

# Navigating Sedona Systems

# USER GUIDE

## for Deans and Chairs



**SEDONA** is a self-service web database application that allows members to maintain their teaching, research, service, experience, development, credentials, and assessment records. Members can create a public site, automatically updated by **SEDONA**. Administrators may use **SEDONA** to automatically update school web pages, support accreditation, build rubrics to assess learning objectives, customize reports (including CVs), create database queries, web surveys, ePortfolios, evaluations, and benchmark faculty productivity using scorecards.

Visit our information website to learn more about **SEDONA**

[LEARN MORE](#)

### College Login

Account Type

College

College ID

Password

Enter the demo

Login

[I forgot my ID/password](#)



# **Navigating Sedona**

A Step-by-Step Guide for Deans and Chairs in Sedona Systems



**ALABAMA STATE  
UNIVERSITY**

Welcome to the Step-By-Step User Guide for College Deans and Chairs in Sedona Systems. This comprehensive guide is designed to provide clear and concise instructions for navigating and fulfilling your responsibilities within the Sedona platform. By following these guidelines, you will effectively manage various tasks critical to maintaining compliance and efficiency within your academic institution.

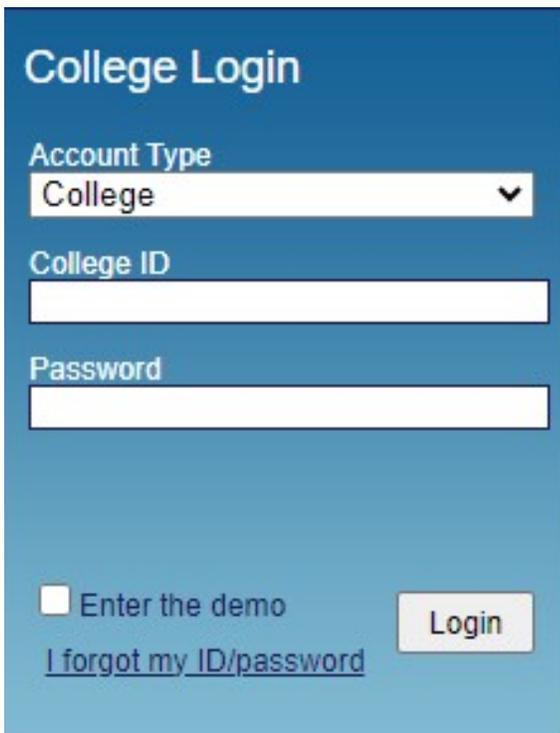
**Responsibilities Outline:** As a Dean or Chair, your role within the Sedona Systems encompasses several key responsibilities essential for the smooth operation of academic processes. Below is an outline of your primary duties:

- 1. Active Faculty:** Ensure all full and part time faculty are in Sedona. Manage the process of faculty inactivation as needed. (Pg. 8 and 10)
- 2. Faculty Information Updates:** Facilitate the updating of faculty information, including tenure status, promotion progress, faculty involvement, percentages assigned, etc. (Pg. 8 and 10)
- 3. Verify Education Information:** Ensure all faculty education related information is accurate and complete. In particular, ensure faculty members' highest degree is entered into the highest degree place (Pg. 8 and 13). This information can also be verified from the **faculty roster form**, see, page 17.
- 4. Semesterly Faculty Updates:** Ensure that faculty members update their information each semester, with particular attention to scholarly work and achievements (Pg. 12 and 15).
- 5. Approve Journal Requests:** Review and approve journal requests submitted by faculty members to ensure accurate documentation of scholarly activities (Pg. 16).
- 6. Reports:** To review and use information (Pg. 17).

This guide will provide detailed instructions and best practices for carrying out each of these responsibilities effectively, thereby enabling you to maintain compliance with institutional standards and regulatory requirements.

## Login Instructions for Deans

1. **Navigate** to <https://sedonaweb.com> in your web browser.
2. **Select “College”** as the Account Type from the options provided.
3. **Enter your Sedona College ID** in the designated field. To find your Sedona College ID, refer to the table below and locate your college name.
4. **Input your Password** in the provided space.
5. **If you require assistance with your password**, reach out to the Sedona Administrator for support, or click **I forgot my ID/password** for help.

