

RiV reporting ... where do I put ... ???

Below each header, there is a description of how to navigate to the appropriate place in RiV to enter the item. These are displayed by a list, each “click” in the RiV navigation is separated by a →. Items in RiV that appear in the gray navigation pane in the upper-left hand side will appear in the lists below in all CAPITAL LETTERS. Click the orange and white “plus” symbol next to the appropriate section header to add a new item. Other notes about entering items are listed in a nested, bulleted list below the navigation instructions.

Social media (including Facebook and Twitter)

- CREATIVE WORKS → Multimedia / Databases / Websites
 - In the ‘Type of work’ field, select “Other”
 - When the text box appears to define what your ‘Other’ type of work is, type “Twitter Feed” or “Facebook page”
 - Be SURE to describe WHAT you did in regard to the social media posts in the ‘Description of Effort’ field!!
 - Your output information (statistics you obtained from the “Insight” section of the Admin panel in Facebook, for example) should be listed in the ‘Description of Effort’ section of your added item to Multimedia / Databases / Websites
 - You should **NOT** list EVERY Facebook post. Instead, create one entry in RiV that corresponds to all posts to a given social media site within the calendar year. Summarize the topics of your posts in the ‘Description of Effort’ field.



Podcasts or YouTube

- CREATIVE WORKS → Multimedia / Databases / Websites
 - In the ‘Type of work’ field, select “Other”
 - When the text box appears to define what your “Other” type of work is, type “Podcast” or “YouTube”
 - Be SURE to describe WHAT you did in regard to the podcast in the ‘Description of Effort’ field!!
 - You might be tempted to enter a podcast under CREATIVE WORKS → Audiovisual Works → ‘Online Broadcast or Recording’ or ‘Other Audiovisual Work’ **DON’T** PUT THE PODCAST IN EITHER OF THOSE SECTIONS. Entering something into RiV in one of those sections will NOT show up on ANY printed document (a glitch of the system)!!!!



Impacts vs Outputs

Within Extension, there have been references to reporting social media IMPACT, by discussing how many likes, reposts, or re-Tweets (etc) occur. **THIS IS NOT IMPACT DATA!!!**

It is **OUTPUT** information: numeric data about activities or participation

Impacts are statements that:

- are a brief summary
- are written in lay-terms
- state an accomplishment and the payoffs to society in ways non-scientists can understand, relate to, and appreciate
- answers the questions, “So what?” and “Who cares and why?”
- reports the difference your program is making in people’s lives

An impact is NOT an activities report, the number of people you reached, or a description of the process.

Impact statements clearly demonstrate quantifiable change in knowledge, behavior or condition. Social media “likes” and reposts may show some level of *engagement* with your posts, but does not describe CHANGE in knowledge, behavior or condition.

***The above information is taken from the “Impacts with Impact” document. To read the full document, please download at: <http://go.osu.edu/Impact>*

Blogs

- CREATIVE WORKS → Multimedia / Databases / Websites
 - In the 'Type of work' field, select "Website"
 - In the 'Title of Work' field, type the name of the blog
 - Be SURE to describe WHAT you did in regard to the blog in the 'Description of Effort' field!!
 - Are you the manager of the blog site, or a contributor to the blog?
 - Do NOT create a separate entry in RiV for EVERY post. Create one RiV entry for each separate blog to which you post (or manage). In the 'Description of Effort' field, summarize the number of posts and topics of your posts, indicate your effort for co-authored posts and include any metadata (hits, likes, reposts, etc.).



Infographics

- CREATIVE WORKS → Other Creative Works
 - In the 'Type of Work' field, enter "Infographic"
 - In the 'Description of Effort' field, please use this space to describe the infographic (purpose, what you did to create ... were you responsible for researching / creating the content, the layout, or both?)



Webinars

To add an entry into RiV about your teaching a webinar ... you first need to think about the scope of your webinar. If the webinar was TAUGHT in part or whole by YOU (it was interactive / provided synchronously with a live distance audience) ... it should be reported as TEACHING, so it belongs in one of two areas ... please read on to determine in which section of RiV it belongs:



- If the webinar pertains to one of your "large 'P' Programs" ... like "Dining with Diabetes" (i.e., something you have listed as a program under your NON-DOSSIER ITEMS → Extension → Programs section), then add it as an EVENT tied to the corresponding program – make sure you associate the event with the program from the correct year and you click on "yes" to the 'Display on dossier?' question.¹
- If the webinar was a ONE-TIME presentation that does NOT relate to any programs listed under the NON-DOSSIER ITEMS → Extension → Programs section, then the webinar should be listed under TEACHING → Extension & Continuing Education Instruction. MAKE SURE that "Extension" is selected as the 'Type of Course'!!
 - NOTE: Each choice in the 'Type of Course' drop down will create a SEPARATE table in Teaching section 4 of your dossier document (in addition to your EXTENSION EVENTS table).

