

Elements System Terminology

Activity or Event Organizing - Denotes a leadership role in organizing an initiative. This can range from a broad list of activities such as organizing a conference (non-scholarly), a student group initiative or a community initiative. The key aspect to consider is that you held an organizational role in the activity.

Activity or Event Participation - Denotes participatory role in an initiative. This can range from a broad list of activities such as attending a conference (non-scholarly), participating in a student group initiative or a community initiative. The key aspect to consider is that you did not hold an organizational role in the activity.

Artifact - Denotes the collection of an object (or single item) for study within a scholarly context. An example may be the collection of artwork, manuscripts, specimens, or historical documents.

Assigned Clinical Supervision - Type of supervision where students (usually residents and fellows) receive direct clinical supervision as part of their residency or fellowship.

Award Application Assessment - Denotes your role in reviewing and assessing award applications on behalf of an internal or external institution. This may be evaluating student, peer or community awards.

Book - Denotes books, e-books, monographs, textbooks, fiction, poetry, etc. that has been authored by a single author or collaboratively based on scholarly work typically supported by funding.

Book Review - Denotes the peer review of a scholarly book that may discuss the expertise of the author, how well a topic is explored or comments on perspective.

Chapter - Denotes a chapter within a publication that has been authored by a single author or collaboratively based on scholarly work typically supported by funding.

City Wide Mean - The mean of all instructors' teaching effectiveness scores for a particular source group of students. *Details/Examples*: A comparative metric used in teaching evaluations.

Clinic Supervisor - Clinical Supervision role that indicates that you have a specific clinic in which you supervise a student for one or more half day units. *Details/Examples:* Measured in half-day units.

Clinical Fellow - Is a senior resident. Clinical fellows obtain advanced training and/or acquire more specialized expertise not normally acquired during residency training trainees (e.g., Postgraduate MD Year 7+). This training is optional which is received after completion of core program training and subspecialty training (if it exists in the field). Clinical fellows are expected to be certified as a specialist in Canada or their country of origin.

Clinical Research Fellow (MD) - A Primary Audience intended for trainees that have attained an MD and are involved in clinical research. *Details/Examples:* Intended for MD-level trainees.

Clinical Supervision - Supervision of students in clinical setting. This includes items such as ward attending, in-patient and outpatient clinic supervisions, and Operating room, Laboratory, or Procedures supervision. *Details/Examples:* Includes ward attending, in-patient/outpatient clinics, and operating room or laboratory supervision.

Co-Investigator - A research role which contributes to the research activities and participates in the publications.

Collaborator - A research role which contributes experimental material or assays to the study, but does not have a major conceptual role in the study or the publication.

Commercialization - Denotes intellectual property rights to an inventor for an invention, patent, license, start-up, product or process, for a limited time period. The nature of the commercialized item is typically supported by funding. *Details/Examples:* Includes patents, licenses, and start-ups.

Committee Membership - Denotes any internal or external committees you are currently or have been a member of. Committees can be of an academic or administrative nature. For example, a faculty search committee member or a vice-chair of an equity and inclusion committee. *Details/Examples:* Includes examples such as faculty search committee member or vice-chair of an equity and inclusion committee.

Community Research Project - Denotes a community group effort which can include other researchers within or external to the University and a community group or organization. Outcomes from these efforts may translate into reports or policy documents.

Community Service - Denotes a wide variety of broad ranging community service activities that you may engage in. Examples may include speaking to high school students, working

with a community organization or an institutional organization such as student mental health.

Community/Patient Workshop - Denotes the delivery of one or more sessions for the purpose of sharing knowledge and discussion as it relates to general community or patient advocacy or learning. For example, leading a workshop with a community group on social injustice.

Conference - Denotes a presentation, pre-conference activities, panel discussion, or round table discussion of scholarly work with a peer group. A publication from the conference proceedings may be included.

Conference review/referee - Denotes the evaluation of peer material related to a conference submission. The evaluation may consider whether presentations address relevant conference themes or important issues in the areas of interest.