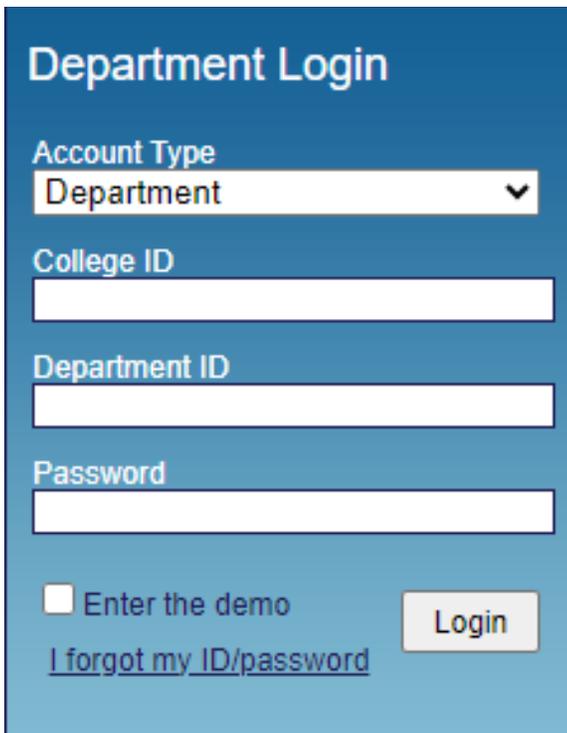


The screenshot shows a login form titled "College Login" on a blue background. It includes a dropdown menu for "Account Type" with "College" selected, a text input field for "College ID", and another text input field for "Password". At the bottom, there is a checkbox labeled "Enter the demo", a "Login" button, and a link that says "I forgot my ID/password".

College	Sedona College ID
CLASS	ASA
COBA	ASB
COE	ASE
COHS	ASH
COVPA	ASV
CSTEM	ASS
UC	ASU
LWLC	ASL

## Login Instructions for Chairs

1. **Navigate** to <https://sedonaweb.com> in your web browser.
2. **Select “Department”** as the Account Type from the options provided.
3. **Enter your Sedona College ID** in the designated field. To find your Sedona College ID, refer to the table below and locate your college name.
4. **Enter your Department ID** in the corresponding field.
5. **Input your Password** in the provided space.
6. **If you require assistance with your password or ID**, reach out to the Sedona Administrator for support, or click **I forgot my ID/password** for help.



The screenshot shows a blue-themed login form titled "Department Login". It contains the following fields and options:

- Account Type:** A dropdown menu with "Department" selected.
- College ID:** A text input field.
- Department ID:** A text input field.
- Password:** A text input field.
- Enter the demo**
- [I forgot my ID/password](#)
- Login** button

College	Sedona College ID
CLASS	ASA
COBA	ASB
COE	ASE
COHS	ASH
COVPA	ASV
CSTEM	ASS
UC	ASU
LWLC	ASL

# Access Faculty Member Accounts for Updates

Click “Member Profiles Lists” to view faculty profiles

The screenshot displays the ASU Faculty Management System console. At the top left is the ASU logo. The top right shows the user is viewing the 'College' console with a 'Select Member' dropdown. A navigation bar includes links for Help, Reports, Activity Aggregations, Summaries, Documents on File, Lists, Managers, and Builders & Tools. A status bar indicates 'University College, Alabama State University (Current FTE: 24.49) SEDONA customer since August 15, 2017 (Current year's subscription: 125 days remaining)'. Below this is another navigation bar with links for Password, Dean's, Scheme, FAQ, Updates, ERD, Backup, Features, Setup Steps, Mission Statement, and Overview Tutorial. The main content area is divided into four columns: Reports, Activity Aggregations, Lists, and Managers. The 'Lists' column contains a list of options, with 'Member Profiles List' highlighted in a red box. Other options in the 'Lists' column include Activities List, Codes, Mission Codes List, Committees List, Courses List, Degrees List, Ethnicities List, Member (Status All) List, Organizational Units List, Pre-Approved Selections, Certifications List, Funding Agencies List, Journals List, Memberships List, Publishers List, Professional Staff List, Ranks List, Teaching Assistants List, Term Name/Ordering List, and Terms List. The 'Managers' column includes Conference Manager, Co-Authors Manager, Definitions Manager, Email Manager, Email Reminder Manager, Journal Manager, Petition Manager, Student Roster Manager, Teaching Schedule Manager, and Uploads Manager. The 'Builders & Tools' column includes Assurance Builder, ePortfolio Builder, Evaluation Builder, Query Builder, Scorecard Builder, Survey Builder, Syllabus Builder, Template Builder, File Library Tool, and Web Services Tool.

