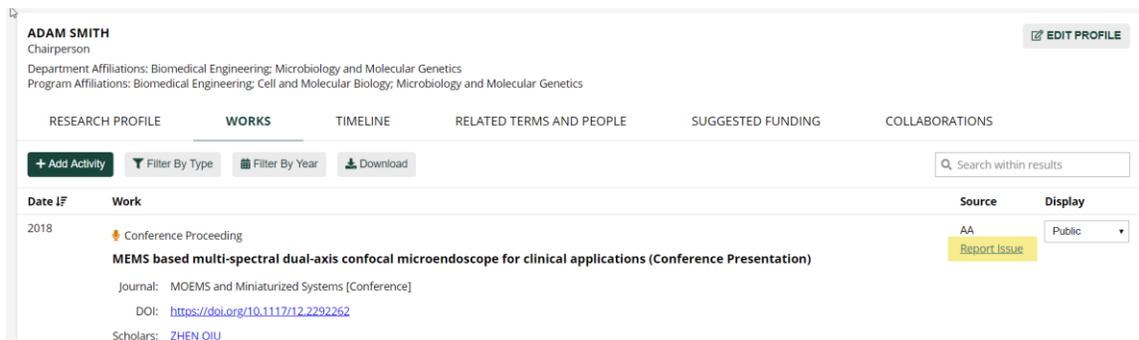
### Research Profile

The Research Profile provides an overview of the scholar's academic activity. It includes two sections that can be updated and edited by the scholar at any time: The Research Summary, which is a prose statement by the scholar about his or her work, and Research Interests, a bullet-point list of the scholar's self-identified research areas.

### Works

The Works tab of the Scholar Profile is a detailed chronological list of the scholar's research activity, including peer-reviewed journal articles, honorific awards, authored books, conference proceedings, grants, and patents. When available, the Works list provides links to further information and abstracts. The Works list can be filtered by year or type. Scholars can add items to this list, including types not mentioned above such as performances or exhibits. All Works data are downloadable as a .csv file. Data sources for each work are also identified as shown in the figure below.

To edit or delete an incorrect activity record in the Works list, click on the "Report Issue" link in the Source column (as shown below). This will open an email window where users can provide an explanation of the issue. The email will be routed to the appropriate data steward. If the data originated from Academic Analytics, the issue will be resolved and a response to the email will be sent within two business days.



## Works Display

The Display column allows the user to choose how and whether the item should be displayed. The options are: Public, Private and Internal. The default view for all activities is “Public”. The Public setting means that the activity will be available to all Faculty Insight users and visible on any external pages being populated by this content. Changing the display setting to Internal limits that item’s visibility to just Faculty Insight users. Changing the display setting to Private means that only the faculty themselves will be able to see the activity.

## Timeline

The Timeline tab of the Scholar Profile shows a list of the scholar’s works by year, with the most-recent works appearing at the top. All Timeline data are downloadable as a .csv file.

## Related Terms and People

The Related Terms and People tab of the Scholar Profile shows a word cloud of keywords relevant to the scholar’s work, as well as a list of within-institution colleagues who may share academic and research interests with the scholar. The word cloud is made by comparing research activity data for the scholar against all available research activity data (except for grants) and selecting the terms most closely associated with the scholar. Clicking on a name in the Similar Scholars list opens that individual’s profile. Both tools help scholars identify possible avenues for future research or potential collaborators.

## Suggested Funding

The Suggested Funding tab of the Scholar Profile lists grant funding opportunities specifically suggested for the scholar, based on his or her keywords and Research Profile. The list includes the name and funding agency for the opportunity, the application instructions and deadline, the dollar amount of the grant, a URL to the grant website, and a save button for the scholar to mark relevant grants.

## Collaborations

The Collaborations tab of the Scholar Profile features a network node graph that shows the collaborative relationships of the scholar and colleagues who have worked together. Scholars can click on a collaborator in the node to see details of collaborative works.

## Editing the Scholar Profile

The Research Summary, Research Interests, and Research Keywords used to suggest funding opportunities and potential collaborators can be edited from any tab after a scholar logs in. Click on “Edit Profile” at the top right to open the editing window.

