

This spreadsheet organizes the activities from the Contributions Model to be entered into Sedona by Sedona category.

**INSTRUCTIONS**

This tab indicates which CM items go into the **Service-Institutional** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category (i.e., Institutional Service, shown in yellow) in Sedona as shown below.

Please note that some data will be entered centrally as shown below.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

<b>Institutional Service</b>	
<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Type of Activity</b>	Choose the activity from drop-down menu
<b>Committee or Service or Graduate Student Name</b>	Enter the description in this field like committee/event name
<b>University</b>	George Mason College of Business
<b>Appointment</b>	Click on Academic Year
<b>Year</b>	Choose Academic Year e.g., 2021-2022
<b>Scope</b>	Choose Department if Area service, College if College service, or University for University service
<b>URL</b>	If appropriate, can add link
<b>Description</b>	Briefly describe about committee/List which events attended etc.

CM Category	CM Item	Type of Activity (Choose from drop-down menu)	Committee or Service or Graduate Student Name (Enter this as the description in this field)	Description
Institutional Engagement	Serve as engaged ad hoc committee chair for College	Committee Chair	Put name of committee	If standing committee, no need for description unless you want. If ad hoc committee, briefly describe charge of committee and outcome/impact
Institutional Engagement	Serve as engaged ad hoc committee member for College	Committee Member	Put name of committee	If standing committee, no need for description unless you want. If ad hoc committee, briefly describe charge of committee and outcome/impact
Institutional Engagement	Serve as engaged ad hoc committee chair for University	Committee Chair	Put name of committee	briefly describe charge of committee and outcome/impact
Institutional Engagement	Serve as engaged ad hoc committee member for University	Committee Member	Put name of committee	briefly describe charge of committee and outcome/impact
Institutional Engagement	Represent Mason on external committee (e.g., AACSB, PRME)	Other Institutional Service Activities	Put name of committee	briefly describe charge of committee, your role, and outcome/impact
Institutional Engagement	Speak at Mason speaker series/brown bag (internal)	Other Institutional Service Activities	Speak at Mason speaker series/brown bag	identify department/group at Mason
Institutional Engagement	Serve as engaged chair of University recruiting/hiring committee	Committee Chair	Faculty (or staff) Search committee	
Institutional Engagement	Serve as engaged member of University recruiting/hiring committee	Committee Member	Faculty (or staff) Search committee	
Institutional Engagement	Participates in University Convocation/Graduation	Other Institutional Service Activities	Participates in University Convocation/Graduation	List semesters attended
Institutional Engagement	Serves as marshal in University Convocation/Graduation	Other Institutional Service Activities	Serves as marshal in University Convocation/Graduation	List semesters
Institutional Engagement	Provide teaching or research assistance to College peers (e.g., cover class, read paper, etc.)	Other Institutional Service Activities	Provide teaching or research assistance to College peers	Include brief one line description of help. If multiple times, indicate each similarly.
Institutional Engagement	Participate in peer review of teaching	Other Institutional Service Activities	Participate in peer review of teaching	no. faculty members
Institutional Engagement	Attend MBA Student Association (MBASA) events (e.g., Happy Hours, Industry Summit)	Other Institutional Service Activities	Attend MBA Student Association (MBASA) events	List which events attended
Institutional Engagement	Coordinate with Mason Korea faculty	Other Institutional Service Activities	Coordinate with Mason Korea faculty	List course(s)
External Outreach and Impact	Attend other (non SBUS) events to recruit students to Mason	Recruiting	Attend other (non SBUS) events to recruit students to Mason	Indicate event, audience, and impact/outcomes
External Outreach and Impact	Host Mason podcast	Other Institutional Service Activities	Host Mason podcast - name of podcast	Please include impact, including audience reached, relation to discipline, and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
External Outreach and Impact	Guest on Mason podcast	Other Institutional Service Activities	Guest on Mason podcast - name of podcast	Please include impact, including audience reached, relation to discipline, and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
<b>The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.</b>				
Institutional Engagement	Attend Graduation Dinner for Graduate Programs	Other Institutional Service Activities	Attended Graduation Dinner	For dinners attended, list name of programs
Institutional Engagement	Attend Graduate Programs Holiday Party (December)	Other Institutional Service Activities	Attend Graduate Programs Holiday Party	
Institutional Engagement	Attend Graduate Program immersions for programs in which faculty member teaches (e.g., breakfasts, lunch) to talk to students, welcome them (August)	Other Institutional Service Activities	Attend Graduate Program immersion	For immersions attended, list name of programs
Institutional Engagement	Lead or help in accreditation efforts	Other Institutional Service Activities	Accreditation efforts	Note: this is not AOL, that is under student development. This is helping or leading with the AACSB accreditation review.