Consult Attending - Clinical Supervision role that indicates that you do not have inpatients but are on service for consults. (e.g. You are the infectious diseases specialist for patients across the hospital).

Consulting/Advisory - Denotes the participation in an initiative based on your expertise. This may be for a brief or long-term duration that may be internal to your department, the University or external to the University. For example, you may be asked to be a special advisor to the University President or to a provincial or federal government initiative.

Continuing Education - A Primary Audience or Educational level (of audience being taught or supervised) intended for professionals (e.g. nurses, pharmacists) and NOT students.

Co-Principal Investigator (Co-PI) - A research role that has a duty in experimental design, and an active role in carrying out the research, is involved in data analysis and preparation of the manuscript.

Co-Investigator – A research role which contributes to the research activities and participates in the publications. *Details/Examples:* Responsibility covers experimental design through to manuscript preparation.

Core Program - Represents the primary specialty program for postgraduate trainees (e.g. Postgraduate MD Year 1-3).

Course Coordination/Direction - A teaching activity type to be used when the faculty member is responsible for the management of a course. *Details/Examples:* Focused on management rather than just delivery.

Course developed - Denotes the development or enhancement of a course that is intended to be delivered to students at any level of education and delivered in various formats (e.g. in-person, virtual, synchronous or asynchronous). The course may be within or external to the institution or a public course.

Course taught - Denotes the delivery of course within an academic or clinical setting. The course may be at any level and can have various components or delivered in various formats (e.g. in-person, virtual, synchronous or asynchronous). The course may be within or external to the institution or a public course. This may include courses taught in non-academic settings such as startup accelerators or incubators.

Course-based degree supervision - Denotes supervisory duties you undertake to support a graduate student. The nature of your role may be as lead, joint or advisory.

Details/Examples: Lead, joint, or advisory roles.

Creative Professional Activity (CPA) - CPA refers to scholarly work that contributes meaningfully to the academic mission of the Temerty Faculty of Medicine but does not fall strictly under traditional research or teaching categories. CPA encompasses a wide range of professional contributions that demonstrate innovation, leadership, and impact in clinical, educational, or community contexts.

Creative Professional Activity (CPA) Category - This is one of three headings that a user can link to their CPA theme. The three headings are: Professional Development; Contributions to the Development of Professional Practice; Exemplary Professional Practice.

Creative Professional Activity (CPA) Theme/ Title - A CPA theme/title is a cohesive narrative or concept that ties together the candidate's various CPA activities showcasing their scholarly impact. It helps reviewers understand the impact and scholarly coherence of the candidate's contributions. In Elements CPA themes are recorded under the Professional Activity Module. Each theme can be linked by creating a relationship to supporting records such as presentations, publications that illustrate and reinforce the theme.

Dataset - Denotes the creation or curation of a collection of data assets by a single author or collaboratively on scholarly work typically supported by funding.

Delegate - A delegate is an individual who is authorized to access and edit data on behalf of a faculty member. In the context of Elements, a delegate is granted access to a faculty member's account to assist with tasks such as profile management and data entry, under the faculty member's supervision. *Details/Examples:* Provides administrative support for profile management.

Department - The department on behalf of which you did the activity.

Design - Denotes the novel design of an object by a single author or collaboratively which is typically of a scholarly nature and is supported by funding. Design can relate to a wide number of artefacts including the framework for an approach to an issue, to the design of a new process or the creation of a new object.

Direct Clinical Supervision - Type of supervision that is intended for residents and fellows. It also refers to students who are assigned to a teacher to be supervised in Clinical setting.

Discover Research - DiscoverResearch is the public and searchable database of UofT faculty. Records in Elements with a privacy setting of “Public” will appear publicly on the Discover Research website.

Division - Indicates the primary university division to which an activity is affiliated or the division on behalf of which you did the activity.

Division Mean - The mean of all instructors' teaching effectiveness scores for a particular source group of students in the division. *Details/Examples:* Used for comparative scoring within a division.

Edition - The edition number (e.g. 3rd ed.) *Details/Examples:* Used to track publication versions.