## Editing the Scholar Works List

To add scholarly activity to your own profile, select the Works tab and click on the “Add Activity” button on the left side of the window. Scholars can add the following activity types: Articles,

Awards, Books, Book Chapters, Conference Proceedings, Creative Works, Educational Material, Software/Digital Media. To edit a self-entered activity, click the “Edit” link to the right of the activity title as shown below:

The screenshot shows a user profile for Adam Smith, Chairperson. The profile includes department and program affiliations. Below the profile information are tabs for Research Profile, Works, Timeline, Related Terms and People, Suggested Funding, and Collaborations. The Works tab is active, displaying a table of activities. The table has columns for Date I<sup>F</sup>, Work, Source, and Display. A single activity is listed for 2019, titled 'Production', which is a self-entered activity. An 'Edit' link is visible next to the activity title.

Date I <sup>F</sup>	Work	Source	Display
2019	<b>Self-entered activity title</b> Production Venue: Update the venue name Scope:	Self-Entered	Private

\*Note that the scholarly activity editor is institution-dependent and may not be activated for your institution.

## Funding Opportunities

To discover funding opportunities in Faculty Insight, there are two options. First, to find funding related to a specific key term or set of terms, the scholar would make sure “Research Topic” is showing in the “Search By” dropdown, and enter the term(s) into the search bar. After clicking on the search bar, the scholar can select the “Funding” tab, which will display a list of grant opportunities, along with deadlines and dollar amounts. Clicking on an individual opportunity will open a window with details of the grant opportunity, including instructions on how to apply.

The second way to discover funding opportunities is in the scholar’s own Scholar Profile. Select My Profile in the upper left menu, and then choose Suggested Funding. Grant opportunities are presented in the same format, including deadline and dollar amount. The opportunities listed in the Suggested Funding tab are generated based on key terms found in the scholar’s own profile and works.

## CV Generator

The Faculty Insight CV Generator produces a formatted text document containing an organized list of the scholar’s current position, highest degree attained, and scholarly activity related to honorific awards, grants, journal publications, books, and conference proceedings. The document can be used as a stand-alone Curriculum Vitae or as a source document for the scholar’s CV, bio-sketch, or résumé.

To generate a CV with the Scholar Profile, select “Generate” after clicking on the upper-left menu, and then click “CV.”

## Saved Scholars and Opportunities

Scholars can save a colleague’s name or a grant opportunity by selecting the star next to the name or opportunity in the Suggested Funding tab in My Profile, as well as in the Scholars and Funding Lists generated from keyword or scholar searches. The darkened star serves as a visual reminder of what items were marked as interesting. Saved items persist between logins to Faculty Insight.

# Data Sources

The data in Faculty Insight are derived from several sources. Faculty Insight is unique among our products in that it includes data not only from the highly-vetted Academic Analytics database, but also from institution sources and from scholars themselves. By using the Editing tool described above, scholars may enter specialized data not typically found in the Academic Analytics database, such as performances and exhibits.

## Academic Analytics Data

Academic Analytics data consist of the following data types and are refreshed nightly.

### **Articles and Conference Proceedings**

Data sources for articles include CrossRef, PubMed, and the official DOI® (Digital Object Identifier) link registration agency for scholarly and professional publications. To be included in our data set, articles must be published in a peer-reviewed journal that is published on a regular, ongoing basis and must have a DOI® associated with it. Data for conference proceedings are obtained directly from publishers.

### **Books and Book Chapters**

Data come from The British Library's vast catalogue, and Baker & Taylor, Inc. Academic Analytics matches book titles to faculty authors, co-authors, editors, and translators.

### **Grants**

Academic Analytics collects its federal grant data directly from federal agencies. Some institutions choose to augment these data with institutional data on private, non-profit, state and regional grants.

### **Awards**

Honorific awards information comes directly from national governing societies.

### **Patents**

Patent information comes from the United State Patent and Trademark Office (USPTO), with supplemental information coming from the World Intellectual Property Organization (WIPO). Some institutions choose to augment these data with institutional data on patents.