Service-Institutional

Institutional Engagement	Attend Graduate Admitted Student Reception (May/June)	Recruiting	Attend Graduate Admitted Student Reception	
Institutional Engagement	Attend Graduate Program Open houses/ Information Sessions (different times throughout the year)	Recruiting	Attend Graduate Program Open houses/ Information Sessions	List which programs and semesters attended
External Outreach and Impact	Build connections or attend event to coordinate with other institutions (e.g., NVCC)	Other Institutional Service Activities	Build connections or attend event to coordinate with other institutions (e.g., NVCC)	Indicate organization, purpose, and impact/outcomes
External Outreach and Impact	Provide job/internship connections to career center	Student Placements	provide job/internship connections to career center	Indicate organization(s) and any outcomes
Institutional Engagement	Serve as engaged chair of College recruiting/hiring committee	Committee Chair	Faculty (or staff) Search committee	List number of committees/positions
Institutional Engagement	Serve as engaged standing committee chair for College	Committee Chair	Put name of committee	
Institutional Engagement	Serve as engaged member of College recruiting/hiring committee	Committee Member	Faculty (or staff) Search committee	List number of committees/positions
Institutional Engagement	Serve as engaged standing committee member for College	Committee Member	Put name of committee	
Institutional Engagement	Faculty Senate Representative	Committee Member	Faculty Senate	
Institutional Engagement	Ad hoc committee membership on Contributions Model Committee, Teaching Feedback Committee	Committee Member	Put name of committee	
Institutional Engagement	Serve as formal faculty mentor for faculty	Mentoring Activities	Faculty Mentor	
Institutional Engagement	Participates in College faculty meetings	Other Institutional Service Activities	Faculty Meetings	
Institutional Engagement	Participates in Area faculty meetings	Other Institutional Service Activities	Faculty Meetings	
Institutional Engagement	Serve as adjunct or course coordinator	Other Institutional Service Activities	Adjunct and/or Course Coordinator	Include course prefix/number and number of sections /number of adjuncts
Institutional Engagement	Attend Fireside chat	Other Institutional Service Activities	Fireside Chat	If more than one, list semesters attended
Institutional Engagement	Serve in leadership/marshal role in College Degree Celebration	Other Institutional Service Activities	Serve in leadership/marshal role in College Degree Celebration	Identify role
Institutional Engagement	Organize speaker series/brown bags	Other Institutional Service Activities	Organize speaker series/brown bags	List number of speakers
Institutional Engagement	Seminar Series or Brown Bag Coordinator	Other Institutional Service Activities	Seminar Series or Brown Bag Coordinator	List number of speakers
Institutional Engagement	Participates in College Degree Celebration	Other Institutional Service Activities	Participates in College Degree Celebration	
Institutional Engagement	Participates in College Award Ceremony (on degree celebration day)	Other Institutional Service Activities	Participates in College Award Ceremony	
Institutional Engagement	Attend Welcome Fest	Recruiting	WelcomeFest	
Institutional Engagement	Attend Business Focused Spotlight Day: early spring	Recruiting	Attend Business Focused Spotlight Day	
Institutional Engagement	Attend Honor's College "A Celebration" (February)	Recruiting	Attend Honor's College "A Celebration"	
Institutional Engagement	Attend Mason Fall Premiere (October)	Recruiting	Attend Mason Fall Premiere	
Institutional Engagement	Attend Mason Spring Preview (April)	Recruiting	Attend Mason Spring Preview	
Institutional Engagement	Attend College of Business Open House: September or November	Recruiting	Attend College of Business Open House	List which semesters attended
External Outreach and Impact	attend College of Business Advisory Board Meeting	Other Institutional Service Activities	SBUS Advisory Board meeting	Describe role at meeting
External Outreach and Impact	attend College of Business alumni/donor events (e.g., Annual Business Celebration, Mason Means Business Basketball game)	Other Institutional Service Activities	Attend College of Business alumni/donor event	Indicate which event(s)
External Outreach and Impact	identify clients and sell executive development program/seats (outside of program director role)	Other Institutional Service Activities	identify clients and sell executive development program/seats	Indicate organization(s), programs, and outcomes
External Outreach and Impact	Lead or assist in initiatives that strengthen alumni/ business relations	Other Institutional Service Activities	Lead or assist in initiatives that strength alumni/business relations	Indicate initiative and impact
External Outreach and Impact	Lead or assist College in fundraising/Raised donations	Other Institutional Service Activities	Participation with Advancement	Indicate extent of involvement
External Outreach and Impact	attend/offer executive development marketing and client events (e.g., webinar, talk, etc.)	Other Institutional Service Activities	attend/offer executive development marketing and client events	Indicate organization(s), programs, and outcomes
Student Development	AOL Review Committee member	Committee Member	AOL Review Committee member	

**INSTRUCTIONS**

This tab indicates which CM items go into the **Service-Professional** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category (i.e., Professional Service, shown in yellow) in Sedona as shown below.

