

Law Repositories Caucus Sandbox Series #5 (2022)

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TITLE: Creating SelectedWorks Faculty Profiles

DESCRIPTION: Faculty profiles at the Benjamin N. Cardozo School of Law showcase various categories of works beyond traditional journal articles. Creating SelectedWorks profiles has helped promote faculty research and scholarly activity. Some of these categories include media appearances, op-eds, and presentations. This session will discuss the workflow of collecting and promoting faculty scholarship through SelectedWorks.

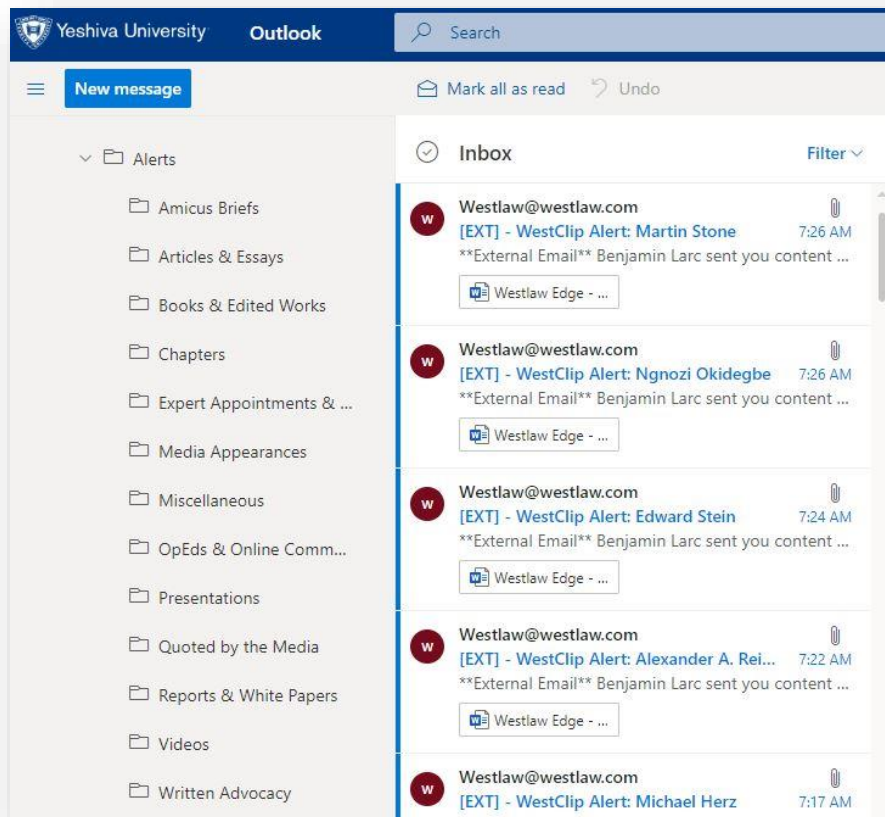
SelectedWorks profiles have provided faculty at the Benjamin N. Cardozo School of Law with expert galleries to display their research and scholarly activities. Utilizing SelectedWorks aims to provide faculty with a personal site that typically includes areas of interest and academic publications. It can enhance the discoverability of projects, presentations, and much more. Currently, three library staff members, including myself, work together to help highlight our faculty's profiles. Each team member takes on a specific role and task that may otherwise be known as person A, B, and C.

- **Person A** is responsible for sorting our institutional archives email.
- **Person B** is responsible for entering information in our LibInsight form.
- **Person C** is responsible for entering the data directly onto SelectedWorks.

This current process allows us to update faculty profiles every week. We have implemented weekly rotations of the roles amongst team members to promote flexibility and engagement. For example, one week, I will take on the role of person A, then the following week the role of person B, the week after that person C, and then the cycle will repeat itself all over again.

Person A / Inbox Sorting

The initial process of collecting faculty scholarship and activity begins with Person A. The person assigned to this role is responsible for sorting our institutional archives email. Within a week, we may receive anywhere from 200 to 300 email alerts. These are mainly from legal research platforms such as Westlaw and LexisNexis, whenever a faculty member's name is mentioned. In addition, we also receive emails from Google Scholar and our very own Cardozo Editorial Board, which helps remind faculty to send in any scholarship or activity they might have recently participated in.



Our inbox contains subfolders of 13 categories that we collect and promote for faculty. These categories include:

- **Amicus Briefs:** A faculty member is the author or co-author of an amicus brief filed in any state or federal court.
- **Articles & Essays:** Published peer-reviewed articles, essays, and book reviews (i.e., published in Harvard Law Review or the online companion).
- **Books & Edited Works:** A faculty member is the author, co-author, editor, or co-editor of a published book.
- **Chapters:** A faculty member is the author or co-author of a chapter(s) in a published book.
- **Expert Appointments & Advisory Roles:** A faculty member is appointed or acts as an advisor for an outside organization (i.e., Chair of the UN (United Nations) Special Working Group on Mercenaries).
- **Media Appearances:** A faculty member is physically or virtually presenting and/or participating in interviews or discussions on media channels, such as podcasts, news programs, radio programs, etc.