**Faculty profile updates (rank, tenure status, etc.) are to be completed by either the College Dean or Department Chair.**

**NOTE:** To return to the main page at any time, click "Home" in the top-right corner.

1. Click "ALL" located in the top-right corner to access the list of all profiles.

2. Select either the faculty name or the "Edit" button to open the faculty profile for viewing and making modifications.

**Note:** Faculty names marked in dark grey are considered inactive. Inactive profiles must be complete and accurate.

Help Reports Activity Aggregations Summaries Documents on File Lists Managers Builders & Tools Directory Logs Settings Home Sign Out

College of Business Home Manage Members Print Excel Add

Department: All Filters will be applied across ALL Departments  All  Active  Inactive  Done

Access Password Reset and Salaries

Accounting and Information Management (43 members)

Member Name [Hire term, year]	MemberID	High Degree	Type	Qual	Involvement	% Assn	Rank	Area	Action
[1976]	447413808	B.S.B.A., 1973	Non-Tenure Track	IP	Participating	100	Instructor	ACC	<a href="#">Edit</a>
[1981]	519772263	Ph.D., 1980	Tenured	PA	Participating	100	Professor	ACC	<a href="#">Edit</a>
[1977]	691692242	Ph.D., 1970	Tenured	IP	Participating	100	Professor	ACC	<a href="#">Edit</a>
[1977]	722730247	Ph.D., 2008	Tenured	IP	Participating	100	Professor	ACC	<a href="#">Edit</a>
[1983]	404257851	Ph.D., --N/A--	Retire/Term	SP	Supporting	50	Professor	ACC	<a href="#">Edit</a>

Please note that responses such as "None," "N/A," "Not Applicable," "Unknown," or "Other" are not acceptable.

### Example:

Member Name [Hire term, year]	MemberID	Status	High Degree	Type	Qual	Involvement	% Assn	Rank	Discipline	Action
[August, -N/A--]			Ph.D., --N/A--	Tenured	AQ	Not Applicable	100	Associate Professor	GEO	<a href="#">Edit</a>
[August, 2010]			Unknown, --N/A--	Tenured	None	Participating	100	Professor	GEO	<a href="#">Edit</a>
[August, --N/A--]			Unknown, 1990	Non-Tenure Track	None	Participating	100	Instructor	ENG	<a href="#">Edit</a>

# Active Faculty

Click faculty member names to view this profile.

- Ensure all areas marked with a highlighted/red asterisk are correct.
- **Note:** Responses such as "None," "N/A," "Not Applicable," "Unknown," or "Other" are not acceptable.

Members ... Add Faculty Form

Back Save

**DO NOT** append School ID (ASL) to Member ID

Member ID \* 123456 Password will be initially set to be the same as Member ID - (<= 9 alphanumeric)

First name or initial \* Demo

Middle name/initial

Last name \* Jones

Chair  Inactive \*  Bypass chair for evaluation  
\* Inactive can be used for adjuncts who periodically teach, but who have not taught for a couple of years. Because they may return to teach, they don't have a "Final Year and Term of Employment".  
(A Member cannot be BOTH "Inactive" AND have a "Final Year and Term of Employment")

Department \* Public Access Services (PAS)

Discipline (Area or Center)

Email \* email@su.com

Hire Year and Term \* 2023 \* Fall August

Member Status \* Tenure Track

Forecast Tenure Year:

Year of Review: TBA

Tenure Awarded:

Promotion Awarded:

Post Tenure Review:

Final Year and Term of Employment Select the final Year and Term of the Member's employment.

Projected End of Contract mm/dd/yyyy

Most recent Sabbatical

Member Default Status: Changing the status here changes only the default that is pulled into the uploaded teaching schedules. To change the historical status of members and to see your changes reflected in the various reports, edit the teaching schedules themselves.

Involvement: \*  Participating  Supporting  Not Applicable  To Be Determined

Qualification: \* 2024: Professional (PQ) History:

% Assigned \* 100.00 (Minimum for an "Active" Part-time member is 5%)

High Degree \* M.L.S.