Please note that some data will be entered centrally as shown at the bottom.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

**Professional Service**

<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Type of Activity</b>	Choose the activity from drop-down menu
<b>Entity</b>	Choose from drop down list and enter (below) if not in list
<b>Year</b>	For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year, 2021-2022
<b>Scope</b>	Choose scope as appropriate. Local should be used for local Mason/DC/Virginia events
<b>State</b>	If conference/presentation, please enter location
<b>City</b>	If conference/presentation, please enter location
<b>URL</b>	If appropriate, can add link to your talk, role, etc. For any publications, web articles, podcasts, quotes, please add URL.
<b>Description</b>	See below

CM Category	CM Item	Type of Activity (Choose from drop-down menu)	Entity - Choose from drop down list and enter (below) if not in list	Description
Professional Engagement	Discussant at conference	Academic Conference- Discussant	Enter conference name	
Professional Engagement	Moderator at conference	Academic Conference-Moderator/ Facilitator	Enter conference name	
Professional Engagement	Panelist at conference	Academic Conference Panelist	Enter conference name	
Professional Engagement	Participate actively in professional association via chairing committee work	Chair: Committee/ Task force	Enter organization and committee name, e.g. INFORMS Conference Committee	Describe role and impact/outcomes
Professional Engagement	Participate actively in professional association via committee work	Member: Committee / Task force	Enter organization and committee name, e.g. INFORMS Conference Committee	Describe role
Professional Engagement	Participate actively in professional association via officer position	Officer: Organization/ Association	Enter organization, e.g. AAA Accounting Program Leadership Group	Describe role
Professional Engagement	Lead organization of a conference - practitioner or research	Chair: Conference/ Track/ program	Enter conference name	Describe feature organized and scope, e.g., Track chair with 30 sessions and 120 speakers.
Professional Engagement	Help to organize a conference - practitioner or research	Member: Committee / Task force	Enter organization and name, e.g. INFORMS Conference Committee	Describe role
Professional Engagement	Organize session at a conference	Academic Conference-Moderator/ Facilitator	Enter conference name	
Professional Engagement	Serve as Editor-in-Chief for PRJ on College list - Disciplinary	Editor: Academic PRJ	Enter Journal name	For AEs, indicate number of papers handled for the year
Professional Engagement	Serve as Associate Editor for PRJ on College list - Disciplinary	Editor: Associate Editor	Enter Journal name	For AEs, indicate number of papers handled for the year
Professional Engagement	Member of editorial board for PRJ on College list	Board member: PRJ Editorial Review Board	Enter Journal name	Indicate number of papers handled for the year
Professional Engagement	Serve as editor of book series	Editor: Book/Textbook	Enter book series title	
Professional Engagement	Serve as editor of conference proceedings	Editor: Conference Proceedings	Enter organization and conference name, e.g. INFORMS Conference Proceedings	
Professional Engagement	Serve as Editor or Associate Editor for PRJ on College list - Pedagogical	Editor: Pedagogical PRJ	Enter Journal name	
Professional Engagement	Serve as Editor or Associate Editor for Practice PRJ on College list	Editor: Practitioner Journal	Enter Journal name	
Professional Engagement	Serve as special issue editor of PRJ on College list	Editor: Special Issue of a PRJ	Enter Journal name	
Professional Engagement	Perform reviews for grant proposals	Reviewer- Grant Proposal related to Expertise	Enter granting organization name	If more than one, indicate that.
Professional Engagement	Perform reviews for PRJs on College list	Reviewer: Ad Hoc Reviewer for a journal	Enter Journal name	If more than one review for that journal, indicate that

Professional Engagement	Perform reviews for major conferences	Reviewer: Conference Paper	Enter conference name	If more than one review for that conference, indicate that
Professional Engagement	Present at practitioner oriented conference/professional organization	Presentation	Enter conference/event name	Please include impact, including audience reached and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Publish an editorial or commentary in non-PRJ or newspaper (discipline related)	Choose Editorial: Newspaper or Editorial: non-PRJ	Enter Publication name	Please include impact, including audience reached and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Publish a book review in non-PRJ or newspaper	Choose Other Professional Service Activities	Enter Publication name	Please include impact, including audience reached and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Host External to Mason podcast related to discipline/business	Choose Other Professional Service Activities	Enter Host of Podcast name	Please include impact, including audience reached, relation to discipline, and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Guest on External to Mason podcast related to discipline/business	Choose Other Professional Service Activities	Enter Guest on Podcast name	Please include impact, including audience reached, relation to discipline, and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Create and maintain blog/website that is related to academic discipline/practice/industry (not your personal or College website)	Choose Other Professional Service Activities	Enter Website/Blog name	Please include impact, including audience reached, relation to discipline, and if related to thematic areas (Ensuring Global Futures, Digital Transformation of Work, Entrepreneurship and Innovation), and/or target industries (Accounting, GovCon, Real Estate, Retail)
Professional Engagement	Participate in interdisciplinary research center	Choose Other Professional Service Activities	Enter Center name	Describe role and impact/outcomes
External Outreach and Impact	write newspaper editorial (professional, business related)	Editorial: Newspaper	Enter Publication name	
External Outreach and Impact	write non-PRJ editorial (professional, business related)	Editorial: Non-PRJ	Enter Publication name	
External Outreach and Impact	Serve on industry advisory board	Board Member-Advisory Board	Enter company or organization name	Indicate role and impact
External Outreach and Impact	Serve as company director	Board of Directors: Moderate Involvement	Enter company or organization name	Indicate role and impact
Knowledge Creation & Diss	Give research presentation (keynote)	Keynote Address	Enter conference or event name	Indicate audience, title of talk.
Knowledge Creation & Diss	Give research presentation (Ted, other university)	Presentation	Enter university or event name	Indicate audience, title of talk.

