



SUPER 2.0 Profile

Jeopardy




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SUPER 2.0 Profile

The Jeopardy Board features information on the various sections of the Profile component of SUPER 2.0. To learn more about each part, simply click on the topic of interest. The board is divided by colors:

-  General Overview and Navigation
-  Position Information Details
-  Profile Items

<u>10</u> Certification or License	<u>10</u> Community Involvement	<u>10</u> Courses Taught	<u>10</u> Focus Areas	<u>10</u> My Professional Development Plan
<u>20</u> Fund Development	<u>20</u> Honors & Achievements	<u>20</u> Lab Members	<u>20</u> Mentoring	<u>20</u> My Child Protection Info
<u>30</u> Organizational Service	<u>30</u> Presentations & Programs	<u>30</u> Professional Associations	<u>30</u> Professional Experience	<u>30</u> My Professional Development
<u>40</u> Professional Interest	<u>40</u> Publications	<u>40</u> Research Questions	<u>40</u> Specialty	<u>40</u> My Education
<u>50</u> Web Presence	<u>50</u> Breadcrumbs	<u>50</u> Getting Started	<u>50</u> General Profile Information	<u>50</u> My Dossier



Certification or License

All certifications and/or licenses are listed in this section. This listing of skills and trainings may include certification by a credible organization and/or a state-type of license. The organization and license number should be included, where applicable. Examples include: Beef Quality Assurance, Tai Chi, B.E.S.T. , Pesticide Certification and First Aid.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Add Certification”
- Add entries and include a short description and include the following:
 - Short Description
 - Certifying organization
 - Location
 - Last year of certification
 - Copy of the certificate, if available
- NOTE: Required for performance appraisal

Certifications and Licenses [+ Create Certification](#)

Year Obtained Greater Than: Year Obtained Less Than:

Showing 0 to 0 of 0 entries

Search:

Certification or License	Description	Institution	State	Year	Attachment	Edit	Delete
No data available in table							

Show entries [Previous](#) [Next](#)

Fund Development

Any external resources used to financially support and enhance programming efforts should be reported in this section of your profile.

- NAVIGATION TIPS:

- Click “Manage”
- Determine the type of funding:
 - Local funding
 - Fee-based funding
 - Research grant awards
- Click “Create” in the box that best describes the type of funding that you are reporting
- Add entries and note that each section requires different information
- NOTE: Required for dossier and performance appraisal

Local Funding + Create Local Funding

Start Date Greater Than: 📅 Stop Date Less Than: 📅 🔍 ↻

Showing 0 to 0 of 0 entries

Search: 👁️ 🗑️ 📄

Title	Sponsor	Start Date	End Date	Amount	Type	Status	Edit	Delete
No data available in table								

Show 10 entries Previous Next

Fee Based Program Funding

Start Date Greater Than: 📅 Start Date Less Than: 📅 🔍 ↻

Showing 1 to 4 of 4 entries

Search: 👁️ 🗑️ 📄

Title	Start Date	Cost	Number Attended	Revenue
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Research Grant Awards

Start Date Greater Than: 📅 Stop Date Less Than: 📅 🔍 ↻

Showing 0 to 0 of 0 entries

Search: 👁️ 🗑️ 📄

Title	Percent Effort	Role	Sponsor	Award Amount	Start Date	End Date	Type	Status
No data available in table								

Show 10 entries Previous Next



Organizational Service



Any appointment/service to regional, state, multi-state, and national committees are included in this section. Special services, including special assignments and projects, related to your county/department, UTIA or the university should also be listed here. Examples include search committees, program and event planning, sub-regional clusters, workgroups, leadership teams, camp director appointments, etc.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Organizational Service”
- Add entries and include the following:
 - Name of committee
 - Start and end times, where applicable; Note: if you are still serving on the committee, please leave the “End Year” blank
 - Role
- NOTE: Required for dossier and performance appraisal

Committee	Start Year	End Year	Role	Edit	Delete
Agribusiness Economics & Entrepreneurship Leadership Team	2016	2020			

Professional Interest



Professional Interest

+ Create Interest

No professional interest entered.