Major

Year Awarded \* 2021

Institution \* USA

Create this as a new High Degree. Keep the other degree, but un-mark it as "High" (leaving this box unchecked will simply edit the High Degree).

Rank \* Assistant Professor

Gender \*  Male  Female  Not Available

Ethnicity: \* Asian

Citizenship \* 1 selected

Birth Country

Position #:

CIP Code(s): Select options

Participates in the governance of the school

Considered to be a long-term member

ORCID:

EmpID: (this field can be used to map this Member ID to an employee ID used in another system)

## HELPFUL INFORMATION

### Member Default Status:

- **Involvement:** Full-time faculty are categorized as participating; part-time faculty are categorized as supporting.
- **Qualification:** All faculty members must meet academic, professional, or both qualifications
- **% Assigned:** Full-time faculty must have 100% assignment. All adjuncts should be assigned 33%.

### Inactivating Faculty:

- Faculty members can be marked as "inactive" by clicking "inactive" under their last name. The "Inactive" status is suitable for faculty who teach periodically and do not have a final year of employment. Inactive profiles must be kept current and complete.

Click "save" to update profiles.

# Complete Updates or Changes to Multiple Faculty Accounts

Click "Member (Status All) List" to view faculty accounts.

The screenshot shows the ASU Faculty Management System interface. At the top left is the ASU logo. The top right indicates the user is viewing the College console and provides a 'Select Member' dropdown. A navigation bar includes links for Help, Reports, Activity Aggregations, Summaries, Documents on File, Lists, Managers, Builders & Tools, Directory, Logs, Settings, Home, and Sign Out. Below this, a status bar shows the user's affiliation with Alabama State University, current FTE (24.49), and SEDONA customer status since August 15, 2017. A secondary navigation bar includes Password, Dean's, Scheme, FAQ, Updates, ERD, Backup, Features, Setup Steps, Mission Statement, and Overview Tutorial. The main content area is divided into four columns: Reports, Activity Aggregations, Lists, and Managers. The Reports column lists various administrative reports. The Activity Aggregations column is split into Activity Aggregations, Summaries, and Documents on File. The Lists column contains a comprehensive list of data lists, with 'Member (Status All) List' highlighted in a red box. The Managers column lists roles for managing faculty and staff. A Builders & Tools section is located at the bottom right of the main content area.

Reports	Activity Aggregations	Lists	Managers
Committees & Documents	Development Activities	Activities List	Conference Manager
Course and Section Size	Experience Activities	Codes	Co-Authors Manager
Coverage / SCHs / Classes	Grants, Honors, & Awards	Mission Codes List	Definitions Manager
Coverage Summary	Miscellaneous Activities	Committees List	Email Manager
Deployment by Program	Research Activities	Courses List	Email Reminder Manager
Production	Service Activities	Degrees List	Journal Manager
Teaching Statistics	Teaching Activities	Ethnicities List	Petition Manager
SCHs Taught by ATD		Member Profiles List	Student Roster Manager
Distributions	<b>Summaries</b>	<b>Member (Status All) List</b>	Teaching Schedule Manager
Faculty Roster Form	Articles & Presentations	Organizational Units List	Uploads Manager
Goals, Objectives, Traits	Co-authors Pending Table	Pre-Approved Selections	
Involvement: Sufficiency	Counts by High Degree	Certifications List	<b>Builders &amp; Tools</b>
Involvement: Criteria	Counts by Teaching Level	Funding Agencies List	Assurance Builder
IC Summary	Latest Table Updates	Journals List	ePortfolio Builder
Journal Frequencies	Member Ranks	Memberships List	Evaluation Builder
Member Analysis	Ranked Journal Index	Publishers List	Query Builder
Member Expertise	Salary Distributions	Professional Staff List	Scorecard Builder
Member Statistics	Travel Map	Ranks List	Survey Builder
Papers Under Review (All)	<b>Documents on File</b>	Teaching Assistants List	Syllabus Builder
Program Statistics	Syllabi / Assessments	Term Name/Ordering List	Template Builder
Qualifications Reports	Teaching Assistants CVs	Terms List	File Library Tool
AQ/PQ and Support	Transcripts / Licensures		Web Services Tool
AQ/PQ Deployment	Evaluation - Supervisor comments		
Member Qualifications			
Teaching Assistants (GTAs)			
Work Load			

# Filter by Department and All Members

(See Highlighted Area)

## Making multiple changes or updates:

- Click the blue areas, drop-down boxes, or check boxes to make the necessary modifications.