The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.

External Outreach and Impact	Contribute a media quote on topic related to research or teaching	Other Professional Service Activities	Quoted in Media outlet/article name	Describe topic and audience
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**INSTRUCTIONS**

This tab indicates which CM items go into the **Service-Community** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category (i.e., Community Service, shown in yellow) in Sedona as shown below.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

<b>Community Service</b>	
<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona
<b>Type of Activity</b>	Choose the activity from drop-down menu
<b>Occasion/Entity</b>	Enter organization name
<b>Year</b>	For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year, 2021-2022
<b>Scope</b>	Choose scope as appropriate. Local should be used for local Mason/DC/Virginia events
<b># days, Month/Season, # Participants</b>	Optional
<b>State, Nation</b>	Optional
<b>Showcase, Funding Amount</b>	Leave blank
<b>URL</b>	Optional
<b>Description</b>	See below

CM Category	CM Item	Type of Activity (Choose from drop-down menu)	Description
External Outreach and Impact	Serve in active role of significance or leadership position in a non-profit or community-based organization related to discipline/Mason	Positions held in civic organizations	Enter short description, including title, how related to discipline and Mason, and impact
External Outreach and Impact	Active in community service related to business functional area	Other Community Service Activities	Enter short description, how related to discipline, and impact
External Outreach and Impact	Organize/deliver external talk in community about Mason and/or functional discipline (not research)	Speech/Presentation at a Community Meeting	Indicate talk name, purpose of giving talk, and impact/outcomes
Professional Engagement	serve in active role of significance or leadership position in a non-profit or community-based organization related to discipline	Positions held in civic organizations	Enter short description, including title, how related to discipline, and impact

**INSTRUCTIONS**

This tab indicates which CM items go into the **Experience** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it multiple subcategories. Scroll down to see all of them. according to the category and subcategory (i.e., Experience/Employment, shown in yellow) in Sedona as shown below. Some categories have multiple subcategories. Scroll down to see all of them.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

<b>Experience/Employment</b>	
<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Entity/Institution</b>	Enter company name
<b>From/Until Date</b>	Enter dates. If this is ongoing, choose Present for Until date.
<b>State/Nation</b>	Please choose from drop down box
<b>City</b>	Enter City
<b>Position</b>	Enter title of position
<b>Supervisor Name</b>	Enter Supervisor name
<b>Description</b>	Enter short description, including how related to discipline and impact
<b>Type of Work</b>	Choose part-time (full time faculty cannot work elsewhere full time), check box if related to teaching field, check if you own this business.
<b>Experience</b>	Choose International or not, choose No for Academic

<b>CM Category</b>	<b>CM Item</b>	<b>Entity/Institution</b>
Professional Engagement	Serve in active role of significance or leadership position in a business (not a board member) related to discipline	Enter company name



Experience

<b>Experience/Consulting</b>	
<b>CM Item</b>	This is not a CM item, but is needed for the Practice Activities sheet for AACSB Accreditation
<b>Type of Activity</b>	Professional Consulting
<b>Entity/Institution</b>	Enter company name
<b>Years</b>	For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year 2021-2022
<b>State/Nation</b>	Please choose from drop down box
<b>City</b>	Enter City
<b>Showcase</b>	Leave blank
<b>Project</b>	Optional
<b>Contact Name, Deliverable</b>	Leave blank
<b>Description</b>	Please enter days per year.
<b>Experience</b>	Choose International or not, choose No for Academic

<b>CM Category</b>	<b>CM Item</b>	<b>Type of Activity</b>
N/A	N/A	Professional Consulting

**INSTRUCTIONS**  
 This tab indicates which CM items go into the **Credentials** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category and subcategory (i.e., Credentials/Professional Development, shown in yellow) in Sedona as shown below. Some categories have multiple subcategories. Scroll down to see all of them.  
 If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