### **Book Chapters**

Book chapter data comes directly from the publisher and includes the chapter title, book title, and ISBN13 number.

### **Institution-supplied data**

Data supplied by the institution are refreshed on a schedule dictated by the institution. Data are sourced directly from the data steward for that specific data set; for example, the Office of Sponsored Programs might provide institutional grant data. These data are then de-duplicated and matched to existing Academic Analytics scholar records. Institution-supplied data are identified as such in the scholar works list.

### **Scholar-entered data**

Scholars can add data to their own profiles at any time using the editor tool. Works that are self-entered by the scholar are identified as such in the Scholar Works list.

## Coverage and Time Windows

The data contain individual scholarly activity items linked to scholars in the database. Unlike the Academic Analytics comparative database, which is a single snapshot of activity over a four- or five-year period, the data used in Faculty Insight are updated daily and contain activity outside of the comparative data time windows.

Articles:	2004 - present
Awards:	1998 - present
Books:	2004 - present
Book Chapters:	2003 - present
Citations:	2004 - present
Conference Proceedings:	2008 - present
Grants:	2006 - present
Patents (Issued):	1976 - present

## Frequently Asked Questions

### What is Faculty Insight and what is it used for?

Faculty Insight is a search tool for scholars to find experts at their institution and targeted funding opportunities. Scholar profiles are populated with recent activity data sourced from Academic Analytics; the data include articles, books, grants, awards, conference proceedings, and patents. Some institutions opt to supplement this with institutional data. In addition to being able to make corrections and additions to their data, scholars can also add additional activity not currently captured.

### How does the keyword search work?

The keyword search uses natural language processing techniques and targeted algorithms to compare keyword(s) against profile data and identify relevant scholars and grant opportunities.

### How do you determine a scholar's key terms?

Academic Analytics generates a set of key research terms for each scholar by comparing research activity from that individual against all available research activity data. The more often a term appears in a specific scholar's research activity data, relative to the number of times the term appears in all data in the collection, the more closely associated the term is to the scholar.

### Are these data used to evaluate me?

The purpose of Faculty Insight is to facilitate research and collaboration among scholars at your institution, and to provide an up-to-date list of scholarly work. Faculty Insight does not contain any evaluative metrics or benchmarking tools and is not intended to be used as an evaluative tool.

### How do I edit my profile?

Scholars can edit their profiles by going to My Profile in the top left corner menu in Faculty Insight. To add or edit a Research Summary, Research Interest, or Keywords, click the edit icon (pencil and paper) in the top right of the profile page. To add academic activity, click the "+ Add Activity" button at the top left of the "Works" tab on the given scholar's page, and select an activity type. Scholars may request changes to Academic Analytics data by clicking the source link and sending a message directly to Academic Analytics.

### Where are the data in my profile coming from?

Academic Analytics compiles data from federal, university, and private sources. Article and Conference Proceeding publication data are obtained directly from publishers, using digital object identifiers (DOI®). Citation data are derived via DOI®-to- DOI® linkages based on the literature-cited section of published journal articles and conference proceedings. Book data are collected from the British Library catalog and Baker and Taylor, Inc. Grant data are collected from federal granting agencies and select private sources. Patent data are obtained from the United States

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Patent and Trademark Office, as well as the World Intellectual Property Organization. Honorific Award information is derived from publicly available information from national governing societies. Performance and Exhibit data can be added directly to Faculty Insight by faculty. Any additional data are being provided by your institution.

### **Why are some items missing from my profile and how do I add them?**

Academic Analytics continually updates faculty activity data, but scholars are encouraged to manually augment their profile using the editing tool as described in the “How do I edit my profile” section above.

### **Where do funding opportunities come from?**

Scholar profile keywords are matched to funding opportunity data from a third-party funding database. Grant opportunities are updated daily and contain approximately 40,000 open funding opportunities from over 10,000 public and private entities.

**Please note:** Some features outlined above may not be available due to configuration choices made by the institution. If you have any questions, please send an email to [help@academicanalytics.com](mailto:help@academicanalytics.com).