Radio or TV spots / appearances

- CREATIVE WORKS → Audiovisual Work
 - In the 'Type of Work' drop-down, you should ONLY select "Radio broadcast / recording" for a radio spot
 - In the "Type of Work" drop-down, you should ONLY select "TV broadcast / recording" for a TV appearance
 - The other options in the 'Type of Work' drop-down do not populate to any reports / printed documents (so don't use them!)
 - If you had a weekly / monthly (regular interval) TV or radio spot, you should NOT report EACH appearance. Rather, create ONE entry for the year's work.



¹ Need more help with the concepts of "Programs" and "Events" (as reported under the NON-DOSSIER → Extension section of RiV? Please refer to the RiV Extension Quick Start Guide, available at: <http://go.osu.edu/OSUErivHelp>

- In the ‘Started On’ fields, provide the first appearance date you had for the calendar year on which you are reporting
- In the ‘Description of Effort’ field, please use this space to describe the effort for the ENTIRE YEAR, for example: “12 monthly television appearances on the XYZ station. Topics discussed included A, B, C, ...”

Factsheets

- PUBLISHED WORKS → Bulletins / Tech Reports / Fact Sheets
 - *NOTE: You must provide the following field information:* author(s)², title, publication type (technical report, bulletin, fact sheet, pamphlet, brochure, standard, government document), publication status [if published, you can provide publisher info], reviewed item? [if reviewed, can provide information on type of review]
 - If you are the sole author, it is NOT necessary to provide a ‘Description of Effort’ – it is assumed that you are responsible for all aspects of the document.
 - If you are a co-author, it is expected and appropriate to describe YOUR contribution to the final product in the ‘description of effort’ field. The percentage of effort you list should be discussed and decided upon based on conversations with your co-authors, as should the description of effort.



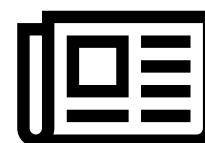
Presentations at conferences (state, national, international)

- PUBLISHED WORKS → Scholarly Presentations
 - Please note that there are a wide variety of roles that can be designated in relation to scholarly presentations (as seen in the ‘Your Role’ drop-down when adding a scholarly presentation). Roles include (but are not limited to): editor, keynote speaker, lecturer, and poster presenter.
 - If you are a co-presenter, please be sure to clearly detail your ‘Description of Effort’
 - NOTE: ‘Presentation at conferences’ are different from a ‘Guest Lecture’ ... which refers to teaching a class (or a handful of classes) in a course at a university (doesn’t have to be at OSU that has a course number, dedicated student enrollment, and grades (a for-credit course). ‘Guest Lecture’ entries belong in TEACHING → Extension & Continuing Education Instruction, select “Guest Lecture” in the ‘type of course’ drop down.



Newspaper articles

- CREATIVE WORKS → Other Creative Works
 - **DO NOT USE** “General Press”, which is located under PUBLISHED WORKS.
 - In the ‘Type of Work’ field, enter “Newspaper article” or “Newspaper column”
 - Follow the field labels displayed in (parentheses) in the ‘Other Creative Works’ window to accurately report a lay publication (e.g., newspaper or magazine) as opposed to an academic journal article, which would go in PUBLISHED WORKS → Journal Articles.
 - In the ‘Description of Effort’ field, please use this space to describe your efforts for the ENTIRE YEAR, for example: “52 newspaper articles, written as a weekly column for the XYZ newspaper. Topics included A, B, C, ...”



² Authors should be listed in the same manner and order in which they appeared on the original document (fact sheet, bulletin, tech report)

So I enter all this information into my RiV PROFILE ... where will I find it on a REPORT (“DOCUMENT”) in RiV?