**Credentials/Professional Development**

<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Type of Activity</b>	Choose the activity from drop-down menu
<b>Conference/Event</b>	Enter name of conference, workshop, or training.
<b>Year</b>	Choose Academic Year, e.g., 2021-2022
<b>Scope</b>	Choose scope as appropriate. Local should be used for local Mason/DC/Virginia events
<b>State/Nation</b>	Please choose from drop down box
<b>City</b>	Please enter
<b>CPE/Hours</b>	Please indicate if this is CPE and how many CPE
<b>Funding</b>	Leave blank
<b>Description</b>	If this was CPE used to maintain your license/certification, please indicate. If this is CPE above what is needed to maintain your license/certification, please indicate that (and how many hours/credits are above)

CM Category	CM Item	Type of Activity	Conference/Event	CPE/Hours	Description
Professional Engagement	Engage in prof development or other workshop, including conference attendance (but not presenting)	If instructional/pedagogical conference or training, choose Attendance at Instructional-Related Conference. If research conference, choose Attendance at Research-Related Conference/Seminar. If Professional such as CPE, industry, government, etc., choose Attendance at Professional Seminars/Workshops.	Enter name of conference, workshop, or training.	Please indicate if this is CPE and how many CPE	If this was CPE used to maintain your license/certification, please indicate. If this is CPE above what is needed to maintain your license/certification, please indicate that (and how many hours/credits are above)
Professional Engagement	Maintain/strengthen professional network through event attendance (other than conference, e.g., Chamber of Commerce)	Choose Attendance at Professional Seminars/Workshops	Enter name of event		
External Outreach and Impact	Attend External Engagement related workshop/training (e.g., fundraising, networking, executive education development, etc.)	Choose Attendance at Professional Seminars/Workshops.	Enter name of workshop or training.	Leave blank	
Student Development	attend workshop or training for pedagogical techniques, course content, etc. that enhances course	If instructional/pedagogical conference or training, choose Attendance at Instructional-Related Conference. If Professional such as CPE, industry, government, etc., choose Attendance at Professional Seminars/Workshops.	Enter name of conference, workshop, or training.	Please indicate if this is CPE and how many CPE	If this was CPE used to maintain your license/certification, please indicate. If this is CPE above what is needed to maintain your license/certification, please indicate that (and how many hours/credits are above)

**Credentials - Licensures / Certifications**

<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Year Awarded</b>	Indicate year received
<b>Range of Years Covered</b>	Put year received until current year, if still active.
<b>Approved License/Certificate</b>	Put name of license or certificate, e.g., CPA
<b>License / Certificate No.</b>	Leave blank
<b>Location</b>	Please include in which states you are licensed/certified

CM Category	CM Item	Year Awarded	Range of Years Covered	Approved License/Certificate	Location
	Maintain active prof certification or license (This record should be updated each year, not a new record added for the same certification/licensure)	Indicate year received	Put year received until current year, if still active.	Put name of license or certificate, e.g., CPA	Please include in which states you are licensed/certified

**INSTRUCTIONS**

This tab indicates which CM items go into the **Teaching** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category and subcategory (i.e., Teaching/Teaching Activities, shown in yellow) in Sedona as shown below. Some categories have multiple subcategories. Scroll down to see all of them.

Please note that some data will be entered centrally as shown below. This includes Courses, GPA, Student Evaluation of Teaching scores for the Teaching category in Sedona.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

**Teaching/Teaching Activities**

<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Type of Activity</b>	Choose the activity from drop-down menu
<b>Title</b>	See below, depends on activity
<b>Calendar Year</b>	For example, choose either 2021 if Fall or 2022 if Spring.
<b>Academic Year</b>	Choose e.g., 2021-2022
<b>Showcase</b>	Leave blank
<b>URL</b>	Enter if available
<b>Keywords</b>	Leave blank
<b>Description</b>	See below, depends on activity

CM Category	CM Item	Type of Activity (Choose from drop-down menu)	Title	Description
Student Development	organize co-curricular activities that are brought back into classroom	Innovations in Course Content/Presentation	Organize co-curricular activities that are brought back into courses taught	Briefly describe activity and course it relates to, audience, and impact
Student Development	Redevelop existing course curriculum including creating new assignments, projects, class activities	Innovations in Course Content/Presentation	Redevelop existing course curriculum including creating new assignments, projects, class activities	Briefly describe activity and course it relates to, audience, and impact
Student Development	Participate in designing and implementing new program curriculum or developing new course curriculum	New Curricula Development	Participate in designing and implementing new program curriculum or developing new course curriculum	Briefly describe role, program/course, audience, and impact
Student Development	Lead in designing and implementing new program curriculum or developing new course curriculum	New Curricula Development	Lead in designing and implementing new program curriculum or developing new course curriculum	Briefly describe role, program/course, audience, and impact

