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Faculty Profiles Maintenance and Scholarly Impact Reporting Procedure

Lisa A. Davis

Florida International University College of Law

Maria Lam

Florida International University College of Law

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FACULTY PROFILES MAINTENANCE AND SCHOLARLY IMPACT REPORTING PROCEDURE

How FIU Law Library Maintains FIU Law Faculty publications and profiles, and reports on Scholarly Impact.

DEMOGRAPHIC

This procedure affects selected departments and users.

FIU Law Library Department		Library Services
		Collection Services
	X	Digital Initiatives
Users	X	FIU Law Library Staff
		FIU Law Library Patrons
Type		Circulation
		Inter-Library Loan
	X	Collection Development
		Acquisitions
		Cataloging
		Serials

PURPOSE

This procedure describes how the Digital Initiatives Center maintains the publication information of FIU Law Faculty across the web through: eCollections, FIU Law Website, Selected Works, Google Scholar, ORCID, SSRN and other portals.

DEFINITIONS

FIU Law Faculty (Faculty). All tenure, tenure-track, lecturer (regardless of contract term), and publishing law librarians (FIU faculty). Case-by-case exceptions for visiting scholars and faculty.

Faculty Publication. Any published work authored by FIU Law Faculty.

Faculty Scholarship. Any published, *forthcoming* or gray literature authored by FIU Law Faculty.

Gray Literature. Any work not published through traditional modes (book or journal) such as blog posts, newspaper articles, etc. that are identified as having value as legal scholarship (as determined by the author).

FACULTY SCHOLARSHIP MASTER LIST

Maintain Excel spreadsheet in FIU Law Library Sharepoint with following metadata:

- Faculty name
- Articles
- Books
- Book Chapters
- Editor
- Other (gray literature)
- Notes

Update list once per month, as needed, or as requested. Perform Annual Update during Summer based on annual reviews; outreach to academic affairs to obtain reviews. Review publications for *forthcoming* and published works, add to Master List.

SCHOLARSHIP MASTER LIST MAINTENANCE BEST PRACTICES

1. Add Works as Discovered:
 - a. If added to SSRN, add to Master List.
 - b. If added to Selected Works as gray literature, add to Master List.
2. Summer Annual Review:
 - a. Request CV from faculty directly.
 - i. Share with webmaster for update to website profiles.
 - b. Request Annual Review submission from academic affairs.
3. Periodic / Monthly Review:
 - a. Search forthcoming works through following portals:
 - i. Google Scholar
 - ii. SSRN Author Page
 - iii. HeinOnline
 - iv. Website Author Profile
 - v. Publisher's Websites
 - vi. Journal Websites
 - b. Maintain Current Awareness
 - i. Institutional Faculty News feed
 - ii. Faculty listserv email accomplishments
 - iii. Marketing announcements
4. Verify *Forthcoming* Works
 - a. Search Publisher's Website
 - b. Confirm with faculty member.
 - c. Periodically verify title, anticipated publication date, etc.

E COLLECTIONS - FACULTY PUBLICATIONS IN THE INSTITUTIONAL REPOSITORY

https://ecollections.law.fiu.edu/faculty_scholarship/

All Faculty publications are included in eCollections. Faculty are asked to include their works upon hire at FIU Law, see sample [email](#).

E COLLECTIONS INCLUSION DECISION

If a new work is added to Master List, follow this protocol to determine if work should be added to eCollections.

Decision Tree:

1. Is the work a published article, book, or book chapter?
 - Yes → Go to Question #2
 - No → Determine whether to include in Selected Works.

2. Is the faculty member an author?
 - Yes → Add to eCollections and follow Faculty Publications Procedure for purchase.
 - No → Is the faculty member an editor?
 - Yes → Add to Selected Works and Faculty Publications Procedure for purchase.
 - No → Correct error on Master List.

COPYRIGHT TRIAGE AND UPLOAD

Determine copyright restrictions by verifying publisher with the publisher. Request permission to post when applicable.

- Send copyright request to publisher and author(s).
- Add law journal contact information, name, address, email, phone, and fax to Journal Contact spreadsheet in FIU Law Library Sharepoint.
- Upload work after receive copyright permission.
 - Attach as Additional File email permission received.
 - Redundant save email in Sharepoint.
- Send [email](#) to faculty with work added to eCollections

SELECTEDWORKS AUTHOR PROFILES

https://ecollections.law.fiu.edu/sw_gallery.html

Guide: https://www.bepress.com/reference_guide_sw/selectedworks-administrator-guide/

INITIAL PROFILE

Create SW profile for faculty by duplicating information from FIU Law website where applicable. Create the About section from faculty CV to add:



- Positions,
- Disciplines,
- Research Interests,
- Honors and Awards, and
- Education

Add courses taught based on initial assignment at FIU Law. Verify with FIU Law Registrar.

