

Faculty Annual Report Guide: Profile – Global Questions

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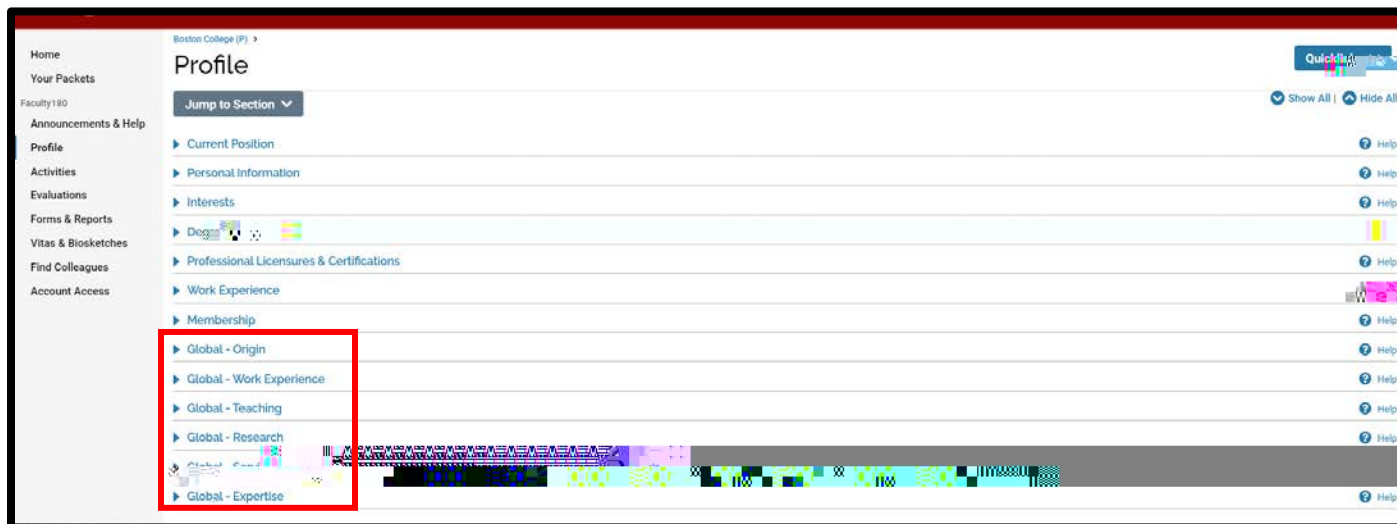
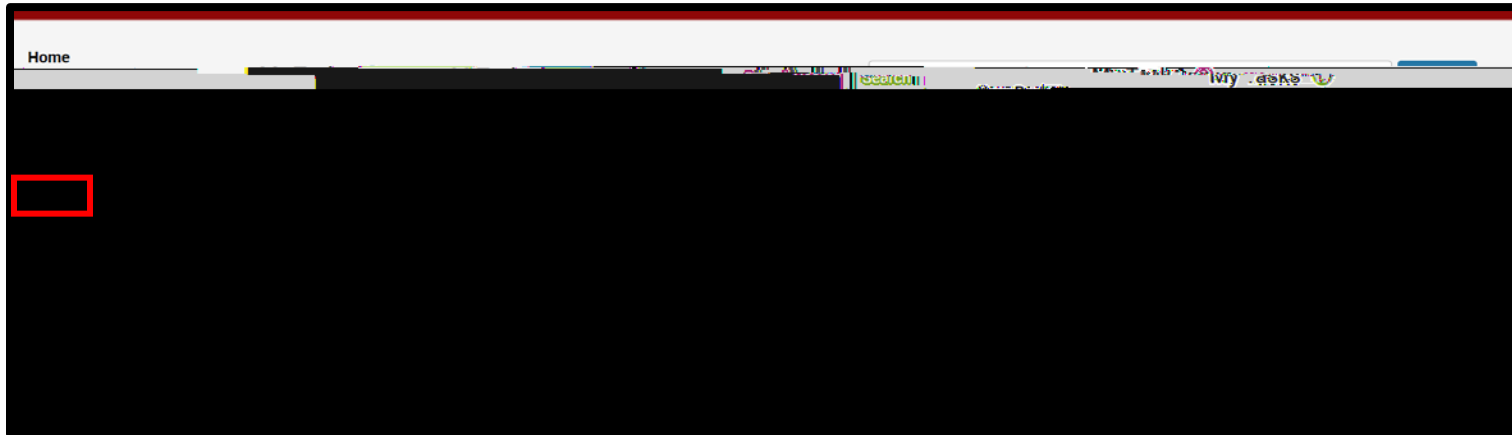
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Global Overview