## Teaching

Student Development	Receive student recognition of teaching or career help such as favorite professor (Provost Scholar) or names a teacher who makes a difference	Other Teaching Activities	Enter recognition name, Thank a Teacher, etc.	Optional
Student Development	produce teaching materials for area use (e.g. instructor manuals, study guides, etc.)	Other Teaching Activities	produce teaching materials for area use	Describe product developed, use, and impact
Student Development	assessment of courses/programs (quality control, AOL)	Assurance of Learning - Teaching	AOL	Indicate courses/programs
Student Development	Attend student-led event (not business College event)	Other Teaching Activities	Attend student-led event (not business College event)	Identify event and impact
Student Development	Develop and implement new co-curricular events (not including international travel)	New Curricula Development	Develop and implement new co-curricular events (not including international travel)	Briefly describe activity and course it relates to, audience, and impact
Student Development	Develop Mason Impact or OSCAR (e.g., RS) course	New Curricula Development	Develop Mason Impact or OSCAR (e.g., RS) course	Identify course
Student Development	Develop new certificate, multidisciplinary, or degree program and/or undertakes market research on programs and customers	New Curricula Development	Develop new certificate, multidisciplinary, or degree program and/or undertakes market research on programs and customers	Identify program, audience, impact
Student Development	Apply for Teaching related Grant	Teaching Related Grants	Name of grant-Applied	Briefly describe grant proposal
Student Development	Awarded Teaching related Grant	Teaching Related Grants	Name of grant-Awarded	Briefly describe grant proposal, award date, amount or other funding such as supplies, support
Student Development	Facilitate undergraduate student research, not through classwork	Student Assign-Supervised Research (UG)	Facilitate undergraduate student research, not through classwork	Describe student, research, impact
Student Development	Mentor PhD students	Student Assign-Supervised Research (Grad)	Mentor PhD students	Describe student, research, impact
Student Development	Serve on dissertation committee	Thesis/Dissertation Committee Member	Student name	Indicate student College, field
Student Development	Serve as official faculty mentor to students	Other Teaching Activities	Faculty Mentor for Students	
Student Development	Take students overseas (not global residencies)	Other Teaching Activities	Take students overseas (not global residencies)	Describe travel, course, impact
Student Development	Use outside speakers in class	Guest Speaker	Use outside speakers in class	Indicate course, guest, impact
Student Development	Use student feedback solicited during the semester and/or business feedback to improve student experience and learning	Other Teaching Activities	Use student feedback solicited during the semester and/or business feedback to improve student experience and learning	Describe outcomes/changes
Student Development	Advise student organizations	Other Teaching Activities	Enter organization name - Advisor	Briefly describe role, organization, and impact

## Teaching

Student Development	Write student recommendations	Other Teaching Activities	Write student recommendations	Indicate number, not student names
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**The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.**

Student Development	Attend career services events (e.g., Ask the Professionals, Job Quest)	Other Teaching Activities	Attend career services events	Indicate which program and if participant, role played
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### Teaching/ Exec/Prof Education

<b>CM Item</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Type of Activity</b>	Choose from drop-down menu
<b>Title</b>	Enter Exec Dev program name
<b>Calendar Year</b>	For example, choose either 2021 if Fall or 2022 if Spring.
<b>Academic Year</b>	Choose e.g., 2021-2022
<b>Showcase, URL, Keywords</b>	Leave blank
<b>Description</b>	See below

**The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.**

CM Category	CM Item	Type of Activity (Choose from drop-down menu)	Title	Description
External Outreach and Impact	Teach in executive development programs	Delivery of Executive Education	Enter Exec Dev program name	Enter course name, hours taught
External Outreach and Impact	Develop executive development program (not just teaching or new prep)	Design of Executive Education	Enter Exec Dev program name	Describe program/deliverables, hours

**INSTRUCTIONS**

This tab indicates which CM items go into the **Other** category of Sedona. Instructions for each CM item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM item, please enter it according to the category and subcategory (i.e., Other/Honors/Awards /Scholarships shown in yellow) in Sedona as shown below.

Please note that some data will be entered centrally as shown below.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

**Honors/Awards/Scholarships**

<b>Contributions Model items</b>	This indicates the Contributions Model item. If you engaged in this item during the academic year July 1- June 30, you would enter into Sedona using this guidance.
<b>Title</b>	Choose the activity from drop-down menu
<b>Organization</b>	Name of organization giving award
<b>Year</b>	For example, choose either 2021 II Fall or 2022 II Spring. Choose Academic Year 2021-2022
<b>Type</b>	Choose one
<b>Category</b>	Choose the Category from drop-down menu. Generally, it will be Research, Teaching, or Service, or some combination
<b>Status</b>	Indicate if nominated or received
<b>Showcase</b>	Leave blank
<b>Description</b>	Add brief description if desired or uncommon

<b>CM Category</b>	<b>CM Item</b>
Professional Engagement	Receive Fulbright or similar award
Student Development	nominated for external or University teaching award
Student Development	Received external or University teaching award
Knowledge Creation & Diss	Nominated for research award, indicate internal or external
Knowledge Creation & Diss	Received research award, indicate internal or external

Other

**The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.**

Student Development	Awarded College of Business Teaching Award
Knowledge Creation & Diss	Awarded College of Business Research Award

**INSTRUCTIONS**

This tab indicates which CM Items go into the **Research** category of Sedona. Instructions for each CM Item is shown below. For each type of Sedona entry, the fields are shown, and guidance is given on how to enter your data. For each CM Item, please enter it according to the category and subcategory (i.e., Research/Articles in Journals, shown in yellow) in Sedona as shown below. Some categories have multiple subcategories. Scroll down to see all of them.

