



Where's my FAS data?

How FAS Scholarly Contributions transferred to myVITA

As part of the myVITA project, all records from the Faculty Accomplishments System (FAS) were transferred into myVITA. Nowhere was this more carefully managed than in the Scholarly Contributions section.

Below you will find a table listing the FAS categories and the new category in myVITA where the record was transferred.

In FAS, Scholarly Contributions were organized in 42 categories, making meaningful reporting and organization of information difficult to manage. Through four campus collaboration with the libraries and a cross-section of departments, the project team redesigned Scholarly Contributions in myVITA to just 10 categories. Nine of these categories are designed so you can further classify your information in meaningful ways. Learn more about categorizing and classifying your new Scholarly Contributions entries in the [Activity Form Quick Reference Guide](#).

The 10th category, “Unspecified data: FAS,” is a *temporary* category. While most of FAS Scholarly Contributions records could be transferred to the new categories in myVITA, some information was so varied that it was not possible to do this. If your account contains any “Unspecified data: FAS” records, the process to choose a new category for each entry is rather quick and easy. Instructions to accomplish this are provided below. **It is important that you move records from this section to a permanent category in myVITA by November 30, 2016.** You may also choose to delete information you do not need. After November 2016, the campus administrators have agreed to remove this category and the records contained within it.

How to change a category for an existing record in Scholarly Contributions:

Type	Title	Outlet	Year Pub	Status	Term	Source of Data	Actions
Unspecified Data: FAS	My FAS article	My Favorite Publisher	2015	Submitted	Fall 2015	FAS and other legacy systems	

1. From the summary list of entries, select the record you want to edit.

2. Select the “Type” drop-down menu and choose the new category for this record. When you choose the new Type, myVITA will ask you if this is the action you really want to take with this record, and it reminds you to review the record once the change is complete. You will want to verify that your information moved correctly into the fields in the new category.

Status*	Submitted for Fall 2015	Manage Status
Type	<div style="border: 1px solid #ccc; padding: 5px;"> Unspecified Data: FAS <ul style="list-style-type: none"> Article Book, Score, Map Book Chapter Conference Proceeding Creative Work and Production Exhibition Patent, Invention, Software Presentation Research Data Set <li style="background-color: #007bff; color: white;">Unspecified Data: FAS </div>	
Title*		
Year		
Outlet / Venue		
Location		

3. Choose “Save” and review your record in the new category. You may also choose to fill in additional information about your entry.

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If you need assistance, please work with your myVITA campus administrator. Your librarian may also be an excellent resource to assist you. You can find contact information for the myVITA campus administrators at the [myVITA informational website](#).

FAS Category	myVITA Category	Additional Information
Abstracts	Conference Proceeding	
Artwork	Unspecified Data: FAS	FAS Artwork records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Biographical Reference	Book Chapter	
Book Chapter	Book Chapter	
Book Edited	Book, Score, Map	
Book Review	Article	
Book Written	Book, Score, Map	
Commercial Recording	Creative Work and Production	
Commissioned/ Invited	Split into three categories: --Article --Creative Work and Production --Unspecified Data: FAS	--If a Journal name was referenced, the record was moved to Article. --If the record was entered by faculty in the Music departments, the record was moved to Creative Work and Production. --All other records were transferred to "Unspecified Data: FAS." Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Computer Program	Patent, Invention, Software	
Conference/ Presentation	Presentation	
Creative Writing - Poem/ Short Stories/Novels etc.	Split into three categories: --Article --Book, Score, Map --Unspecified Data: FAS	--Poems and Short Stories were transferred to "Article." --Books were transferred to Book, Score, Map. --There were a small number of records that did not cleanly fit in the other two categories, and these were moved to Unspecified Data: FAS. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.

FAS Category	myVITA Category	Additional Information
Editor Reviewed Journals	Article	
Encyclopedia	Book Chapter	
Encyclopedia Article	Book Chapter	
Essay	Book Chapter	
Extension	Unspecified Data: FAS	<p>--In FAS, many Extension activities were reported in the FAS Scholarly Contributions "Extension" category. This made it undesirable to move these records to article, book, or elsewhere.</p> <p>--If you teach an Extension course or participate in an Extension activity, report this accomplishment in the "Continuing Education" section of myVITA rather than Scholarly Contributions: Presentation.</p> <p>--If you reported an Extension publication, see the instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.</p>
Journal Edited	Article	
Law Reviews	Article	
Manuscript	Unspecified Data: FAS	FAS "Manuscript" records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Monograph	Book, Score, Map	
Newsletter	Article	
Newspaper	Article	
Non-refereed Journal	Article	
Non-refereed Series	Article	
Non-refereed Web Journal	Article	

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FAS Category	myVITA Category	Additional Information
Other	Unspecified Data: FAS	FAS "Other" records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Other Refereed Work	Unspecified Data: FAS	FAS "Other Refereed" records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Patent	Patent, Invention, Software	
Performance/Exhibition/Show	Split into two categories: --Creative Work and Production --Exhibition	--If you used "Performance/Exhibition/Show" in FAS and you are in Art, Art History, or Architectural Studies, your records were transferred to "Exhibitions" in myVITA. For faculty in other departments, records were transferred to "Creative Work and Production." --In Exhibition, faculty who listed individuals other than themselves as performers will need to re-enter this information. -- SPECIAL NOTE ON FUNDING TYPE: If the "Funding Type" was "College" or "Research Award" in FAS, this was loaded as "Internal, competitive." If the "Funding Type" was "External" in FAS, this was loaded as "External, competitive." If your funding was non-competitive, this can be changed. Verifying Funding type is strongly recommended for faculty undergoing P&T evaluation.
Proceedings	Conference Proceeding	
Refereed Full-Length Conference paper	Conference Proceeding	
Refereed Journal	Article	
Refereed Web Journal	Article	
Review	Article	
Technical Report	Book, Score, Map	
Trade Journals	Article	

FAS Category	myVITA Category	Additional Information
Translation	Unspecified Data: FAS	FAS "Translation" records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
TV/Radio Interview	Presentation	
Web Publication	Unspecified Data: FAS	FAS "Web Publication" records were too varied to move the information to a myVITA category in a reliable way. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing.
Working Paper	Unspecified Data: FAS	FAS "Working Paper" records were too varied to move the information to a myVITA category in a reliable way. The term "Working Paper" specifically refers to a category of work in Law. Many records in this category were actually works in progress. Please see instructions on how to move your record from the "Unspecified Data: FAS" category to the new category of your choosing. If you have a work in progress, you can choose "In Progress" as the status of your Scholarly Contribution.

Browser recommendations: myVITA features work best in Mozilla Firefox, Google Chrome, and Safari browsers. Internet Explorer is not recommended because of issues with functionality and display. Please set your browser to accept pop-ups from the myVITA site to ensure an optimal experience.

Please work with your myVITA campus administrator if you have questions. You can find contact information for the myVITA campus administrators at the [myVITA informational website](#).