

Faculty Scholarship Reporting

The following guide provides instructions for faculty to report scholarship and creative activity in the CUNYfirst Faculty Center Scholarship Reporting module. Unless your college uses a separate faculty management system that records your scholarship (check with your Dean or Provost), all full-time professorial faculty should please use this platform to keep up to date records of your publications and scholarly accomplishments so that you and your college receive appropriate credit for your productivity. Other faculty and staff may also use this platform to record scholarship. Works collected from the legacy reporting system were uploaded to the CUNYfirst platform in 2021. In addition to recording your most recent scholarly work for the current academic year, please also fill in scholarship and creative activity from prior years that may be missing.

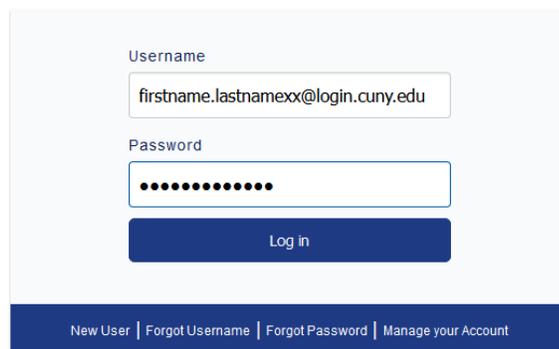
To access the Faculty Scholarship Reporting Platform in CUNYfirst:

1. Log in to CUNYfirst

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).



Username
firstname.lastnamexx@login.cuny.edu

Password
●●●●●●●●

Log in

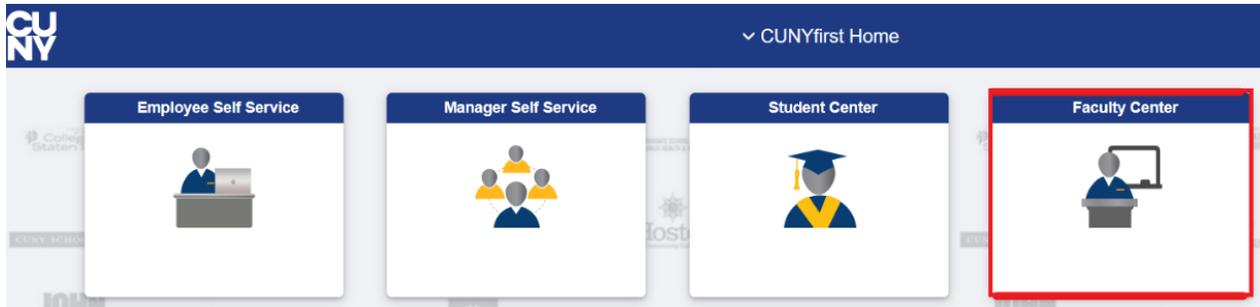
[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

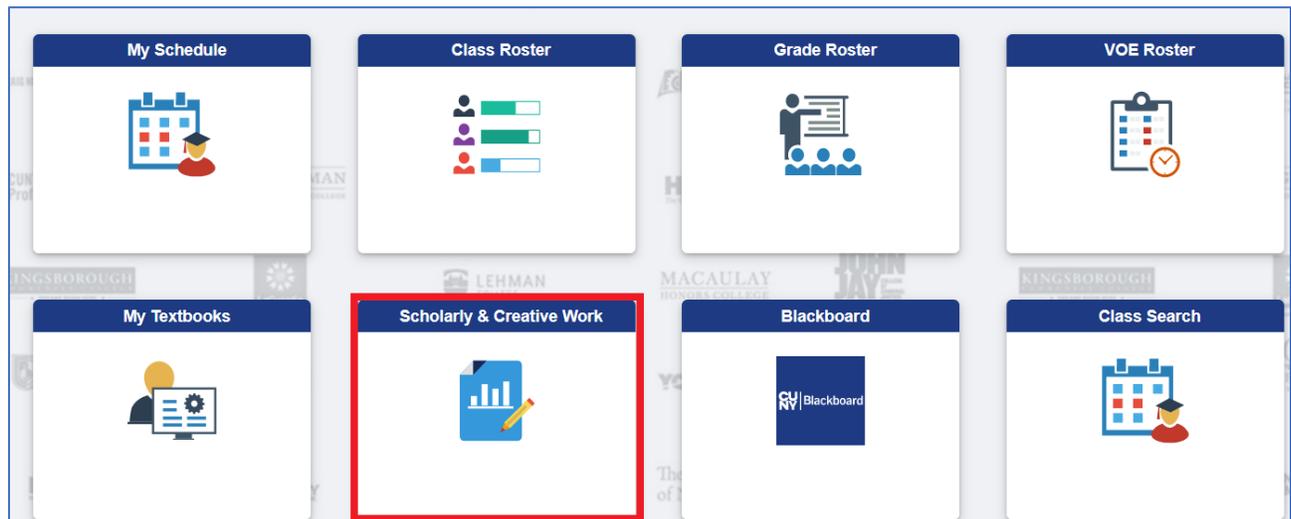
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.