- **Op-Eds & Online Commentary:** A written piece that is less formal than peer-reviewed/published articles/works and almost exclusively published online.
- **Presentations:** A faculty member is physically or virtually presenting and/or participating in a conference or hosted by an academic institution.
- **Quoted by the Media:** A faculty member is referenced or quoted in the media but is not physically or virtually participating. Media outlets can be newspapers, blog posts, tv/radio, or podcasts.
- **Reports & White Papers:** These works are usually identified as either a report or white paper.
- **Videos:** A recording of a presentation not part of a conference or a media appearance. An example of this might include faculty giving a lecture to students.
- **Written Advocacy:** A faculty member is formally called to speak before a government body or committee. These are their remarks or any submitted remarks.
- **Miscellaneous:** Scholarship that does not fit into any other category.

Person B / LibInsight Form Entering

Person B is responsible for entering the sorted emails into a dataset created on LibInsight. The dataset we use on LibInsight serves as a data backup and secure archive for all faculty work and would be particularly useful if we ever move away from utilizing SelectedWorks.

The screenshot shows the LibInsight form interface. At the top, there is a navigation bar with the following items: LibInsight, Home, Datasets, Dashboards, Record Data, Analyze, Cross Dataset, Admin, and Help. The user 'miguel.colon@yu.edu' is logged in, with a 'Logout' link.

The form is divided into three main sections of input fields:

- Left Column:**
 - Start Date:** A text input field.
 - Faculty Member:** A dropdown menu with the text 'Select a value' and a sub-label 'If Other, please list name' with a text input field below it.
 - Category:** A list of radio button options including: About Page, Amicus Briefs, Articles & Essays, Books & Edited Works, Chapters, Expert Appointments & Advisory Roles, Media Appearances, Miscellaneous, OpEds & Online Commentary, Presentations, Quoted by the Media, Reports & White Papers, Videos, and Written Advocacy.
 - Type of Work:** A list of radio button options including: Article, Book, Contribution to Book, Dataset, Dissertation, Grants, Honors & Awards, Image, Popular Press, and Positions.
- Middle Column:**
 - Name of Publication (Blog, Book, Journal...):** A text input field.
 - Abstract:** A text input field.
 - Keywords (separate with comma):** A text input field.
 - Publisher:** A text input field.
 - Edition:** A text input field.
 - ISBN:** A text input field.
 - First Page of Article/Chapter:** A text input field.
 - Editor(s):** A text input field.
 - Volume Number:** A text input field.
 - Issue Number:** A text input field.
- Right Column:**
 - Type of Presentation:** A text input field.
 - Name of Conference or Event:** A text input field.
 - Location of Conference/Event (City, State if US, Country if not):** A text input field.
 - Host Institution/Organizations:** A text input field.
 - Original Link:** A text input field.
 - Perma.cc Link:** A text input field.

Person B would review the sorted email alerts, locate the source, and record critical pieces of information. The most common types of details that we collect for each category include:

- Publication/Presentation Date
- Faculty Member Name: The individual that the alert was about.
- Category of Work
- Type of Work
- Name of Publication (Blog, Book, Journal, etc.)
- Abstract
- Website Link
- Perma.cc Link

All three roles require a significant amount of attention, but Person B requires the most since they are the ones who collect and input all the necessary information. This can also be time-consuming depending on how many works need to be entered for a given week. The amount of work varies but can usually range anywhere between 5 to 15 data entries, even after reviewing hundreds of emails. We receive plenty of emails that are either duplicates or share the same name as our faculty but have no connection.

Person C / SelectedWorks Entering

Person C generates a data report of recent entries made on LibInsight and will directly input the scholarly information onto our faculty's SelectedWorks profile. At the same time, they are also reviewing the information and serve as the final checker to make sure everything is good to go.

Some faculty members tend to be more active than others, which we initially see during the email sorting process. One of the more prodigious profiles that we regularly update is Professor Kate Shaw. In addition to being a Professor of Law, she also serves as a contributor with ABC (American Broadcasting Company) News and co-hosts the Supreme Court podcast *Strict Scrutiny*. This means she generates plenty of media appearances that we regularly promote on her SelectedWorks profile.

Our current process in collecting and promoting faculty activity and scholarship has worked exceptionally well, but that does not mean we are not continuously searching for ways to make our process more effective. Highlighting and promoting faculty scholarship has been extremely rewarding and has fostered a sense of community and collegiality.

Link

SelectedWorks profiles of Cardozo faculty members can be found at <https://works.bepress.com/experts/cardozo>