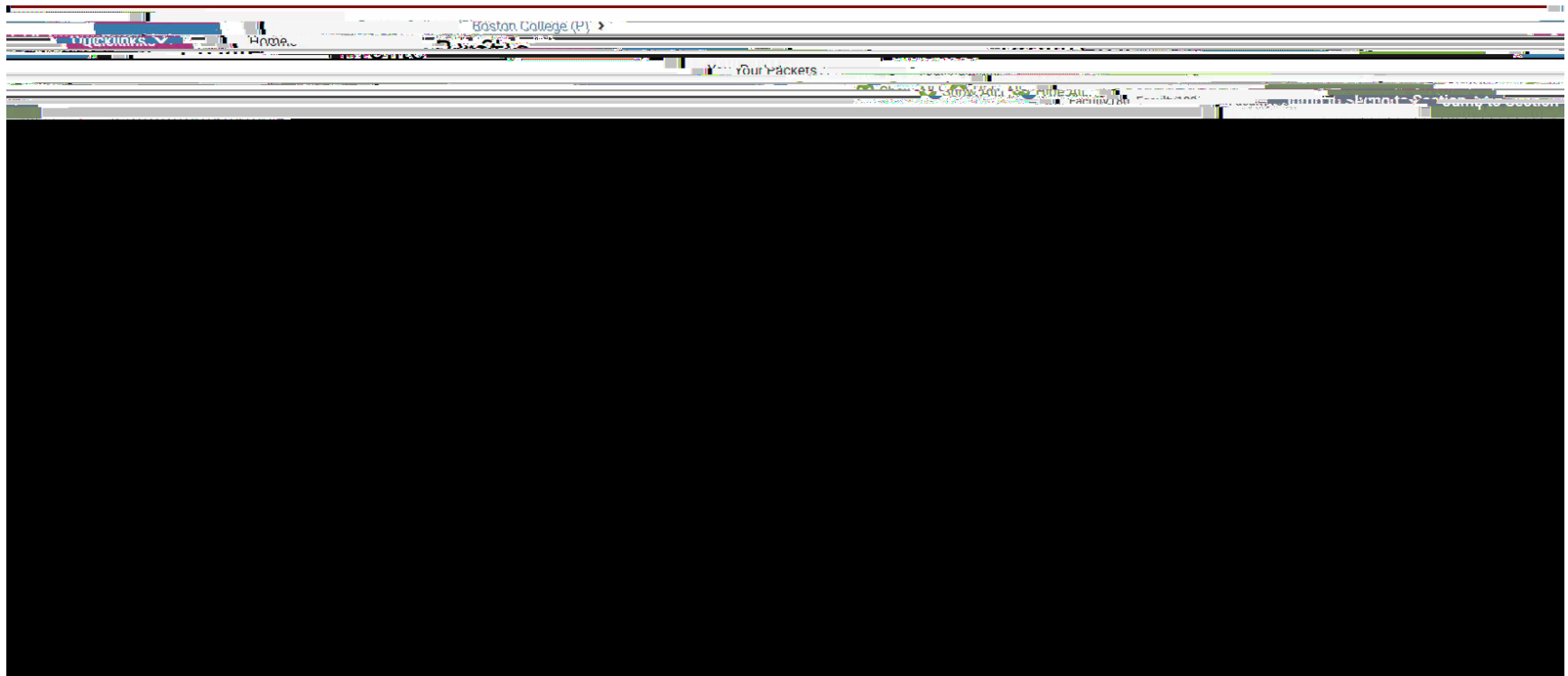
In an effort to promote global engagement, Boston College is setting up a system that will identify the global expertise and endeavors of our faculty on an interactive world map. The map will be posted on [BC's global website](#) and will be accessibleb(s)-1.3(T)-3. i.1(e)-3(n)2.2(t)7.no anoebxs(s)9.5(t)7.no -

Global – Navigation

The new global questions will be part of the **Profile** section in Faculty 180. While we encourage you to periodically update all of your information in the Profile section, the sections relevant to Global Engagement have a **Global** prefix. To answer these questions, click **Profile** under **Faculty 180** on the left-hand side menu, and the Profile page will appear.