The purpose of this profile section is to highlight any interests that you have related to your professional role. These may be in direct relationship to your position description (*for example, “agriculture and natural resources”*) or an area that is more specific (*i.e. “landscaping”*). When developing this section, and since this is part of your bio, think about your clientele needs. This information should be used to help direct persons with questions about a specific topic or subject matter to you.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Interest”
- Add entries
- NOTE: Required for UTIA Faculty and Staff bios

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Web Presence



Web Presence

[+ Create Web Presence](#)

There is no on-line presence listed.

In this section of the profile, you may share individual or departmental web instances. This does NOT include your personal web accounts, such as Facebook or Twitter. Instead, this includes work-related websites, work-related posts to Twitter, Facebook, or other social media formats that you use for professional purposes only. Information collected in this section is used to populate the UTIA faculty and staff bio page on the organizational website.

- **NAVIGATION TIPS:**

- Click “Manage”
- Click “Web Presence”
- Add entries
- NOTE: Required for UTIA Faculty and Staff bios

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Community Involvement



This section of the profile should include all of the public, community, civic, and/or industry clubs and organizations OUTSIDE of the university in which you belong. Examples include: Kiwanis, Chamber of Commerce, Fair Associations and Health Council.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Community Involvement”
- Add entries and include the following:
 - Name of organization
 - Start and end year; Note: If you are still involved, please leave the “end year” blank
 - Role
- NOTE: Required for dossier and performance appraisal

A screenshot of a web application interface for managing community involvement. The title is "Community Involvement" with a "+ Create Community Involvement" button. Below the title are two date pickers: "Start Year Greater Than:" and "End Year Less Than:". There is a search bar with "Organization Name" and a search icon. Below the search bar, it says "Showing 0 to 0 of 0 entries". A table with columns "Organization", "Start Year", "End Year", and "Role" is shown, with "Edit" and "Delete" buttons for each row. The table is currently empty, displaying "No data available in table". At the bottom, there is a "Show 10 entries" dropdown and "Previous" and "Next" navigation buttons.

Honors & Achievements



In this part of your Profile, please include a listing of all of the honors and achievements that you have received related to your Extension programming work. This recognition may come from your peers and professional organizations within UTIA or UT or they may come from outside entities such as government and community partners, other academic institutions, etc.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Honor and Achievement”
- Add entries and include the following:
 - Title
 - Year achieved
- NOTE: Required for dossier and performance appraisal

A screenshot of a web application interface for managing honors and achievements. The title is "Honors and Achievements" with a "+ Create Honor and Achievement" button. Below the title are two date range filters: "Year Achieved Greater Than:" and "Year Achieved Less Than:", each with a calendar icon. To the right of these filters are search and refresh icons. Below the filters, it says "Showing 1 to 3 of 3 entries" and "Search: Achievement or Honor Title". At the bottom right of the search area are icons for visibility, refresh, and delete. Below the search area is a table with columns for "Title", "Year Achieved", "Edit", and "Delete".

Title	Year Achieved	Edit	Delete
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Presentations & Programs



All work-related presentations and programs given should be included in this section of the profile. This section is divided into "Presentations" and "Training Courses Facilitated or Instructed". You will need to populate the information for "Presentations". Information for "Training Courses Facilitated or Instructed" is automatically populated from those programs or trainings requiring registration and set up in the "Training and Registration" section of SUPER. Examples include in-services, poster sessions, webinars, field days and face-to-face meetings.

Presentations [+ Create Presentation](#)

Presentation Date Greater Than: Presentation Date Less Than:

Showing 1 to 10 of 39 entries

Search:

Presentation Name	Event Type	Location	Presentation Date	Topic	Edit	Delete

- NAVIGATION TIPS for PRESENTATIONS:

- Click "Manage"
- For Presentations, Click "Create Presentation"
- Add entries and include the following:
 - Presentation Name
 - Event Type
 - Location
 - Presentation Date
 - Topic
- NOTE: Required for dossier and performance appraisal



Publications (*Extension*)

Peer-reviewed articles and fact sheets should be included in this part of the Profile. These items are articles published in scholarly journals, Extension (PB), Web (W) or Departmental (D) publications only.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Publications”
- Add entries and include the following:
 - Description
 - Year Published
 - Publication Type
 - Start Year
- NOTE: Required for dossier and performance appraisal

Publications [+ Create Publications](#)

Year Published Greater Than: Year Published Less Than:

Showing 0 to 0 of 0 entries

Search:

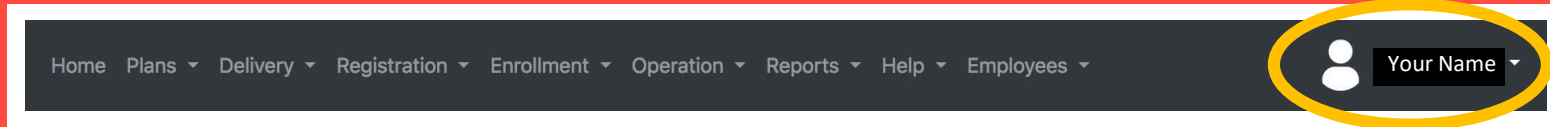
Description	Year Published	↕	Publication Type	↕	Start Year	↕	Edit	Delete
No data available in table								

Show entries Previous Next

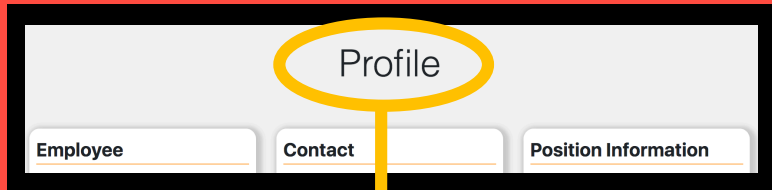
Bread Crumbs



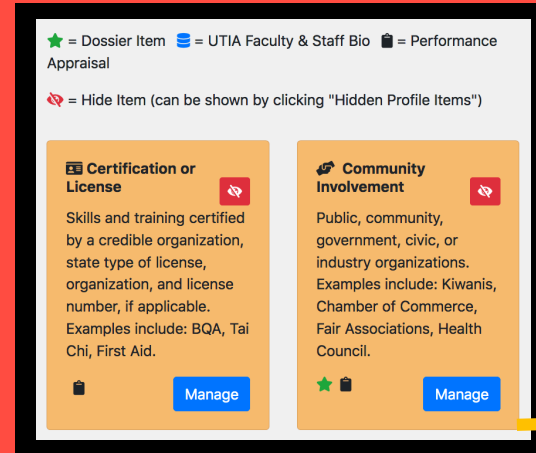
Before you begin, take a moment to look at the layout and features of the Profile. The breadcrumbs provided will help you successfully navigate through this section of SUPER 2.0.



The black bar found at the top of the page will take you to anywhere in SUPER 2.0. If you click under your name, you will find the link to your profile.

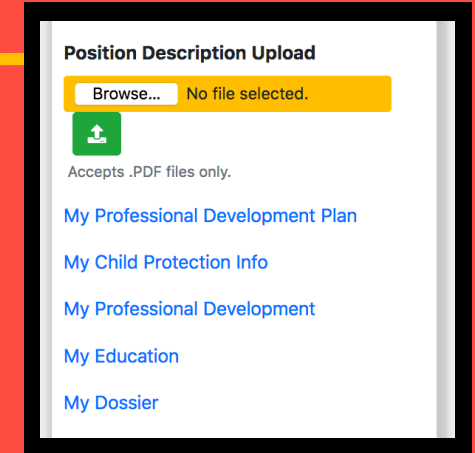


In the first section of your profile, you will find information about yourself and your position description. You can learn more about this section by clicking on "General Profile Section."



Look carefully! Under the Position Description Upload, you will find five other, key elements to your Profile!

There are 17 tiles that are components to your Profile. Icons identify how these components are used (dossier, performance review and bio). You also have the option to "hide" those tiles that do not apply to your work.



Courses Taught



This section of the Profile is only for those who instruct college-level courses. If this applies to you, the “Courses Taught” tile will allow you to view, create, and updated those classes that you are teaching or have taught. Remember, if this tile does not apply to you, you have the option to hide this tile using the red icon.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create College Courses Taught”
- Add entries and include the following:
 - Title
 - Institution
 - Description
 - Start Year
 - End Year
- NOTE: Required for dossier and performance appraisal

Courses Taught [+ Create College Courses Taught](#)

Start Year Greater Than: End Year Less Than:

Showing 1 to 1 of 1 entries

Search:

Title	Institution	Description	Start Year	End Year	Edit	Delete

Show 10 entries

Previous 1 Next

Lab Members



This section of the Profile is not relevant to UT Extension agents. Instead, if your position includes the responsibility of overseeing work with others in a laboratory-type setting, these persons need to be identified here. Remember, if this tile does not apply to you, there is the option to hide this tile using the red icon.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Add Lab Members”
- Add entries
- NOTE: Required for staff and faculty bios

A screenshot of a web interface for managing lab members. It features a white rectangular tile with a black border. At the top left, the text "Lab Members" is displayed in a bold, dark font. To its right is a blue button with a white plus sign and the text "+ Add Lab Members". Below this header, a thin orange horizontal line separates it from the main content area, which contains the text "There are currently no lab members available." in a standard dark font.

Lab Members + Add Lab Members

There are currently no lab members available.

Professional Associations



All memberships in state and/or national organizations/societies related to program areas should be listed in this section. Examples include: ESP, TAAA&S, TAE4-HW, TEAFCS, and any other professional affiliations you may have.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Professional Association” to add an association
- If you are still currently an active member, leave the end year blank
- NOTE: Required for dossier and performance appraisal

Professional Association [+ Create Professional Association](#)

Start Year Greater Than: End Year Less Than:

Showing 1 to 2 of 2 entries
Search:

Association Name	Start Year	End Year	Role	Edit	Delete
Tennessee Association of Agricultural Agents & Specialists <ul style="list-style-type: none">◦ State Treasurer, 2011 – 2017◦ Vice Chair of Professional Excellence – 2008◦ Chair of Professional Excellence – 2009 – 2010	2007		State Treasurer		
National Association of Agricultural Agents member (NACAA)	2007				

Show entries Previous Next

Research Questions



If you are currently working on a study, thesis, dissertation, publication or any other type of research, you should list your research question(s) being examined in this section.

- NAVIGATION TIPS:

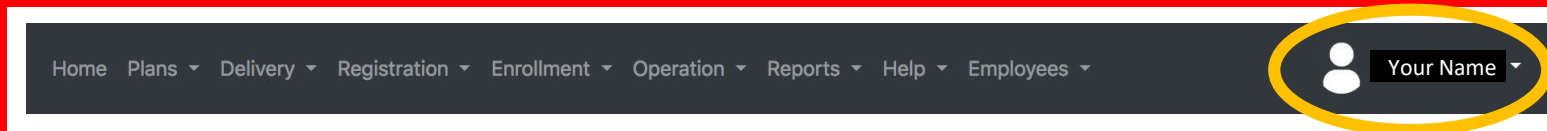
- Click “Manage”
- Click “Create Research Question”
- Add research questions in the space provided
- NOTE: Required for faculty and staff bios

A screenshot of a web interface for managing research questions. It features a white background with a black border. At the top left, the text "Research Questions" is displayed in a bold, dark font. To its right is a blue button with a white plus sign and the text "+ Create Research Question". Below this header, a horizontal orange line separates the header from the main content area. The main content area contains the text "There are currently no research questions listed." in a dark, sans-serif font.

Getting Started



Getting started on your Profile may seem like a daunting task. No worries! Much of your profile is pre-populated with information from Human Resources and training and registration information from SUPER. To begin, let's get organized! Take a moment to review your Profile. You may access it using the information below.



The black bar found at the top of the page will take you to anywhere in SUPER 2.0. If you click under your name, you will find the link to your profile.

Next, review each of the sections and tiles to identify what you will need from your own work records to populate these sections. The information will vary based on your position description and if it is needed for your performance review, dossier, and faculty and staff bio. Once you have identified what information you need and correlated it with you work records, you are ready to begin typing and uploading this information into your Profile in SUPER 2.0.