**if Business**  
 Manage Member (Status All) ... Edit Manage Member (Status All) Form Save

Department: Accounting and Information Management: [ACTG] v All Members v

*Changes made on this page are automatically saved in background*

Inactive	CLAV	Member Name	Highest Degree	Major Area of Degree	Award Year	Involvement	Qualification	Assign%	Initial support	Normal Professional Responsibilities	Description	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alvarado, Roberta N.	B.S.B.A.	Accounting	1973	Part	IP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input checked="" type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input checked="" type="checkbox"/> SER	Modify "blue" areas by double clicking and typing	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Best, Vivian P.	Ph.D.	Accounting	1980	Part	PA	100	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input checked="" type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	The rationale for why Chris is considered AQ when there is no indication in the database, based on our parameters is the following ...	
<input type="checkbox"/>	<input type="checkbox"/>	Bright, Christopher R.	Ph.D.	Accounting	1970	Part	IP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input checked="" type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	Test	
<input type="checkbox"/>	<input type="checkbox"/>	Carver, Arthur G.	Ph.D.		2008	Part	IP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Conner, Holly	Ph.D.		--N/A--	Supp	SP	50	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	>>>	
<input type="checkbox"/>	<input type="checkbox"/>	Dodson, Anna	Ph.D.		--N/A--	Part	IP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Dominguez, Adam	Ph.D.		--N/A--	Part	A	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Ellis, Antonio	Ph.D.		--N/A--	Part	SA	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Emerson, Gary B	Ph.D.		Information Systems	1994	Part	SP	100	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> UT <input checked="" type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	
<input type="checkbox"/>	<input type="checkbox"/>	Ferguson, Jeanette	Ph.D.			--N/A--	Supp	SA	25	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	
<input type="checkbox"/>	<input type="checkbox"/>	Fletcher, Katherine D.	LL.M.		Accounting	1974	Part	PA	100	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	
<input type="checkbox"/>	<input type="checkbox"/>	Fuller, Troy E	Ph.D.			--N/A--	Part	PA	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	
<input type="checkbox"/>	<input type="checkbox"/>	Garza, Rosa D.	Ph.D.	2001		Part	SA	100	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Glass, Douglas	Ph.D.	--N/A--		Part	SP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Goodman, Harry W.	J.D.	1982		Part	SP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Graves, Anna	Ph.D.	--N/A--		Part	A	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Hammond, Douglas	Ph.D.	--N/A--		Part	SA	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Harding, Dan	Ph.D.	--N/A--		Part	IP	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Hensley, Louise	Ph.D.	--N/A--		Part	A	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER		
<input type="checkbox"/>	<input type="checkbox"/>	Holmes, Jose V.	Ph.D.	Accounting		1990	Part	PA	100	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> UT <input type="checkbox"/> MT <input type="checkbox"/> DT <input type="checkbox"/> ED <input type="checkbox"/> ADM <input type="checkbox"/> RES <input type="checkbox"/> SER	

**NOTE:** To return to the main page at any time, click "Home" in the top-right corner.

# Access Faculty Member Accounts from the Sedona College View

1. In the upper right corner, click "**Select Member**" to view a list of faculty members to navigate to their account.
2. Choose the desired faculty member from the list.

The screenshot displays the Sedona College system interface. At the top right, a dropdown menu labeled "Select Member" is open, showing a list of faculty members: Tran, Charles E.; Emerson, Gary B.; and Nishat, Mohammad. The main navigation menu includes sections for Reports, Activity Aggregations, Lists, and Managers. The Reports section lists various reports such as 2020 AACSB Reports, Alignment, and Committees & Documents. The Activity Aggregations section includes Development Activities, Experience Activities, and Grants, Honors, & Awards. The Lists section contains Activities List, Codes, and Degrees List. The Managers section lists Conference Manager, Co-Authors Manager, and Definitions Manager. The Builders & Tools section includes Assurance Builder, ePortfolio Builder, and Evaluation Builder. The Documents on File section lists Syllabi / Assessments, Teaching Assistants CVs, and Transcripts / Licensures.