Add additional metadata to Profile:

- Upload CV
- Add Works:
 - Import works from Digital Commons network.
 - Follow eCollections procedure to add all publications, then import into Selected Works; see “SelectedWorks Integration with Digital Commons” in Guide
 - Add metadata and link additional gray literature and other eCollection-ineligible works.

Send [email](#) to faculty with link to their SelectedWorks profile for review

Add author SW profile url link to FIU Law Faculty profile page.

SELECTED WORKS PROFILE MAINTENANCE

Review faculty Selected Works profiles content monthly, to import new works from Digital Commons, add metadata and/or link, and gray literature. Review Faculty Profile on FIU Law website and update any changes to Disciplines and Research Interests.

NOTE: FIU Law Webmaster should notify Digital Initiatives personnel of updates received from Faculty and vis versa to ensure marketing synergy of FIU Law Faculty.

HEINONLINE AUTHOR PROFILE:

https://heinonline.org/HOL/AuthorBySchool?school_land=%22FIU%20College%20of%20Law%22

INITIAL PROFILES LOAD AND UPDATES

Download FIU Law .csv file from link above. Verify that all faculty are included in the list.

Update .csv file with robust author metadata, providing:

- ORCID #
- Biography (duplicate FIU Law Faculty Profile from website)
- Name variations and aliases
- Link to author’s website (FIU Law Faculty Profile)
- Links to social media and handles

Provide HeinOnline with current Faculty photo, duplicate FIU Law Faculty Profile photo.

Add HeinOnline Author Profile url link to FIU Law Faculty Profile webpage.

Update above as discovered via monthly review, outreach efforts (ORCID, etc.) and communication with FIU Law Webmaster.

NOTE: Some Faculty prefer different photos on different platforms. Until notified by the faculty member, maintain synergy between FIU Law website profile and all other profiles.

FACULTY PUBLICATIONS MAINTENANCE IN HEINONLINE

At time of initial load of Faculty Author Profile, review works listed in HeinOnline Author Profile page against known publications from Master List process. Notify Hein of any discrepancies – publications attributed but not authored & missing publications. Send email to current HeinOnline representative. Archive email in FIU Law Library Sharepoint.

SSRN AUTHOR PAGES AND RESEARCH PAPER SERIES:

https://papers.ssrn.com/sol3/cf_dev/AbsByAuth.cfm?per_id=646239

Florida International University College of Law Legal Studies Research Paper Series:

https://papers.ssrn.com/sol3/JELJOUR_Results.cfm?form_name=journalbrowse&journal_id=980471

ADDING WORKS TO SSRN

NOTE: Faculty may add works to their Author Pages, but not to the Research Paper Series. Verify with RPS editors for inclusion in the Series.

When Faculty request to add works to SSRN, the Law Library supports their addition to the Research Paper Series. See Faculty Publishing Guide, SSRN Series at http://libguides.law.fiu.edu/facultypublishing/publishing_SSRN

Follow steps to add to Research Paper Series provided by SSRN under Institutional Account:

1. Add FIU Law Cover Page; update with current RPS number.
2. Include in submission keywords and abstract provided by Faculty or copied from text.

Update SSRN Submission Spreadsheet in FIU Law Library Sharepoint with citation information and URL: Shared Documents→Digital Initiatives→SSRN→SSRN faculty

Wait for SSRN email indicating submission revision completed, then send [email](#), to faculty with submitted paper information.

UPDATING RESEARCH PAPER SERIES

Review papers in SSRN author pages for possible inclusion in FIU College of Law Legal Studies RPS

- Send email to professors requesting if they would like to include it in RPS.
- Request Revise Submission access to the paper from SSRN
- Follow steps above for adding work to RPS. Except:
 - Upload new pdf to the submission;
 - complete the Reference and Authors sections with Florida International University College of Law Legal Studies Research Paper Series Number

Wait for SSRN email indicating submission revision completed, then send [email](#) to professor with revised submission information.

Update Spreadsheet with new citation

GOOGLE SCHOLAR PROFILE

- Send [email](#) to faculty, highlighting the importance of having Google Scholar profiles created
- Send [email](#) to professors, with instructions on how to create the profile step-by-step.
 - Meet with and assist professors who request assistance.
- Add link to Google Scholar profile in FIU Law faculty profile page.
- Update Google Scholar spreadsheet in FIU Law Library Sharepoint with addition.