Each area of your profile has a detailed explanation in this manual. Simply click on the area that you wish to learn more about. If you have questions, please contact ... **NEED INFO HERE!**

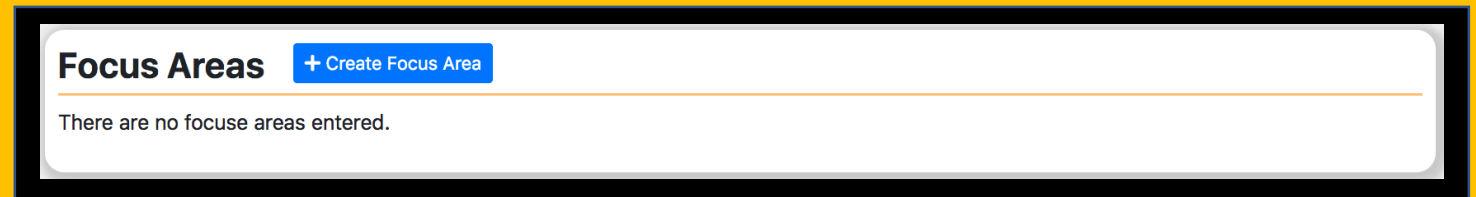
Focus Areas



The purpose of the Focus Areas is to identify specific areas of work as they relate to research, clinical, teaching and/or Extension and outreach. These focus areas will be displayed on your department's website when the new website format debuts.

- NAVIGATION TIPS:

- Click "Manage"
- Click "Create Focus Area"
- Add entries in the space provided
- NOTE: Required for faculty and staff bios



Mentoring



If you provide mentoring, in either a formal/appointed or informal way, please include this information in this section of your Profile. Mentoring includes service as a coach, advisor for employees, interns, students, and/or proteges.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Mentoring”
- Add entries in the space provided and include the following:
 - Intern Names
 - Description
 - Start Year
 - End Year
 - Internal or External
 - Unit
- NOTE: Required for faculty and staff bios

The screenshot shows a web interface for managing mentoring entries. At the top, there is a header with the title "Mentoring" and a blue button labeled "+ Create Mentoring". Below the header, there are two date input fields: "Start Year Greater Than:" and "End Year Less Than:", each with a calendar icon. To the right of these fields are a search icon and a refresh icon. Below the date fields, it says "Showing 0 to 0 of 0 entries". There is a search bar with the placeholder text "Intern Name" and a search icon. Below the search bar is a table with the following columns: "Intern Name", "Description", "Start Year", "End Year", "Internal or External", "Unit", "Edit", and "Delete". Each column has a double-headed arrow icon indicating it is sortable. The table is currently empty, with the text "No data available in table" centered below the column headers. At the bottom of the table, there is a "Show 10 entries" dropdown menu and "Previous" and "Next" buttons.

Professional Experience



All employment – from college graduation up until your service with the university – should be included in this part of your Profile. Please do not include your current UTIA employment in this section.

- NAVIGATION TIPS:

- Click “Manage”
- Click “Create Professional Experience”
- Add entries and include the following:
 - Employer Name
 - Position Name
 - Start Date
 - Stop Date
- NOTE: Required for dossier and performance appraisal

A screenshot of a web application interface for managing professional experience. The title is "Professional Experience" with a "+ Create Professional Experience" button. Below the title are two date filters: "Start Date Greater Than:" and "Stop Date Less Than:", each with a calendar icon. To the right of these filters are a search icon and a refresh icon. Below the filters, it says "Showing 0 to 0 of 0 entries". There is a search box labeled "Search:" with "Position Name" entered. To the right of the search box are icons for eye, trash, and print. Below the search box is a table with columns: "Employer Name", "Position Name", "Start Date", "Stop Date", "Edit", and "Delete". Each of the first four columns has a double-headed arrow icon. The table is currently empty, with the text "No data available in table" centered below the header. At the bottom left, there is a "Show" dropdown menu set to "10" and the text "entries". At the bottom right, there are "Previous" and "Next" buttons.

Specialty



Specialty

[+ Create Specialty](#)

There is no speciality entered.

The purpose of this profile section is to identify the specialty within your professional role. These may be in direct relationship to your position description. Think about Area Extension Specialist, for example. Is this in farm management? 4-H? This also applies for those who hold a joint agent position. For example, ANR and 4-H, FCS and 4-H, ANR and CED, FCS and County Director, etc...