Reports	Activity Aggregations	Lists	Managers
2020 AACSB Reports Alignment Committees & Documents Course and Section Size Coverage / SCHs / Classes BSQ Student Credit Hour Coverage Summary Deployment by Program Production Teaching Statistics SCHs Taught by ATD Distributions Faculty Roster Form Goals, Objectives, Traits Involvement: Criteria Member Analysis Member Expertise Papers Under Review (All) Program Statistics Teaching Assistants (GTAs) Work Load	Development Activities Experience Activities Grants, Honors, & Awards Miscellaneous Activities Research Activities Service Activities Teaching Activities  <b>Summaries</b> Articles & Presentations Co-authors Pending Table Counts by High Degree Counts by Teaching Level Latest Table Updates Member Ranks Ranked Journal Index Salary Distributions Travel Map  <b>Documents on File</b> Syllabi / Assessments Teaching Assistants CVs Transcripts / Licensures Evaluation - Supervisor comments	Activities List Codes Impact Codes List Mission Codes List Committees List Courses List Degrees List Ethnicities List Member Profiles List Member (Status All) List Organizational Units List Pre-Approved Selections Certifications List Funding Agencies List Journals List Memberships List Publishers List Professional Staff List Ranks List Teaching Assistants List Term Name/Ordering List Terms List	Conference Manager Co-Authors Manager Definitions Manager Email Manager Email Reminder Manager Journal Manager Petition Manager Student Roster Manager Teaching Schedule Manager Uploads Manager  <b>Builders &amp; Tools</b> Assurance Builder ePortfolio Builder Evaluation Builder Query Builder Scorecard Builder Survey Builder Syllabus Builder Template Builder File Library Tool Web Services Tool

# Faculty Responsibilities

## Key Areas for Faculty Responsibilities:

1. Profile Information
2. Academic Degrees
3. Research Activities
4. Service Activities

The screenshot displays the ASU Faculty Dashboard for Valerie Crawford, M.Ed., Adjunct. The dashboard is organized into several sections:

- Navigation:** Includes links for CV, Profile (highlighted in red), Home, and Sign Out.
- Research Activities Entry (highlighted in red):** Lists items such as Articles in Journals, Articles in Proceedings, Articles-in-Progress, Books, Monographs, Chapters, Cases, Conference Presentations, Grants & Gifts, Patents & Trademarks, Research Reports, Software Development, and Other Research.
- Service Activities Entry (highlighted in red):** Lists Community Service, Institutional Service, and Professional Service.
- Academic Degrees (highlighted in red):** Lists Courses Taken, Licensures / Certifications, Professional Development, and Professional Memberships.
- Teaching Activities Entry:** Lists Courses Taught, Exec / Prof Education, Teaching Activities, Teaching Schedule (Score Rubrics), and Teaching Syllabi.
- Other Activities Entry:** Lists Honors/Awards/Scholarships and Miscellaneous.
- Message Center:** A section for receiving messages.
- Templates | Reports:** Lists CV (Curriculum Vitae), BIO Sketch (NIH, NSF), Committees & Documents, Journal Listing / Lookup, Professional Development, Research Activities, and Service Activities.

This faculty dashboard highlights four key areas that faculty should update or maintain each semester. Reports are generated based on information from all four areas.

# Add Academic Information to Faculty Accounts

## (Multiple Degrees)

1. In the upper-right corner, select the faculty member's name from the drop-down list.

You are viewing the **College** console.

Select Member ▼

2. Click "Academic Degrees"

UNIVERSITY

Help Reports Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Benjamin Henry, Ed.D., Adjunct

**Templates | Reports**

- CV (Curriculum Vitae)
- BIO Sketch (NIH, NSF)
- Committees & Documents
- Journal Listing / Lookup
- Professional Development
- Research Activities
- Service Activities

**Research Activities Entry**

- Articles in Journals
- Articles in Proceedings
- Articles-in-Progress
- Books, Monographs ...
- Chapters, Cases ...
- Conference Presentations
- Grants & Gifts
- Patents & Trademarks
- Research Reports
- Software Development
- Other Research

**Service Activities Entry**

- Community Service
- Institutional Service
- Professional Service

**Teaching Activities Entry**

- Courses Taught
- Exec / Prof Education
- Teaching Activities
- Teaching Schedule Score Rubrics
- Teaching Syllabi

**Other Activities Entry**

- Honors/Awards/Scholarships
- Miscellaneous

**Message Center**

**Experience Activities Entry**

- Consulting Experience
- Employment Experience
- Paid Service Experience

**Credentials Entry**

- Academic Degrees**
- Courses Taken
- Licensures / Certifications
- Professional Development
- Professional Memberships

ASU ALABAMA STATE UNIVERSITY

You are viewing the **Member** console. Return to the [College](#) console.