Editorial - Denotes the editorial activities for a publication from evaluating manuscripts, coordinating peer review and the finalized publication within the theme of advancing or expanding understanding in the given area of research. Editorial may also include magazines and other materials.

Educational Administration - Indicates if the activity has an educational administration value. *Details/Examples:* Metadata flag for administrative categorization.

Educational Level - Also called Primary Audience, this indicates the educational level of audience for whom the activity is primarily targeted or intended.

Elective Clinical Supervision - Type of supervision that is intended for undergraduate pre-clerks and clerks, as part of an elective they take towards their MD degree. It also refers to when a supervisor and student have explicitly agreed to participate in a supervisor-student relationship.

Elements - Elements is the backend environment that populates DiscoverResearch. You need to have an Elements profile to have a Discover Research profile.

ER or Clinical Shift Supervisor - Clinical Supervision role that indicates that you were a supervisor in an emergency room or clinic.

Examination - A teaching activity type which indicates conducting formal examinations (e.g. OSCE or ASCM exams).

Exhibition - Denotes the curation of a collection or artefacts (physical or digital) by a single curator or collaboratively. The exhibition is typically of a scholarly nature and is supported by funding.

Expert Witness - Denotes the unbiased expertise you may provide in a court or other tribunal. An example is acting as an expert witness for the Truth & Reconciliation Commission.

Faculty - The faculty on behalf of which you did the activity. If the faculty is outside the University of Toronto, this field should be left blank.

Faculty Development - A Primary Audience or Educational level of Audience being taught or supervised are Other faculty members.

Fellowships/Distinctions - Denotes any society fellowship or level of distinction you have received from a professional organization. For example, having been elected to receive a fellowship to the Geological Society of America.

Field - A Field is the smallest unit of data entry within an info/record type. It captures a single piece of information. Examples (within the 'Journal Article' infotype): Title, Author(s), Publication Date.

Fileset - Denotes a collection of materials, typically in electronic format, that have been created or curated based on scholarly work that is typically supported by funding.

Formal Teaching Rounds (Scheduled Centrally) - A teaching activity type represent presentations or lectures given in centrally scheduled events. "Scheduled centrally" indicates that the activity was scheduled by an organizational unit such as a Department or Division within the University or affiliated Hospital. Such events are NOT part of a course with a registered course code.

Funding Source - The name of the organization that provided funding for the project.
Details/Examples: Primary organization providing financial support.

Geographical Scope - Shows the reach of one's influence and activities. The scope is based on both the proximity of the activities to the institution at which the candidate is appointed at the time as well as the awarding body. *Details/Examples:* Measures institutional and regional influence.

Graduate Education - A Primary Audience or Educational level of Audience being taught or supervised is from Masters level and/or PhD students.

Grant Application Assessment - Denotes your role in reviewing and assessing grant applications on behalf of a granting agency. *Details/Examples:* Professional review service for granting agencies.

Guest Lecture - Denotes the development and delivery of one or more lectures with respect to the content of a course. The guest lecture may be within or external to the institution.

Honour/Award - Denotes the nomination or receiving of an honour or award from within the University or external bodies. The award can relate to research or teaching activities and leadership experience. For example, receiving the 2020 Outstanding Undergraduate Teaching Award.

Hospital Mean - The mean of all instructors' teaching effectiveness scores for a particular source group of students in the hospital. *Details/Examples:* Comparative teaching effectiveness metric.

Impact - Describes the impact of the activity. *Details/Examples:* Qualitative or quantitative descriptive field.

Impact if Relevant - The relevant impact that was created once the idea/tool was developed. (e.g. The developed examination tool was adopted in different universities nation-wide as it measured the students learning abilities much better than the previously existing tools).

Informal Teaching Rounds (Scheduled by Teacher) - A teaching activity type represents teaching activities arranged by the teacher which are NOT part of a formal course (e.g. not part of a course with registered course code).