Please note that some data will be entered centrally as shown below. This includes grants received for the Research category in Sedona.

If you have an activity that is not captured by the CM/Sedona items shown, please use your best judgement. If you have remaining questions, please email Mira Sharma at msharma9@gmu.edu.

**Research/Articles in Peer Reviewed Journals**

CM Category	CM Item	Title or Article	Periodical	Status	Year	Research Type	Type of Activity	Incentive Award	Other	Showcase, reference number	Volume, Number, Pages	DOI, URL, Keywords, Citation	Description	Co-Authors
Knowledge Creation & Diss	Publish in PRJ	Enter Article Title	Choose journal from drop down list, if not there choose journal not in list and add name in Description. Please then email your area chair about petitioning the journal to be added to the list	Choose Accepted	Choose year accepted (based on July 1-June 30 Academic year)	For disciplinary research, choose BDS: Basic or Discovery Research, for pedagogical research related, choose TLS: Teaching and Learning Scholarship	Choose Journal: Academic if disciplinary research, choose Journal: Pedagogical if pedagogical research	Leave blank	Indicate if used subscription database	Leave blank	Please fill in, otherwise they will not show on the CV	Leave blank	Enter Acceptance Date (Month, Day, Year)	Enter as appropriate

**Research/Articles in Progress** Please add working papers, papers under review, or those under R&R status for a journal.

CM Category	CM Item	Title of Paper	Year - For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year 2021-2022	Research Type	Outlet Activity	Targeted Journal/ Conference	Check all that apply	URL, Keywords, Description	Co-Authors
Knowledge Creation & Diss	Submitted papers or R&Rs in PRJ			For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Choose Journal: Academic for disciplinary research, choose Journal: Pedagogical for pedagogical research, choose Journal: Professional/Practitioner for Practice related research and outlets, choose conference proceedings if for conference	If R&R, please enter, otherwise optional	If under review or R&R, please check. If under review, then indicate status in review cycle.	Optional	Enter as appropriate

**Research/ Conference Presentations**

CM Category	CM Item	Title of Presentation	Conference/Event	Status	Year - For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year 2021-2022	Research Type	Scope (Choose scope as appropriate. Local should be used for local Mason/DC/Virginia events)	Type - Choose Academic or Professional	Refereed/Invited - Choose	State/Nation	City	Presentation Type	Funding Amount, Associated Grant, Duplicate Records, Other, Showcase	Month	URL	Description	Co-authors
Knowledge Creation & Diss	Give research presentation (conference)	Enter Title	Choose from list, enter if not in list	Choose Presented, once presented		For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies						Choose as appropriate (generally paper)	Leave blank	optional	optional	optional	Enter as applicable

**Research/Grants & Gifts**

CM Category	CM Item	Grant or Gift Title	Status	Year - For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year 2021-2022	New/Continuing	Source	Research Type	Grant or Gift Type	Funding Agency	Role	Yearly Amount	Principal Investigator	Multi-Year Award	Start/Completion Dates	Funding Sector	Grant Number, IRS, Internal Fund, Organization Number, Percentage of Time	Check all that apply: in kind,...	Showcase, URL, Keywords	Description	Co-authors
Knowledge Creation & Diss	Apply for competitive research/SOTL grant, fellowship or contract (internal to GMU)	Enter Title	Choose either Proposed and Pending or Not Funded		Choose as appropriate	Internal Funds	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Generally choose Research: Competitive or Teaching	George Mason University	Generally choose Principal Investigator (PI), co-PI, or Collaborator	Leave blank	Enter name of PI	Leave blank	Leave blank	Leave blank	Leave blank	Check as appropriate	Leave blank	Briefly describe proposal and intended impact	Enter as applicable
Knowledge Creation & Diss	Awarded competitive research/SOTL grant, fellowship or contract (internal to GMU)	Enter Title	Choose Funded		Choose as appropriate	Internal Funds	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Generally choose Research: Competitive or Teaching	George Mason University	Generally choose Principal Investigator (PI), co-PI, or Collaborator	Enter Awarded Amount	Enter name of PI	Enter if appropriate	Leave blank	Leave blank	Leave blank	Check as appropriate	Leave blank	Briefly describe proposal and intended impact	Enter as applicable
Knowledge Creation & Diss	Apply for competitive research/SOTL grant, fellowship or contract from a foundation, for-profit or non-profit organization (external to GMU)	Enter Title	Choose either Proposed and Pending or Not Funded		Choose as appropriate	External Funds	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Generally choose Research: Competitive or Teaching	George Mason University	Generally choose Principal Investigator (PI), co-PI, or Collaborator	Leave blank	Enter name of PI	Leave blank	Leave blank	Leave blank	Leave blank	Check as appropriate	Leave blank	Briefly describe proposal and intended impact	Enter as applicable

The following will be entered centrally based on data collected from the Dean's office, UG or Grad Programs, or Area Chairs.