Help Reports Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Benjamin Henry [Home](#) [Academic Degrees](#) Records (1) [Print](#) [Add](#)

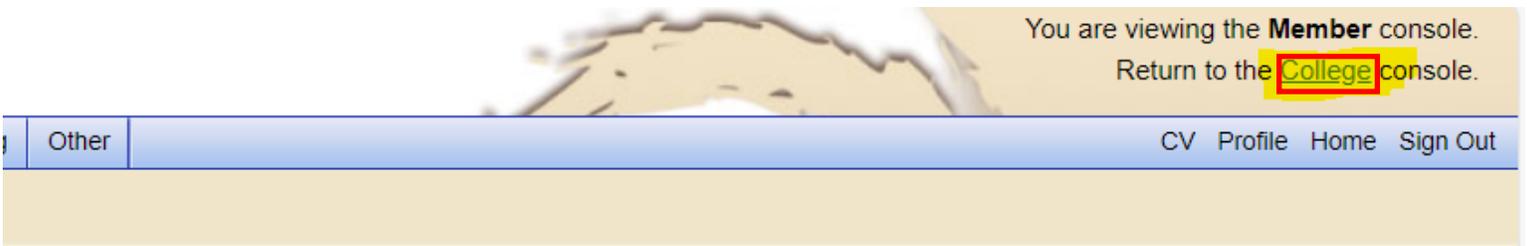
AwardDate	Academic Degree	School	Location	Major	Emphasis	Files	Action
2011	<b>Ed.D. (highest degree)</b>	Argosy University	Tampa, FL	Educational Leadership in Higher Education		<a href="#">Manage</a>	<a href="#">Edit</a>

3. Select the highest degree or click "Edit" to add the highest degree.

4. Click "Add" to include additional degrees, then save your changes.

## Return to College Dashboard

To exit the faculty view and return to the Dean's Dashboard, click "College" in the upper-right corner.



# View Faculty Research and Service Activities

1. **Research Activity**- Ensure faculty update scholarly work per semester
2. **Service Activity**-Faculty should update professional, institutional, and community service activities completed by faculty each semester.



You are viewing the College console.

Select Member

Reports | Activity Aggregations | Summaries | Documents on File | Lists | Managers | Builders & Tools | Directory | Logs | Settings | Home

Password | Dean's | Scheme | FAQ | Updates | ERD | Backup | Features | Setup Steps | Mission Statement | Overview Tutorial

Reports	Activity Aggregations	Lists	Managers
2020 AACSB Reports Alignment Committees & Documents Course and Section Size Coverage / SCHs / Classes BSQ Student Credit Hour Coverage Summary Deployment by Program Production Teaching Statistics SCHs Taught by ATD Distributions Faculty Roster Form Goals, Objectives, Traits Involvement: Criteria Member Analysis Member Expertise Papers Under Review (All) Program Statistics Teaching Assistants (GTAs) Work Load	Development Activities Experience Activities Grants, Honors, & Awards Miscellaneous Activities <b>Research Activities</b> <b>Service Activities</b> Teaching Activities	Activities List Codes Impact Codes List Mission Codes List Committees List Courses List Degrees List Ethnicities List Member Profiles List Member (Status All) List Organizational Units List Pre-Approved Selections Certifications List Funding Agencies List Journals List Memberships List Publishers List Professional Staff List Ranks List Teaching Assistants List Term Name/Ordering List Terms List	Conference Manager Co-Authors Manager Definitions Manager Email Manager Email Reminder Manager Journal Manager Petition Manager Student Roster Manager Teaching Schedule Manager Uploads Manager
	<b>Summaries</b> Articles & Presentations Co-authors Pending Table Counts by High Degree Counts by Teaching Level Latest Table Updates Member Ranks Ranked Journal Index Salary Distributions Travel Map		<b>Builders &amp; Tools</b> Assurance Builder ePortfolio Builder Evaluation Builder Query Builder Scorecard Builder Survey Builder Syllabus Builder Template Builder File Library Tool Web Services Tool
	<b>Documents on File</b> Syllabi / Assessments Teaching Assistants CVs Transcripts / Licensures Evaluation - Supervisor comments		