Infotype - An Infotype is a specific type of information or record within a module. It defines a structured set of data related to a particular activity or entity. Examples (under 'Scholarly and Creative Works'): Conference, Books, Journal Articles. Each infotype may be mapped (included in reports) or not mapped (excluded from reports).

Institutional Review - Denotes the participation in academic administrative roles you may hold with respect to the review of a program, process or initiative. The participation in the review process can be internal (UofT) or another institution. An example is the participation in the review of an undergraduate program as outlined by the Ministry of Training and Education.

Internal Privacy Setting - Data marked as internal will be visible to other users of DiscoverResearch (Elements) but should not be displayed publicly. You may review the full privacy statement in the privacy section of your Elements profile.

International - As Geographical Scope, it defines the spatial boundaries of an activity or award as global and/or transnational. *Details/Examples*: Global and/or transnational reach.

Interprofessional Education - Shows that this activity is related to interprofessional education. *Details/Examples*: Metadata flag for interprofessional collaboration in teaching.

Issue - The issue number of the publication that is usually listed in brackets. For example, in "Smith A. Update in Cardiology. Clin Cardiol. 2013;5(2):43-53" the issue number would be '2'.

Journal Article - Denotes an article that has been peer-reviewed and accepted for publication in a journal. The article typically advance knowledge or understanding of a subject and are supported by funding.

Journal Impact Factor - For peer-reviewed publications, it is the impact factor of the journal where the article appeared, in the year of publication (or otherwise the most recent available year). *Details/Examples*: Metrics reflecting journal significance.

Journal Name - The name of the journal in which the publication is published, or to be published.

Journal Review/Referee - Denotes the process of peer-review of submitted manuscripts for publication in a scholarly journal. Refereeing may require detailed evaluation of a manuscript by several referees and it typically a longer review process prior to publication.

Lectures - A teaching activity type represents lectures scheduled centrally.

Local - As Geographical Scope, it defines the spatial boundaries of an activity or award focused on specific communities or small areas (e.g. UofT, UofT Affiliated hospitals).

Location of Teaching - Represents the physical location where the teaching and/or supervision took place. *Details/Examples*: Physical setting for activities.

Mapped Info Types - These are infotypes whose data is included in custom reports or exports. Mapping ensures that the data is visible and usable in reporting tools such as the TFoM CV.

Media / Composition - Denotes a composition that has been created by a single individual or collaboratively based on scholarly work typically supported by funding. Compositions can range from film video, music from an artistic practice to websites or YouTube channels.

Media Relations - Denotes any media interactions you may have with internal or external media. This can range from a print, television or online interview to hosting or as a guest on a podcast.

Membership - Denotes the membership in an organisation related to your scholarly expertise and activity. For example, membership in the Association of Professional Engineers or the Canadian Nurses Association.

Mentee - Person being mentored. *Details/Examples:* Recipient of guided academic or professional support.

Module - A Module is a high-level category or functional area within a system that groups related types of information. Each module represents a major domain of activity or data. Examples: Scholarly and Creative Works, Professional Activities, Grants & Contracts, Teaching & Supervision.

Most Significant Publication - Identifies the publication as impactful for a particular discipline.

Multilevel Education - A Primary Audience or Educational level of audience being taught or supervised is from multiple different levels of education. *Details/Examples:* Teaching involving audiences of varying educational backgrounds.

National - As Geographical Scope, it defines the spatial boundaries of an activity or award across a whole country. *Details/Examples:* Reach spanning an entire country.

Non-research Presentation - Denotes a presentation designed and delivered to a group that is not a peer (research) or student audience. This may be a presentation to the general public with respect to your work and the scope of your knowledge in a topic to they lay public.

Not Mapped Info Types - These are infotypes that are currently not included in custom reports. Their data is stored in the system but not extracted for reporting purposes.

Number of Student Evaluations - Represents the number of evaluations based on which the evaluation score was calculated. *Details/Examples:* Volume of assessments used for scoring.

Number of Students - This field represents the total number of unique students involved in the activity (taught or supervised). *Details/Examples:* Headcount of unique participants.