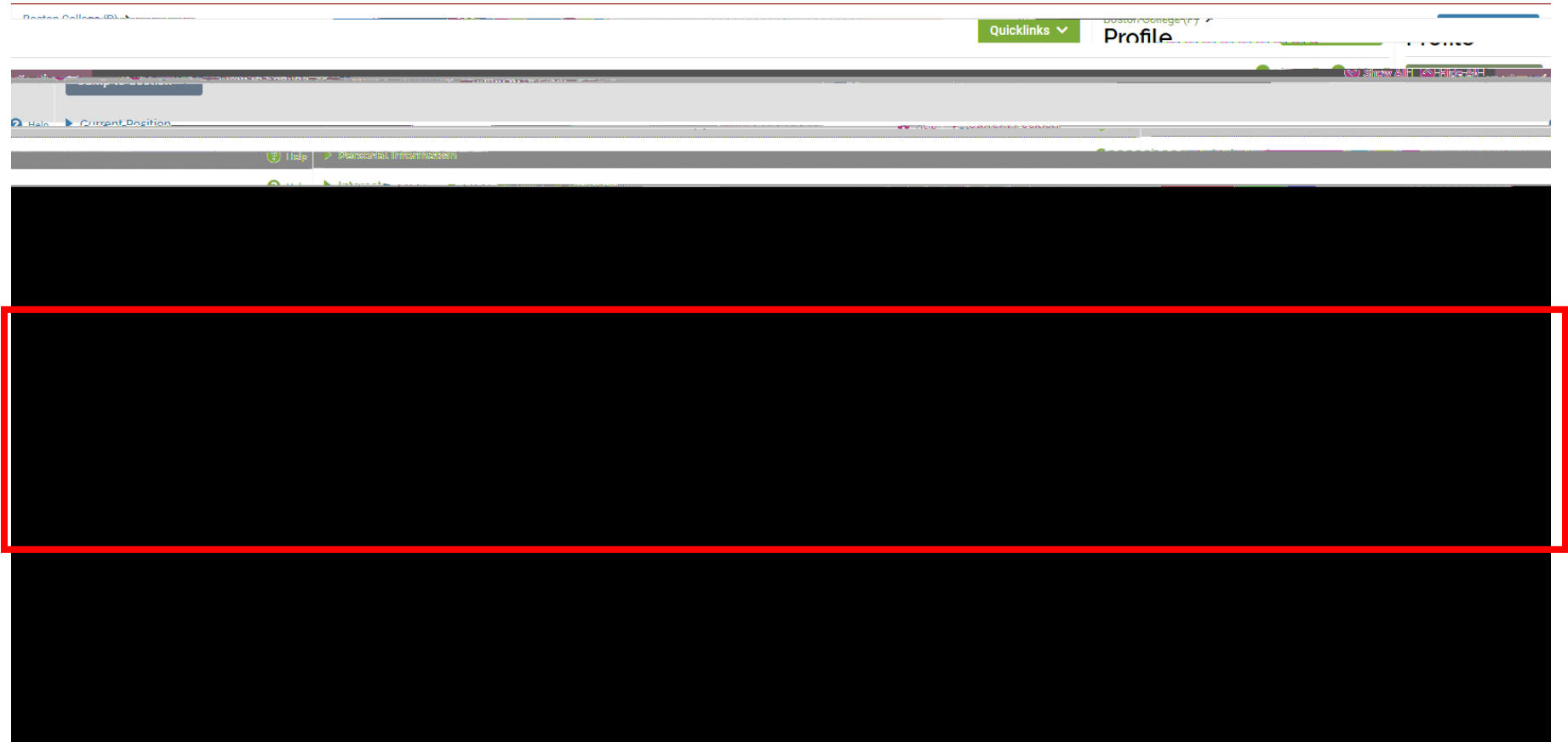


To enter information on the Global Engagement questions, click on the triangle next to any section to expand it.



