**Personal Data – Activity Insight**

**General Information**

Personal and Contact info – All areas are available to faculty to update. The Brief Biography is the biography that displays on the HCBE website.

Administrative Data – Permanent Data – available to faculty to update

Yearly Data – maintained by the College

All remaining sections of General Information – available for faculty to update

Work Experience, Administrative Assignments, Awards, Consulting, Partnerships, Development Activities, License/Certification, Media, Memberships

**Teaching**

**Courses Taught –** maintained by the College. Faculty should not edit the beginning sections of this screen as it drives many of the internal reports. However, after Location, faculty can add additional information such as:

New Course Prep

New Format

Taught by more than one instructor

Innovations

New Teaching Materials

Enhanced activities

File Uploads

Impact

Other areas of Teaching are not used by the HCBE. Faculty can add additional information here as it relates to NON- NSU teaching if they choose.

**Service**

Faculty are encouraged to complete all areas of Service.