Office Held - Denotes a leadership position you hold internal or external to the University. For example, holding a role in the Board of Directors of an organization or society.

Open Access - Indicates that the publication is part of a scholarly publishing model that provides free, immediate, and online access to research outputs, without paywalls or financial barriers for readers.

Open Access Teaching Material - Denotes the development of any learning materials that you have made publicly available to the intended use of other educators or any individual with general interest. The material can be in any format, ranging from hardcopy items to a personally designed online site.

Operating Room/Procedures Supervisor - Clinical Supervision role that indicates supervision of students in operating rooms and procedures.

Pagination - The page range of the publication with a dash (-) as separator (e.g. 234-256).

Patient and Public Education - A Primary Audience or Educational level of audience being taught or supervised are from Non-medical audience, such as patients or the general public. *Details/Examples:* Education targeted at non-medical audiences.

Peer Review - Indicates that the activity has undergone a peer-review process.

Performance - Denotes artistic or performance works. The works may be authored or created by one individual or collaboratively and typically lead to a production of the performance. Performances may be within a University venue, external venue or virtual.

Postdoctoral Research Fellow (PhD) - A Primary Audience or Educational level of audience being taught or supervised are Trainees that have already attained their PhD and are continuing to work on research.

Poster - Denotes the presentation of a poster at a conference or academic event with the focus of summarizing research findings. The poster may or may not have been peer-reviewed for acceptance and may be included in the published proceedings.

Postgraduate MD - A Primary Audience or Educational level of audience being taught or supervised is from Residents and/or fellows.

Preprint - Denotes a draft of a research publication that may be published prior to peer review. The preprint publication is of a scholarly nature and is typically supported by funding.

Presentation - Denotes the presentation and supporting materials (papers) presented at a peer conference resulting in the publication of the proceedings. The presentation can be in-person or virtual and is of a scholarly nature and is typically supported by funding.

Presentation by Trainee - Indicates if the presentation was presented by a trainee you supervised.

Primary Audience - Indicates the educational level of the student(s) being taught or supervised.

Principal Investigator (PI) - A research role that carries out the actual research and undertakes the data analysis and preparation of the manuscript.

Private Privacy Setting - Data marked as private will be hidden from most users of DiscoverResearch (Elements), but will still be available to certain privileged users, which may include your coauthors and other collaborators, your delegates and various types of research administrator.

Professional Mentorship - Denotes a formal or informal mentorship relationship undertaken with another researcher. For example, acting as a mentor to an early career researcher.

Program developed - Denotes the development or enhancement of a program that you have been involved in developing. This may reflect a program that is under development or has gone through the relevant governance process. The program may be within or external to the institution

Provincial/Regional - As Geographical Scope, it defines the spatial boundaries of an activity or award across the province (e.g., Ontario institutions and organizations apart from U of T and its affiliates). *Details/Examples:* Focus on Ontario-specific institutions and organizations.

Public Privacy Setting - Data marked as public may be shared publicly by University of Toronto. The public privacy setting ensures that your data will appear and is searchable on the Discover Research website. This setting can be applied on your Elements profile and at the infotype level. You may review the full privacy statement in the privacy section of your Elements profile.

Quintile - The average score assigned to an instructor, after being compared to other instructors for the same source group of students. The top quintile is 1, the bottom is 5.

Record - A record is a single, structured unit of data that represents a complete set of related information within an information type. Each record is composed of multiple fields, where each field holds a specific piece of data. (also see Infotype)

Renewable - Indicates if the funding received from an organization is renewable.

Report/Policy Document - Denotes an artefact produced to advance knowledge in a research area or in the interest of public policy. This may include the publication of technical standards or industry protocol. Reports typically may disseminate outcomes or recommendations.

Research Associates - A Primary Audience or Educational level of audience being taught or supervised are Appointed staff working in University Department labs.

Research Workshop - Denotes the delivery of one or more sessions for the purpose of sharing knowledge and discussion as it relates to a research focus.

Research-based degree supervision - Denotes the supervisory duties you undertake to support a graduate student. The nature of your role may be as lead, joint or advisory.