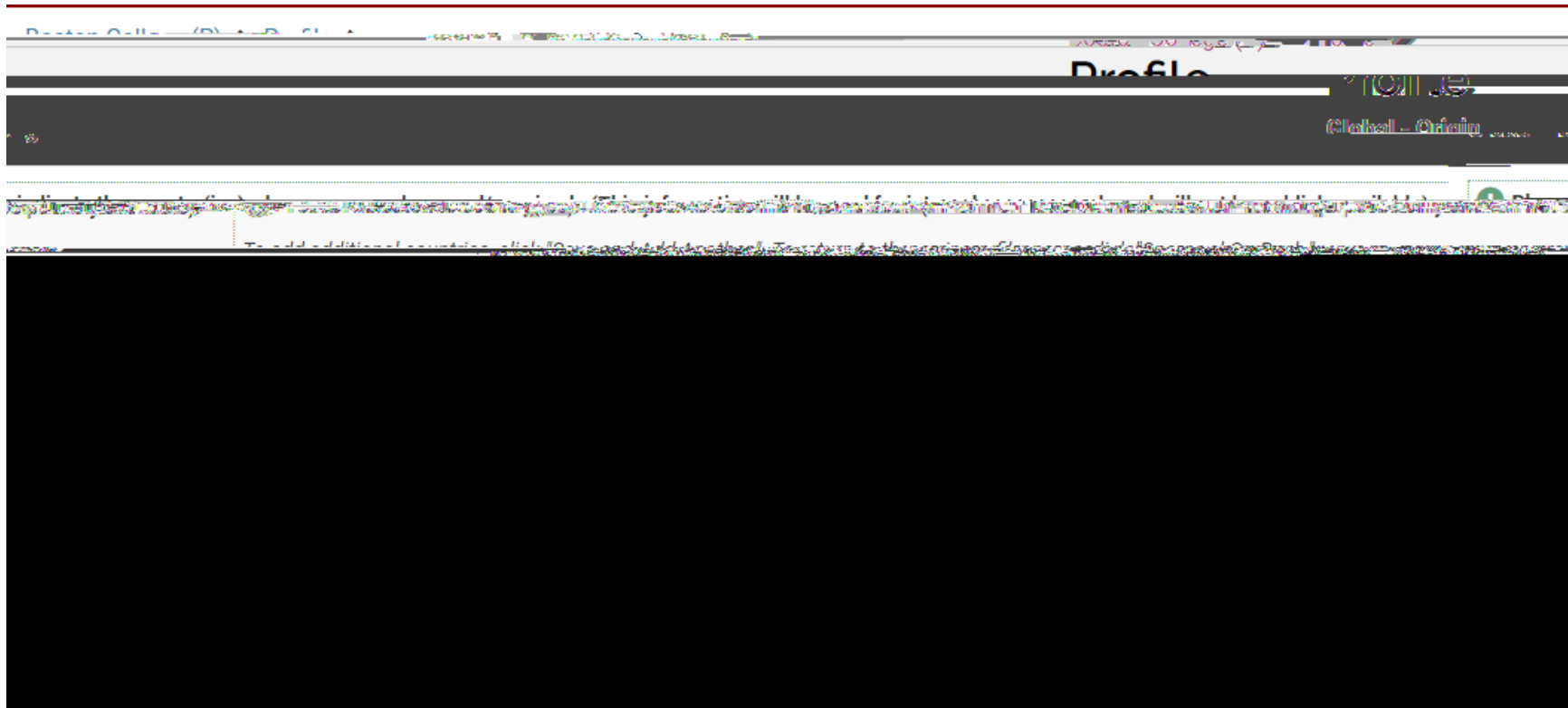
Global – Adding and Editing Entries

When you click on a section, it will expand and provide you with options to view the countries and/or regions you have previously entered, edit or delete any entries you have already made, or add new entries.