# Approve Pending Journals

## 1. Click “Petition Manager” to view a list of pending journal entries

The screenshot displays the ASU system console interface. At the top left is the ASU logo. The top right corner shows the user is viewing the College console and a 'Select Member' dropdown menu. A navigation bar contains links for Help, Reports, Activity Aggregations, Summaries, Documents on File, Lists, Managers, Builders & Tools, Directory, Logs, Settings, Home, and Sign Out. Below this, a status bar indicates the user is at University College, Alabama State University, with a current FTE of 24.49 and SEDONA customer status since August 15, 2017. A secondary navigation bar includes links for Password, Dean's, Scheme, FAQ, Updates, ERD, Backup, Features, Setup Steps, Mission Statement, and Overview Tutorial. The main content area is divided into four columns: Reports, Activity Aggregations, Lists, and Managers. The Managers column contains links for Conference Manager, Co-Authors Manager, Definitions Manager, Email Manager, Email Reminder Manager, Journal Manager, **Petition Manager** (highlighted with a red box), Student Roster Manager, Teaching Schedule Manager, and Uploads Manager. Below the Managers column is a Builders & Tools section with links for Assurance Builder, ePortfolio Builder, Evaluation Builder, Query Builder, Scorecard Builder, Survey Builder, Syllabus Builder, Template Builder, File Library Tool, and Web Services Tool.

# Useful Reports and Aggregations

1. **Faculty Roster Form**– this form is submitted to SACSCOC to support faculty credentialing standards. Review report to ensure accuracy

The screenshot displays the DONA Systems console interface. At the top, there is a navigation bar with the DONA logo and a user selection dropdown. Below this is a main menu with categories: Reports, Activity Aggregations, Lists, Managers, and Builders & Tools. A secondary navigation bar includes links for Password, Dean's, Scheme, FAQ, Updates, ERD, Backup, Features, Setup Steps, Mission Statement, and an Overview Tutorial. The main content area is divided into four columns:

- Reports:** 2020 AACSB Reports, Alignment, Committees & Documents, Course and Section Size, Coverage / SCHs / Classes (including BSQ Student Credit Hour, Coverage Summary, Deployment by Program, Production, Teaching Statistics, and SCHs Taught by ATD), Distributions, **Faculty Roster Form** (highlighted), Goals, Objectives, Traits, Involvement: Criteria, Member Analysis, Member Expertise, Papers Under Review (All), Program Statistics, Teaching Assistants (GTAs), and Work Load.
- Activity Aggregations:** Development Activities, Experience Activities, Grants, Honors, & Awards, Miscellaneous Activities, Research Activities, Service Activities, and Teaching Activities.
- Summaries:** Articles & Presentations, Co-authors Pending Table, Counts by High Degree, Counts by Teaching Level, Latest Table Updates, Member Ranks, Ranked Journal Index, Salary Distributions, and Travel Map.
- Documents on File:** Syllabi / Assessments, Teaching Assistants CVs, Transcripts / Licensures, and Evaluation - Supervisor comments.
- Lists:** Activities List, Codes (Impact Codes List, Mission Codes List), Committees List, Courses List, Degrees List, Ethnicities List, Member Profiles List, Member (Status All) List, Organizational Units List, Pre-Approved Selections (Certifications List, Funding Agencies List, Journals List), Memberships List, Publishers List, Professional Staff List, Ranks List, Teaching Assistants List, Term Name/Ordering List, and Terms List.
- Managers:** Conference Manager, Co-Authors Manager, Definitions Manager, Email Manager, Email Reminder Manager, Journal Manager, Petition Manager, Student Roster Manager, Teaching Schedule Manager, and Uploads Manager.
- Builders & Tools:** Assurance Builder, ePortfolio Builder, Evaluation Builder, Query Builder, Scorecard Builder, Survey Builder, Syllabus Builder, Template Builder, File Library Tool, and Web Services Tool.



# New Sedona Accounts

Please email Brittany Hollins for assistance adding new instructional faculty and staff members to Sedona.

[bhollins@alasu.edu](mailto:bhollins@alasu.edu)

**Include: Employee ID, ASU email address, Hire Term and Year, Department, Tenure Track, Title/Rank, Academic Information, etc.**