

CFAES OHIO STATE UNIVERSITY EXTENSION

Using Vita to Capture Extension Scholarship

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 THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Learning and Organizational Development
extension.osu.edu/LOD

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CFAES OHIO STATE UNIVERSITY EXTENSION

Helpful Links

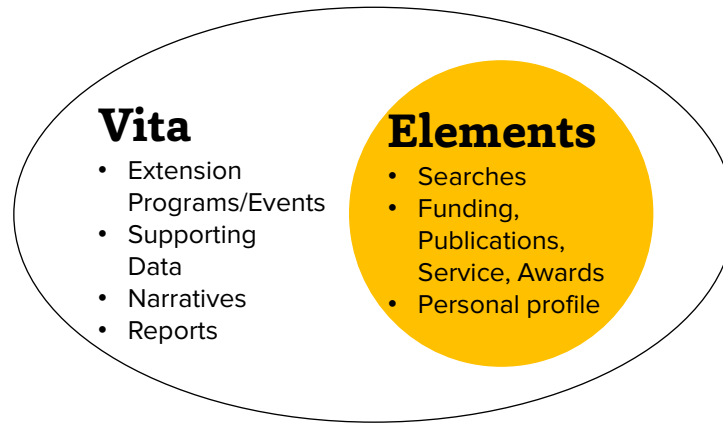
Learning and Organizational Development website extension.osu.edu/LOD
Vita vita.osu.edu
OSU Extension Vita Help go.osu.edu/OSUEvitaHelp

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Vita is an **EGG...**



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Profile (in Elements)

What goes in here?

- | | | |
|---|-------|----------------------------------|
| • Academic appointments | ————— | • Positions |
| • Non-academic appointment | ————— | • Positions |
| • Education (degrees and certifications) | ————— | • Degrees |
| • Languages  | ————— | • N/A |
| • Addresses (mailing and web) | ————— | • Preferred personal information |

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Also in Elements...

Account settings (in Elements)

What goes in here?

- Manage delegates (proxy users) — You will also add delegates in Vita

Publications > Search settings

What goes in here?

- Manage author name variance and more — Preferred personal information

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Teaching Activities

What goes in here?

- Course-based degree, academic or professional supervision — Undergraduate / Graduate / Professional
- Course taught — Courses taught
- Extension & continuing education instruction (including guest lecture and individual instruction) — Extension & Continuing Education Instruction

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Publications



REMEMBER: Fill out "Supporting Data" in Vita for each "publication" added to Elements.

What goes in here?

- Abstract and short entry **[PW]**
- Book **[PW]**
- Bulletin / tech report / fact sheet **[PW]**
- Chapter in edited book **[PW]**
- Conference **[PW]**
- **STOP** General press article **DO NOT ENTER**
- Journal article **[PW]**
- Media **[CW]**
- Multimedia / database / website **[CW]**
- Other creative work **[CW]**
- Potential publication under review **[PW]**
- Presentation **[PW]**

PW = published works
CW = creative works

Conference papers and proceedings
AND **posters**

Audiovisual Works

Scholarly presentations

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Professional Activities

What goes in here?

- Advising student group
 - Clinical service
 - Committee membership
 - Distinction
 - Editorial
 - License
 - Membership
 - Other professional / public service
 - Strategic initiatives (Diversity Statement)
- Unit / college / university committees
 - Awards
 - Editorships and reviews
 - Professional societies
 - SERVICE > Strategic Initiatives

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Grants

What goes in here?

- Research grant
- Research contract
- Training grant
- Training contract
- Subcontract
- Clinical trial
- Gift
- Scholarly awards
- Professional development
- Other



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Narratives★

Where are they?

- They live in Vita (not Elements)

[Home](#) > [Menu](#) > [Research Admin](#) > [Vita](#)

MY NARRATIVES

TEACHING ACTIVITIES

PROFESSIONAL ACTIVITIES

BIOGRAPHICAL ACTIVITIES

PUBLICATIONS & RESEARCH

★ Currently, only **faculty** in the P/T process need to use this part of Vita.

TEACHING ACTIVITIES

- ***Approach and goals to teaching
- ***Curriculum development
- ***Evaluation of teaching
- ***Extension courses taught
- Graduate advising narrative
- Noteworthy accomplishments – graduate students
- Noteworthy accomplishments – undergraduate students
- Graduate courses taught

PROFESSIONAL ACTIVITIES

- ***Service activities
- Student life activities
- Academic advising
- Professional interests
- Partnerships and collaborations

**List of all
narrative fields**

BIOGRAPHICAL ACTIVITIES

- ***Biography

PUBLICATIONS & RESEARCH

- ***Focus of research
- Creative works
- Post-doctoral and researcher
- Published works
- Quality indicators
- Research funding
- Research interests
- Partnerships and collaborations

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Documents

Where are they??

- They live in Vita (not Elements)
- Dossier is under “DOCUMENTS”
- Use “advanced filter” to set dates



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Remember ...

Debby Lewis

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Report **TECHNICAL** issues in Vita

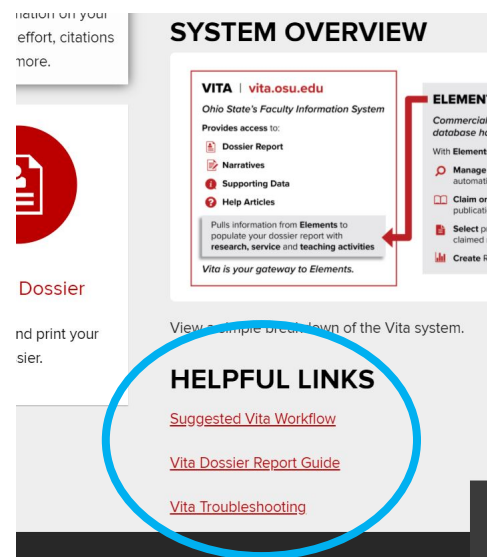
vita@osu.edu

No “Department → Extension” but you have an Extension appointment?

vita@osu.edu

subject line: “please add to Extension in Vita.”

Use the “HELPFUL LINKS” located
 at the bottom of the Vita homepage
 (blue oval in the picture on the right)



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