Knowledge Creation & Diss	Awarded competitive research/SOTL grant, fellowship or contract from a foundation, for-profit or non-profit organization (external to GMU)	Enter Title	Choose Funded		Choose as appropriate	External Funds	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Generally choose Research: Competitive or Teaching	George Mason University	Generally choose Principal Investigator (PI), co-PI, or Collaborator	Enter Awarded Amount	Enter name of PI	Enter if appropriate	Leave blank	Leave blank	Leave blank	Check as appropriate	Leave blank	Briefly describe proposal and intended impact	Enter as applicable
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**Research/Books, Monographs**

CM Category	CM Item	Category	Book Title	Textbook	Revision	Status	Year Contracted	Academic Year, e.g., 2021-2022	Refereed	Research Type	ISBN	Publisher	Publisher location through showcase	Role	URL	Description	Add co-authors as appropriate
Knowledge Creation & Diss	Publish Book (scholarly or textbook)	Book	Enter title	Check if textbook	Check if a revision, later edition	Choose One	Please enter	Please enter	No	For disciplinary research, choose BDS: Basic or Discovery Research, for pedagogical research related, choose TLS: Teaching and Learning Scholarship	Please enter	Please choose from list or enter if not there	Leave blank	Choose author	Add if appropriate	Include topic, audience, impact, etc.	
External Outreach and Impact	Publish practitioner business book	Book	Enter title			Choose One	Please enter	Please enter	No	NIC (Not counted as a separate Intellectual contribution)		Add	Choose author	Add if appropriate	Include topic, audience, impact, etc.		



Research/Chapters, Cases																	
CM Category	CM Item	Category	Title	Book Title	Status	Contract Year	Academic Year, e.g., 2021-2022	Refereed	Research Type	Grant	Other	Showcase	Chapters, Pages, Editor	URL	Keywords	Description	Co-Authors
Knowledge Creation & Diss	Publish peer reviewed or non peer reviewed scholarly chapter	Chapter	Enter title	Enter Book title in which chapter is published	Choose from List	Indicate year accepted	Please enter	Choose as appropriate	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Leave blank	Check if used subscription database	Leave blank	Fill in, otherwise citation on CV will be incomplete	If available	Leave blank	Optional	Enter as appropriate
Knowledge Creation & Diss	Publish teaching case	Case	Enter Case Title	Enter	Choose from List	Indicate year accepted	Please enter	Choose as appropriate	For disciplinary research, choose BDS: Basic or Discovery Research, for teaching related, choose TLS: Teaching and Learning Scholarship, for Practice related, choose AIS: Applied or Integrative Studies	Leave blank	Check if used subscription database	Leave blank	Fill in, otherwise citation on CV will be incomplete	If available	Leave blank	Optional	Enter as appropriate

Research/Other											
Entered Centrally	CM Item	Type of Activity	Title	Year - For example, choose either 2021 if Fall or 2022 if Spring. Choose Academic Year 2021-2022	Research Type	Check all that apply	Showcase	URL	Keywords	Description	Add co-authors as appropriate
External Outreach and Impact	write popular press or newspaper articles (professional, business related)	Newspaper Articles or Columns			NIC (Not counted as a separate Intellectual contribution)		Leave blank	Fill in	Leave blank	Include topic, audience, impact, etc.	
External Outreach and Impact	write online articles - linked in, blog, etc. (professional, business related)	Web Publications			NIC (Not counted as a separate Intellectual contribution)		Leave blank	Fill in	Leave blank	Include topic, audience, impact, etc.	
Knowledge Creation & Diss	Publish non peer reviewed scholarly, government, or pedagogical articles	Other Publications	Enter Publication Name		For disciplinary research, choose BDS: Basic or Discovery Research, for pedagogical research related, choose TLS: Teaching and Learning Scholarship	Indicate if used subscription database	Leave blank	Please fill in if available	Leave blank	Provide more information about type of publication, audience, and impact	Enter as appropriate
Knowledge Creation & Diss	Wrote blog posts (related to research)	Web Publications	Enter Blog Title/Post Title		Choose NIC, not counted as a separate intellectual contribution	Indicate if used subscription database	Leave blank	Please fill in	Leave blank	Provide more information about number of posts, audience, and impact	Enter as appropriate