2. Click on the Faculty Center tile



3. Select the Scholarly & Creative Work tile



4. In the Scholarly Creative Work tab, select your current position. If you have more than one active position, select your Full-time Professorial position (or other full-time position as relevant). You may select only one.



Scholarly & Creative Work

	Job Title	Department	Institution	Status
<input type="checkbox"/>	Current Title	Department	Your College	Active
<input type="checkbox"/>	Old Title	Department	Your College	Inactive

5. Any scholarship associated with that position will appear in the summary list. Click on the link beneath the summary to **Add Scholarly & Creative Work**

Work Number	Work Type	Work Title	Approval Status	
1	Journal Article, Peer-Reviewed	<i>Title of Article</i>	Submitted	View

[Add Scholarly & Creative Work](#)

6. Complete as many of the fields as possible, noting the required fields. Click on the information buttons for more detailed help.

- Note: The Date, Work Type, Work Title, and Citation are required fields.
- Enter the date that the work was made public (Publication/Performance Dt)
- Select the most appropriate work type. A list of work types can be found by clicking on the magnifying glass.
- After the work type is entered, the appropriate fields to complete will become active.
- Enter the work citation as it would be cited by others.
- Complete other fields as desired.

Scholarly & Creative Work

ID 10840680 Cheryl Littman *Approval Status In Progress

Job Title Univ Dn Instl Resrch and Asses Department Institutional Research/Analys Institution Central Office

All required fields must be completed before the "Additional Collaborators" section allows data entry. Multiple authors should also be entered as part of the full citation.

Work Number 2

*Publication/Performance Dt

*Work Type

*Work Title

*Citation

Language Code English

Author Type

Additional Authors/Collaborators

First Name	Last Name	CUNY Student	CUNY Faculty/Staff		
		<input type="checkbox"/>	<input type="checkbox"/>		

Conference Title

Location/Venue

Journal Title

Volume Issue Page Number(s)

Monograph Title

Monograph Series

Publisher

7. Use the blue buttons at the bottom to submit, save for later or add another publication.

- Click Save to save the information as a draft to be completed at a later time.
- Click Submit to submit the entry for approval. You will not be able to edit the entry once it has been submitted. Your college may or may not be using the approval process. Check with your department chair, Dean or Provost for further details on whether this functionality is used at your college. Regardless, you must click submit for your scholarship/creative work entry to be captured in CUNYfirst.
- Click Add Another Publication to add more scholarly/creative works.
- Remember to click before exiting or after you return to finish.

Publisher				
Notes				i
Is This Work Newsworthy?	<input type="radio"/> Yes <input type="radio"/> No	Willing to Be a Subject Matter Expert for Media Interviews?	<input type="radio"/> Yes <input type="radio"/> No	i
Do you consent in publishing this work in CUNY website?		<input type="radio"/> Yes <input type="radio"/> No		
Keywords				i
Identifiers				i
File Attachments				
Attachments		Audit		
	Attached File	Add Attachment		
1		Add Attachment	<input type="button" value="+"/>	<input type="button" value="-"/>
Created by		Date Time of Query Creation		
Updated by		Last Updated		
Submitted by		Submitted		
Submit	Save	Add Another Publication	Return to Publications Summary	

THANK YOU for recording your scholarship/creative activity.