LYTERATI TRAINING GUIDE FOR ACADEMIC ADMINISTRATORS
(DEPARTMENT HEADS AND DEANS)

NOTE: This document is for use by GW Faculty and Academic Administrators only.

1. Lyterati Links

Go to one of these links to access Lyterati:
http://www.gwu.edu/faculty-staff
http://provost.gwu.edu/forms
http://www.gwu.edu/az-index

2. Log into Lyterati

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 Home Page (also called the Landing Page)

LYTERATI · Search · Lyterati Application · Reports · Logout

Upload your photo by clicking on this image

Indicates whose data

Click on logout to end your session

Welcome Lyterati Application

Messages | Quick Links | Lyterati Resources | Technical Help

Lyterati User Guides are here

Message

Welcome to Lyterati!

What Lyterati does: With Lyterati GW faculty members can

- File a Faculty Annual Report
- Maintain an online Academic History, which can be used to generate a custom CV. The non-confidential data in the Academic History can also be used by administrators to produce various reports (department, school, university)
- Choose to share your teaching, research, scholarship and/or service electronically with other scholars and researchers within the GW University community
- Limit other faculty's ability to search on your data

Lyterati and your Academic History. The Lyterati categories for Academic History are:
- Background

Lyterati Application

Annual Reports
Academic History

Click on Annual Report to view historical reports and to create new reports

Click on Academic History to access your research, teaching, and service contributions

Read the message to understand the confidentiality of information in Lyterati

4. Supervisory Comments on Faculty Annual Reports

a. Understand Faculty Process

BEFORE YOU START COMMENTING ON YOUR FACULTY'S ANNUAL REPORTS, UNDERSTAND HOW FACULTY HAVE ENTERED THEIR CONTRIBUTIONS:

- Faculty were asked to follow departmental guidelines on which annual review period to associate a contribution with
- If you see errors in the way contributions were recorded, please work with your faculty to rectify the errors

The suggestions below were provided to your faculty depending on departmental policy:

<u>Sample timeline for an article:</u> 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:

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

Option 2: If your department's policy is to count a contribution when it is "published", follow the steps below:

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

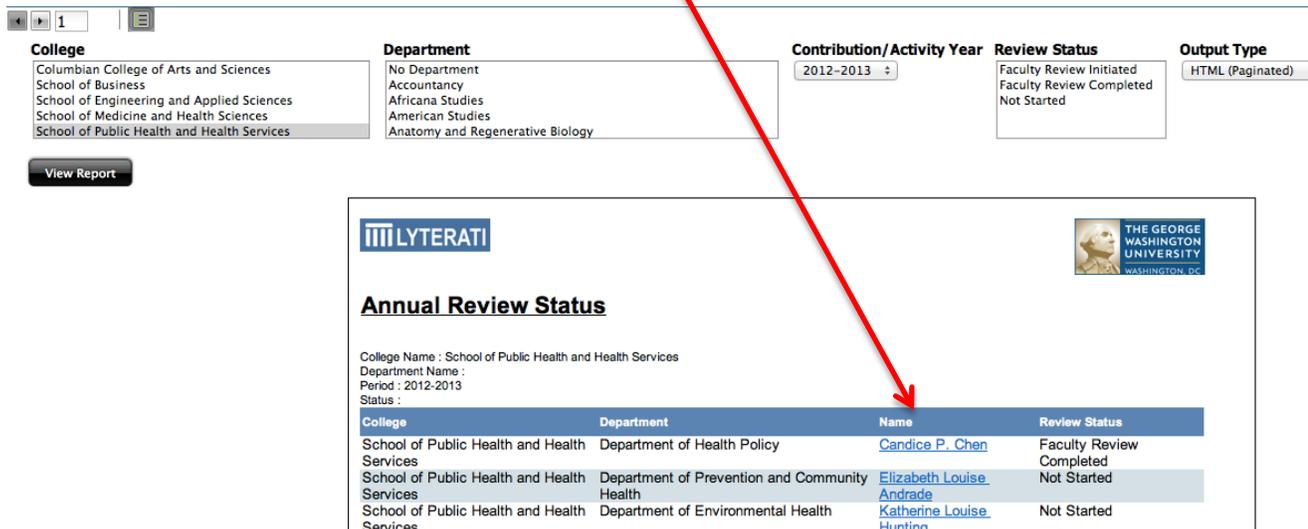## b. Find your Faculty Member's Annual Report

Click on Reports on the top blue bar next to your name. Then click on Administrative Reports and then on the Annual Review Status Report from the list of reports
- Select your college and department
- Select annual review period 2013-2014
- Click on the status you wish to review (see table below)
- Click "View Report". This report shows *only* the faculty under your supervision

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

Lyterati will now show you a list of faculty matching your college, department, year, and status selections.
- Make sure that the correct AR year is selected.
- Click on the faculty member's name to go to their report

- This will take you to the faculty's annual review page.
- Click on Edit. Lyterati will show you the annual report page for the faculty and allow you to comment on the report as shown below.