- **NAVIGATION TIPS:**

- Click “Manage”
- Click “Create Specialty”
- Add entry
- NOTE: Required for dossier

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General Profile Information



The screenshot displays a user profile page with the following sections:

- Employee**: Includes a profile picture placeholder with the text "Steps to add/change image." and fields for Preferred, Gender, Race, Ethnicity, and Birth Date.
- Contact**: Includes fields for Unit, Office Phone, Work Phone, and Fax.
- Department/Unit Address**: Includes a Mailing Address field and a Street Address field with a Google Map link.
- Personal Work Address**: Includes a Mailing Address field.
- Position Information**: Includes fields for Personnel Number, Institution, Cost Center, Percent Breakdown (with an Extension sub-field), Position, Job, and Assigned Geographic Area (with an Edit link). It also features a History section and a Position Description Upload section with a "Browse..." button and a "No file selected." message.

The profile section is broken into several components. The general profile is the first part that you come to when this page launches. In this section, you will find information that is automatically populated based on what is on file with Human Resources. The exception to this is your photo/image, which you can choose to update. If you find an error or if there is something that needs to be corrected, please use the resources provided in each section or contact Human Resources for specific instructions.

My Professional Development Plan



In this section of the Profile, you have an opportunity to outline your long-term, intermediate, and short-term professional development plans and goals.

LONG -TERM GOALS

- Identify career direction for the next five to 10 years
- Includes the following:
 - Goals
 - Skills, abilities, knowledge needed to attain goals
 - Resources
 - Timeline
 - Revisions

SHORT-TERM GOALS

- Professional and/or personal goals you set for the next year
- May or may not be related to your performance review or task you did not accomplish in the last year
- Includes the following:
 - How To
 - Resources
 - Evidence

BARRIERS

- Identifies the following:
 - Any potential threats and/or distractions that will most likely deter you from reaching your goals
 - Plans for overcoming the barriers identified


My Child Protection

Any work with minors requires a number of checks, balances and training for each employee. Depending on your type of work, this list may vary. Below is a list of details.

A check mark indicates that the record is up-to-date. An X signifies that your record is not up-to-date. This may mean that you need to complete training or another check needs to be run.

This section is automatically populated. If you have an X, please contact your supervisor for next steps.



> Details ✓ Employee Risk Classification (! Required for all Risk Levels.)
> Details ✗ Background Check (! Required for this Risk Level.)
> Details Background Check Request 
> Details ✗ Child Protection Training (! Required for this Risk Level.)
> Details ✓ National Sex Offender Registry (! Required for this Risk Level.)
> Details ✓ TN Abuse Registry (! Required for this Risk Level.)
> Details ✗ TN Mandatory Reporting Law (! Required for this Risk Level.)

My Professional Development



⚠ To request External Training Credit, visit [K@TE](#), the [learning management system](#). From the home screen, hover your cursor on the "Learning" tab in the menu. In the exposed drop down menu, click on "View Your Transcript". From there, click on the ellipses to right of your name and click on "Add External Training".

Showing 1 to 10 of 83 entries

Search:



Iris Event ID	Description	Contact Hours	Event Date	↕	Start Date	End Date	Year Completed
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This part of your Profile is automatically populated with the Professional Development trainings that you have attended throughout the year. This information comes from those trainings that you have registered for and successfully completed in K@TE and SUPER.

If you have attended any professional development activities that were not conducted by someone in the university system, you may submit that information for addition through K@TE.

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My Education



This part of your Profile is automatically populated with your post-secondary educational credentials, including the degree name, field of study, education level, institution which conferred the degree, the state and the year that degree was obtained. This section is automatically populated.

Showing 1 to 3 of 3 entries

Degree Name	Field of Study	Education Level	Institution	State	Year Obtained
Doctor	Educational Leadership and Administration, General	Doctorate, Professional	Trevecca Nazarene University	Tennessee	2007
Master of Science	Communication, General	Master's degree	Murray State University	Kentucky	2002
Bachelor of Science	Biology/Biological Sciences, General	Bachelor degree/equi	Univ of Tennessee Martin	Tennessee	1994

Show 10 entries

Previous 1 Next

My Dossier



The Dossier Dashboard allows you to automatically create a promotional dossier based on the information that you have included throughout your Profile. For more information on what should be included in your dossier and a guide to walk you step-by-step through the process, you may click on the “Dossier Criteria” and “Dossier Handbook” – both included in the supporting documents.

Supporting Documents

[Dossier Criteria](#) [Dossier Handbook](#)

Dossiers

Showing 0 to 0 of 0 entries

Initial Creation Date	↕	Dossier Title	Status	View
No data available in table				

Show entries

Previous Next