

## WebRE Tip Sheet

- WebRE Faculty Login is on the Faculty Resources page of the Education website.
- Your WebRE Login is the same as your GGSE Login.
- Education Section
  - The Academic Personnel Coordinator will complete this section.
- Area of Specialization Section
  - You can select as many specializations as you'd like, change their display order and remove as needed.
- Previous Academic or Professional Appointments Section
  - The Academic Personnel Coordinator will complete this section.
- Professional Organizations Section
  - You will need to enter any Professional Organization affiliations you have. All entries are editable and deletable.
- Research Section
  - When adding a new publication (**select Edit Non-Published Works**) a prescribed drop-down of publication categories options will appear.
  - After initially entered, sections Work in Press, Work Submitted and Work in Progress will be editable and deletable. (**To edit, you will need to select Edit Non-Published Works.**)
  - Take care to enter Publisher information in the proper format.
  - Add page numbers
  - It needs to be noted when the title of a publication changes [title change].
- Teaching Section
  - Catalog Courses and Independent Study Courses will auto-populate.
  - The Academic Personnel Coordinator will complete the Statement of Departmental Teaching Load section on your behalf, adding the proper language.
  - You will need to enter any Undergraduate Projects Directed. Student should be entered last name first. All entries are editable and deletable.
  - Graduate Degree Committees, both MA and PhD, will auto-populate but will need to be edited/corrected by the Academic Personnel Coordinator before finalizing.
  - You will need to enter any Postdoctoral Scholars Supervised. Name should be entered last name first. All entries are editable and deletable.
  - You will need to enter any Other Teaching Contributions (course improvements, course development, honors seminars, etc.). All entries are editable and deletable.
- Professional Activities Section
  - You will need to enter any Lectures Presented. All entries are editable and deletable.
  - Grants and Contracts section will auto-populate and is not editable. If something is missing or inaccurate, contact the Finance and Administration Manager, Kelly Hayton, with grant documentation.
  - You will need to enter any Awards and Honors. All entries are editable and deletable.
  - You will need to enter any Reviewing and/of Refereeing activity. *Only Editorial Board memberships and Reviewer appointments go in this section.* All entries are editable and deletable.
  - You will need to enter any Special Appointments. *Editorships should be entered in this section.* Type of Service refers to what organization the service is for. All entries are editable and deletable.
  - You will need to enter any Other Professional Contributions. This section should include any extramural letter writing activity, consulting, presenting, speaking engagements, etc. that constitute an application of your professional expertise. All entries are editable and deletable.
- Service Section
  - You will need to enter any University Service. This section should include campus and department committee service. All entries are editable and deletable.
  - You will need to enter any Public Service. This section should include but is not limited to K-12 education service. All entries are editable and deletable.