Item	OSU Extension Annual Performance Document	Dossier Report
Social media	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations' → 'Multimedia / Database / Website'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection i, 'Multimedia / Database / Website'
Podcast / YouTube	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations', 'Multimedia / Database / Website'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection i, 'Multimedia / Database / Website'
Blog	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations', 'Multimedia / Database / Website'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection i, 'Multimedia / Database / Website'
Infographic	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations', 'Other Creative Works'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection m, 'Other Creative Works'
Webinar (entered in your profile as DOSSIER teaching)	'Reviewing Performance' → section 2, 'Extension Teaching, Programs, and Curriculum Development' → subsection a, 'Extension Teaching' table	'Teaching' → section 4, 'Extension and Continuing Education Instruction' → 'Extension' table
Webinar (entered in your profile as NON- DOSSIER Extension EVENT)	'Reviewing Performance' → section 2, 'Extension Teaching, Programs, and Curriculum Development' → subsection b, EVENT summary under the corresponding Extension program. Will be summarized with all other EVENTS for the corresponding PROGRAM.	'Teaching' → section 4, 'Extension and Continuing Education Instruction' → 'Extension Events' table (as long as you select “yes” to the ‘display on dossier’ question for that event)
Radio / TV spot	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations' → 'Radio and Television'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection j, 'Radio and Television'
Fact sheet /bulletin / tech report	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations' → 'Bulletins, Tech Reports, Fact Sheets'	'Research' → section 1, 'List of Books, Articles, and Other Published Papers' → subsection d, 'Bulletins, Tech Reports, Fact Sheets'
Presentation at conference	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations' Unpublished Scholarly Presentations (indicate whether peer reviewed)	'Research' → section 1, 'List of Books, Articles, and Other Published Papers' → subsection j, 'Unpublished Scholarly Presentations (indicate whether peer reviewed)'
Newspaper articles	'Reviewing Performance' → section 3, 'Scholarly / Creative Work' → subsection a, 'Publications and Presentations' → 'Other Creative Works'	'Research' → section 2, 'List of creative works pertinent to your professional focus' → subsection m, 'Other Creative Works'

NOTE: Keep in mind the data will only appear in the section listed above if it falls within the date range you have specified in the ‘period’ section on the left-hand menu of the DOCUMENTS tab.

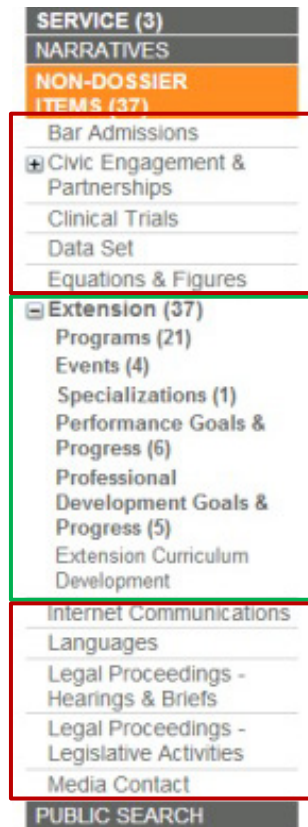
Just when you thought, “Hey, I’m getting it!” ... we have some exceptions to the rule / disclaimers for you...

DANGER WILL ROBINSON! IMPACT WITH DATA BLACK HOLE IMMINENT!

Do **NOT** enter anything in the following section: PUBLISHED WORKS → General Press Articles. This section of RiV was added by Thomson Reuters, and has NOT been approved by OAA. Therefore, anything you enter in that section will NOT appear on ANY printed document (it’s like it goes into a data black hole. So don’t waste your time!)

WORD OF CAUTION: Do **NOT** enter anything in the sections under “NON-DOSSIER ITEMS” that are not NESTED under “Extension.” Just like general press articles, these items will NOT appear on any printed document ... so again, don’t waste valuable time putting data in there. Please see the image to the right to see the sections you should avoid.

NOTE: If you are listing an item in RiV that is published ONLINE (whether it is a blog, article, Twitter feed / Facebook post), it is a best practice to keep a “hard copy” record of that item. If you will be pursuing the promotion / tenure process at some point in your career, you should have documented proof that the items you are claiming on your dossier document actually exist – provide this proof with print outs of all online / electronic documents. “Print” webpages by telling your internet browser to “print” to Adobe PDF – this will save the “printed” webpage as a pdf file on your hard drive, which you may save indefinitely, and print out on paper as needed.



BEWARE OF UNHELPFUL “HELP” WINDOWS! Throughout RiV you will find the innocuous looking little green question mark symbols. Heads up! The text in those help windows were created by Thomson Reuters and not Ohio State and can be very misleading! Please refer to the help documentation / resources created by OSUE (most are listed below).

Other RiV / reporting resources:

- RiV Extension Quick Start Guide, <http://go.osu.edu/OSUErivHelp>
- Promotion and Tenure guidelines documents (both A&P and Faculty documents are available via the following page): <http://extensionstaff.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure> OR navigate to the page by visiting <http://extension.osu.edu> then hover over “About”, and click: Policy and Procedures Handbook → IV Promotion and Tenure → the link for your track’s “Guide to Promotion” document

Still have RiV questions? Please contact:

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