Scholarly Edition - Denotes a collection of articles or essays on a specific theme that may mark a milestone occasion of a prominent researcher or event. Typically, individuals are invited to contribute to a scholarly edition.

Seminars - A teaching activity type represents seminars scheduled centrally.

Small Group or PBL Teaching - A teaching activity type represents teaching in small group clinics or PBL (problem-based learning) tutorials scheduled centrally for a course that has a registered course code.

Software/Code - Denotes original software or code scripts that has been developed, contributed to or edited of a scholarly nature. For example, your research focus is decision tree algorithms and you design a new package for the research community.

Specialty - Specialty involved when an honour or award has received.

Student Mentoring - Denotes an academic relationship with one or a group of students to which you are providing advice, guidance or knowledge. This might include an undergraduate education experience or a summer student program. This may be with student(s) internal or external to your unit or the University.

Subspecialty - Represents more specialized training programs. Postgraduate trainees under this category have already completed the required core program training trainees (e.g. Postgraduate MD Year 4-6).

Synthesis - The activity is a result of contextualization and integration of research findings of individual research studies within the larger body of knowledge on the topic.

The Teaching and Education Report (TER) - is a structured and comprehensive document submitted as part of the academic promotion dossier. It is designed to capture and

evaluate a faculty member's contributions to teaching and educational leadership across various settings and formats.

Teaching Effectiveness Score (Individual Mean) - Represents the average score from a specific learner group. *Details/Examples:* Individual mean from student evaluations.

Teaching Evaluation Details - Evaluation details/description from students. This may include student comments.

Teaching Evaluation/Effectiveness Score - Numeric score you received for a teaching activity.

Teaching Philosophy - Personal values, beliefs, and goals regarding teaching and learning. *Details/Examples:* Qualitative statement of pedagogical goals.

Teaching Workshop - Denotes the delivery of one or more sessions for the purpose of sharing knowledge and discussion as it relates to teaching or supervision. For example, leading a workshop with PhD student on post-graduate employment or research opportunities.

Team Research Project - Denotes a scholarly group effort which can include other researchers within or external to the University. Outcomes from these efforts may translate into additional scholarly activity such as journal publications or a commercialization opportunity.

Thesis examination - Denotes the design and delivery of subject specific examinations to assess a graduate student's competency that typically leads them into candidacy status. Exams can take any form and can include examinations for the University or another institution.

Thesis/Dissertation - Denotes a document of original research and/or materials relating to graduate research projects that has been defended.

Total Grant Amount - The total amount that was received or applied for from the funding organization.

Total Hours - Represents the approximate number of contact hours spent on the activity, excluding the preparation time.

Trainee Publication - Indicates if the publication was written primarily by a trainee you supervised.

Undergraduate Education - A Primary Audience or Educational level of audience being taught or supervised is from Non-medical undergraduates (e.g., BA, BSc).

Undergraduate MD - A Primary Audience or Educational level of audience being taught or supervised is from Medical students (e.g., MD Years 1, 2, 3, 4).

Volume - The volume number of the publication. *Details/Examples:* Used for periodical or multi-volume tracking.

Ward Attending - Clinical Supervision role that indicates that you have inpatients (e.g., team medicine, surgery service, or ICU). These are usually very high intensity longitude experiences over weeks.

Year 1 - Represents the first year of medical school, when Undergraduate MD has been chosen as the Primary Audience/Educational Level of the students being taught or supervised.

Year 2 - Represents the second year of medical school, when Undergraduate MD has been chosen as the Primary Audience/Educational Level of the students being taught or supervised.

Year 3 - Represents the third year of medical school, when Undergraduate MD has been chosen as the Primary Audience/Educational Level of the students being taught or supervised.

Year 4 - Represents the fourth year of medical school, when Undergraduate MD has been chosen as the Primary Audience/Educational Level of the students being taught or supervised.

Year/Stage - This indicates the year or stage within a primary audience. Depending on the Primary Audience selected, different options will populate this field.