Department Head's Comment Page
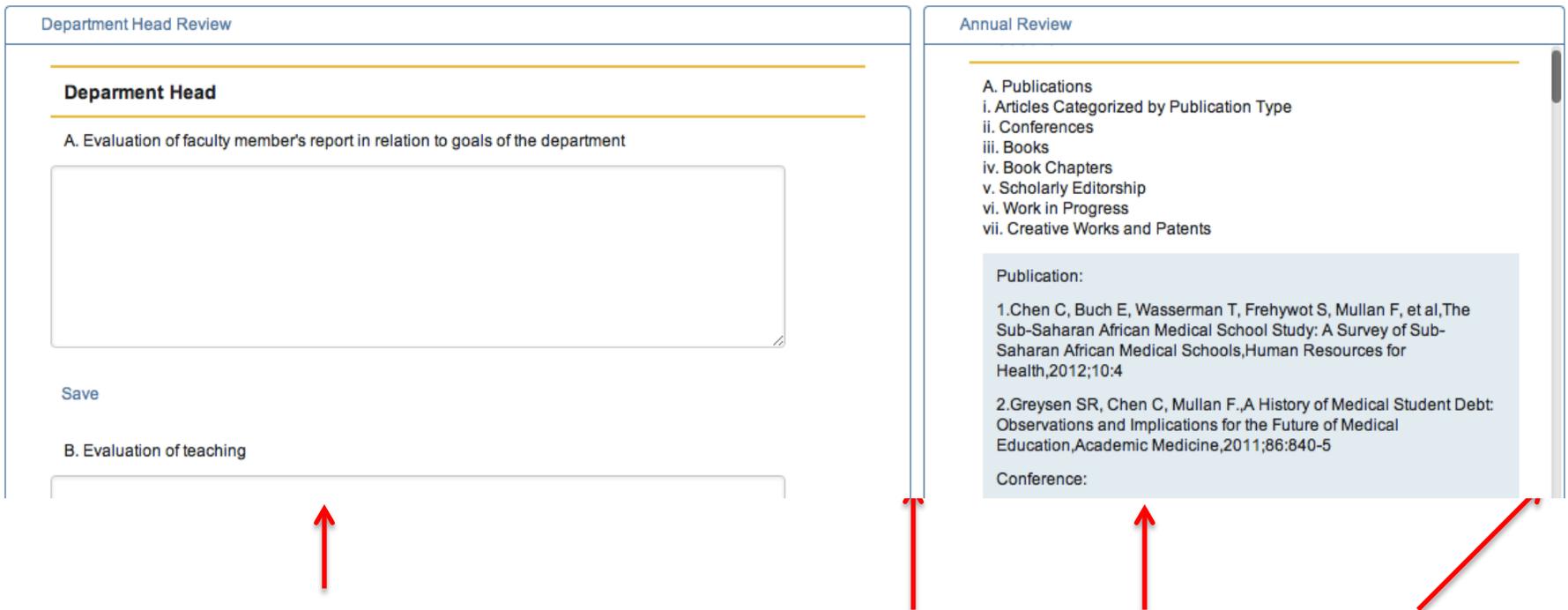
Department Head Review

Deparment Head

A. Evaluation of faculty member's report in relation to goals of the department

Save

B. Evaluation of teaching

Annual Review

A. Publications
i. Articles Categorized by Publication Type
ii. Conferences
iii. Books
iv. Book Chapters
v. Scholarly Editorship
vi. Work in Progress
vii. Creative Works and Patents

Publication:

1.Chen C, Buch E, Wasserman T, Frehywot S, Mullan F, et al,The Sub-Saharan African Medical School Study: A Survey of Sub-Saharan African Medical Schools,Human Resources for Health,2012;10:4

2.Greysen SR, Chen C, Mullan F.,A History of Medical Student Debt: Observations and Implications for the Future of Medical Education,Academic Medicine,2011;86:840-5

Conference:

Dept. head questions

Size the right and left splits by dragging the arrow left or right.

Faculty responses

Scroll bar to navigate through all the responses submitted by the faculty

The left split and right splits can be sized by dragging the double bars in the middle horizontally. If your browser does not show you vertical scroll bars in the left and right split, hold the mouse over where the scroll should be and it will appear. Alternately, click into the left or right split and scroll down using the up and down keys.