To add a new entry, click on the **Add**

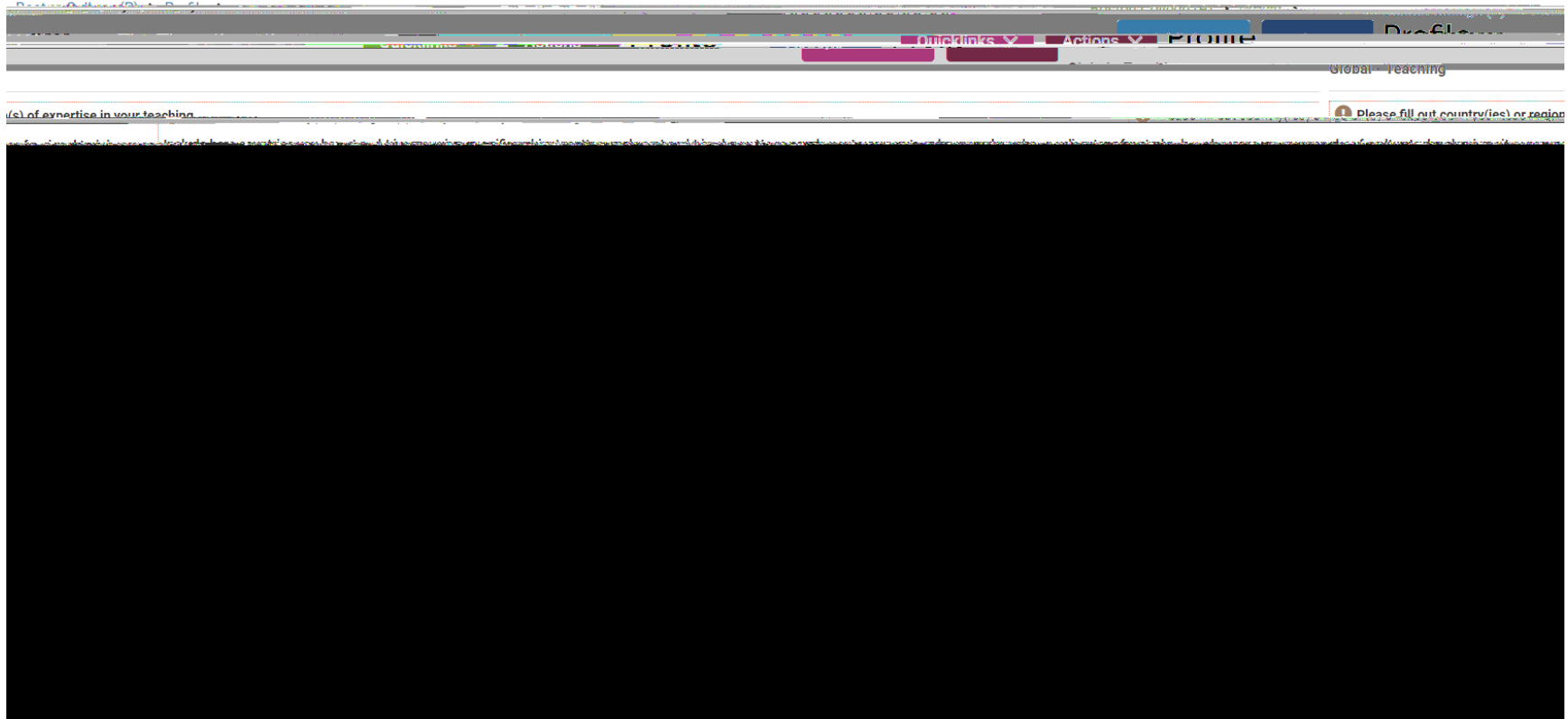
The **Global - Origin and Work Experience** screens ask only for country or countries of engagement.



Select a country from the drop-down list. After making a selection, click on **Save and Add Another** if you wish to add more countries to the question or **Save and Go Back** if you only want to enter one country on the list and go back to the Profile page. Clicking **Save** will save your selection but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your selection unless you cancel and go back to the same page and save first.

To edit an existing entry – click on the **pencil icon** on the right. To delete an existing entry – click on the **X** on the right.

The **Global - Teaching, Research, Service, and Expertise** screens will offer an additional drop down where, instead of selecting multiple countries in the same region, you can enter a single region, multiple regions, or global, to capture the range of your area expertise.



As with the country-only screens, please use the drop down menu to select any region(s) appropriate to the section. If you have only one region to report, make your selection, and click **Save and Go Back**. If you have multiple regions to report, click **Save and Add Another** and you will be taken to a new entry screen. If you click **Cancel** without saving, your selection(s) will not be saved.

Please do not select a corresponding region for each country you select, rather use the region or global option in cases of true regional or global expertise. You should not select the countries of the regions you have already selected.

If after selecting multiple countries or regions, you would like to see which countries or regions you have already reported, click on **View Previously Entered** and a list of all prior entries will appear.