Dean's Comment Page
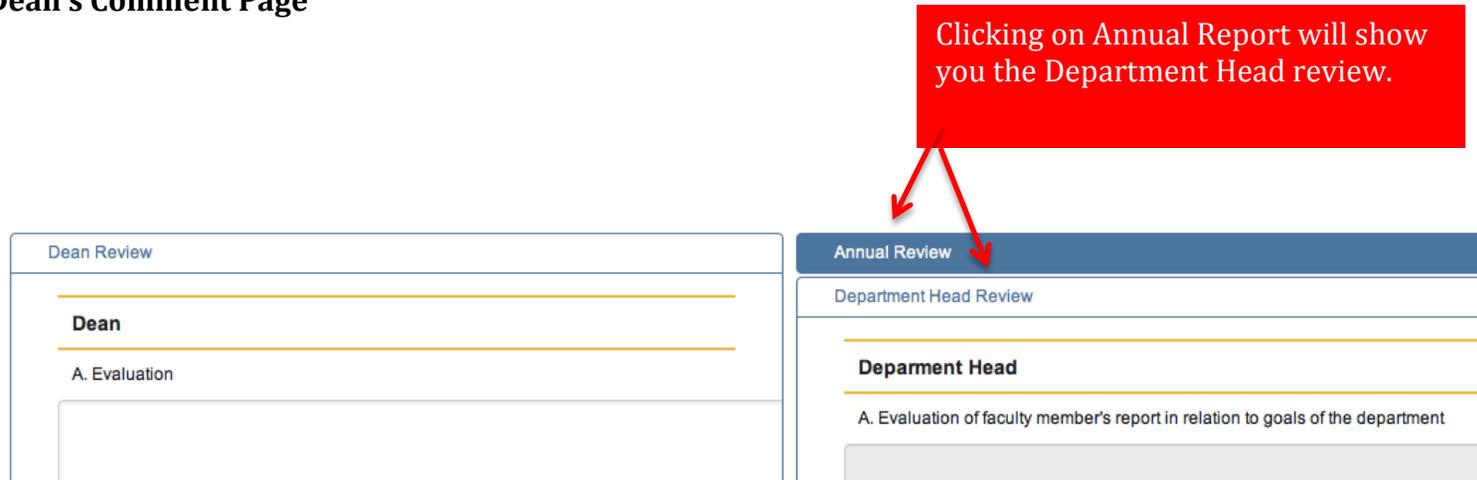
Clicking on Annual Report will show you the Department Head review.

Dean Review	Annual Review
Dean	Department Head Review
A. Evaluation	**Deparment Head**
	A. Evaluation of faculty member's report in relation to goals of the department

Here is how the content is laid out:

- Dean gets his/her questions in the left pane.
- In the right pane, you will see the faculty's responses under Annual Review
- If you click on Annual Review, you will see the Department Head questions and responses.
- If you click again on Annual Review, you will see the faculty questions and responses.

In one page, you are able to see all the questions and responses. You can also click on Export to PDF to see a printable document with all the questions and responses.

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. The application will save when you click out of an answer box.

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.

d. Review your answers

Click on Export to PDF on the top right to view your answers if you wish to. You can also save a copy of the PDF for
your records.

Upload Attachments

e. Review Documents Submitted with Annual Reviews

Save as PDF

Your faculty may have submitted CVs and teaching evaluation documents with their annual review. Click on Manage Documents to view these documents.

Annual Review		Manage Documents
Review Period	2012-2013	Export as PDF
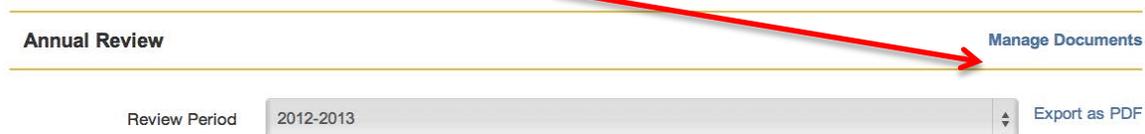
f. Submit your Comments

If you are a designee you will not be able to submit. Only the person on whose behalf you are acting will be able to submit the review. Others follow the steps below. Designees exit after you have added your comments.

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 "Department Head Review Completed" or Dean Review Completed depending on your responsibility.

Notes:
- When you submit, you will be asked to verify that you are authorized to submit this annual report. This acknowledgement serves as an electronic signature.
- In case you or a faculty member who reports to you prematurely submits an annual report to your supervisor, your supervisor can "release" the annual review by changing the annual review status to an earlier status.

g. "Release" an Annual Report

If you are a department head or a designee of a department head, your faculty may ask you to "release" an annual report because they submitted their report prematurely.

If you are a Dean or a designee of a Dean, a department head or their designee may ask you to "release" and 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"
- Click on Submit and follow the instructions.

h. Meet with Faculty (Department Head)

If you are a department head and the dean's review is complete, meet with the faculty to review the supervisor comments. Then ask the faculty to do the Faculty Acceptance step.

If you are a department head, you can share your comments with the faculty member using the Export as PDF feature. Email the PDF document to your faculty member.