GOOGLE SCHOLAR MAINTENANCE BEST PRACTICES

Check monthly every Faculty's Google scholar profile for new works, and erroneously attributed works. Work with Faculty to edit errors on their Profile.

ORCID IDENTIFIER:

FIU Law Library Digital Initiatives Center encourage faculty to obtain an ORCID identifier to connect authors with their works, and improve the Scholarly Impact of our researchers. FIU is an ORCID member institution.

<https://library.fiu.edu/ORCID>

- Send [email](#) to Faculty with ORCID information and instructions on how to create the profile step-by-step.
 - Meet with and assist professors who request assistance.
- Update and mimic in all profiles:
 - Add ORCID link to FIU Law faculty profile page.
 - Update Hein Author Profile with ORCID #; submit new spreadsheet to Hein
 - Update Selected Works Profile with ORCID #

STATISTICS: FIU LAW SCHOLARLY IMPACT REPORT

FIU Law Library reports Scholarly Impact on a monthly basis.



<https://law.fiu.edu/news/library/scholarly-impact/>

DATA CAPTURE

On the first day of every month:

1. **Capture eCollections Statistics.** Collect usage statistics from Digital Commons Dashboard for eCollections @ FIU Law Library and Selected Works profiles:
 - Total of downloads
 - Total of new submissions
 - Total of works
 - Readership Distribution, institutions and countries
 - Top three most popular papers
 - Top three most popular publications
2. **Capture SSRN Statistics.** Send email to SSRN requesting spreadsheet with total of downloads and total of papers added:
 - Sort spreadsheet “downloads” column to get the top three most popular papers
3. **Capture HeinOnline ScholarCheck Citation Metric.** Log into HeinOnline and capture raw data: <https://help.heinonline.org/kb/author-extraction/>
 - Navigate to Law Journal Library in HeinOnline
 - Go to Author Profiles to view Author Profiles by Institution
 - Select “FIU College of Law”
 - Download the csv spreadsheet for FIU College of Law, save raw data file to FIU Law Library Sharepoint > Library Reports
 - Sum the column “Cited by Cases” and the column “Cited by Articles”
 - Add those Sums those to get total citations metric

Update Statistics spreadsheet in FIU Law Library Sharepoint > Digital Initiatives > eColl >Statistics

REPORT

Update and edit the Scholarly Impact Report [template](#).

Share via email with institutional stakeholders. Archive email in FIU Law Library Sharepoint > Library Reports

Post the [FIU Law Scholarly Impact Report](#) in FIU Law - Top News and Scholarly Impact feeds on the website.

SAMPLE EMAILS – OUTREACH AND COMMUNICATIONS

SAMPLE EMAIL SENT TO FACULTY TO REQUEST INCLUSION IN eCOLLECTIONS:

Dear [INSERT FACULTY NAME]

The Law Library hosts FIU Law’s institutional repository, eCollections, <https://ecollections.law.fiu.edu/>.

FIU Law Faculty Scholarship, https://ecollections.law.fiu.edu/faculty_scholarship/, is the core collection in our repository.

We are seeking your permission to upload articles that you authored before you became a professor at FIU and during your tenure here, including any future publications you may have while affiliated with FIU Law.

We follow copyright limits and, therefore, upload full text for most student-run law reviews, but provide bibliography information for books and other publications protected from full text inclusion due to copyright. Additionally, any “works in progress” you ask to be included in SSRN will likewise be included in eCollections.

By reply email, please let me know if we have permission to upload your scholarly publications to eCollections; this permission includes the automatic creation of your faculty profile in [Selected Works](#). If so, please attach your current CV in the reply email.

Thank you,

Best Regards,

[INSERT NAME]
eCollections @ FIU Law Library
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199
lawecoll@fiu.edu

SAMPLE OF EMAIL SENT TO FACULTY WHEN WORK POSTED ON ECOLLECTIONS:

Dear Professor [NAME],

Your work: *(insert title here)* has been uploaded to eCollections - Faculty Scholarship. You may see the result available at:

[INSERT URL TO WORK HERE]

If you have any questions or suggestions to improve our description of your work, please let me know and I will be glad to help you.

Thank you,

Best Regards,

[INSERT NAME]
eCollections @ FIU Law Library
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199
lawecoll@fiu.edu

SAMPLE OF EMAIL SENT TO FACULTY WHEN THEIR SELECTED WORKS PROFILE IS CREATED:

Dear Professor [NAME],

We have created your SelectedWorks Author Profile and it is now live: [INSERT URL TO LIVE SELECTED WORKS PROFILE]

The works uploaded to [eCollections-Faculty Publications](#) have been imported, as well as your FIU Law profile and photograph. We anticipate including your SelectedWorks profile as part of your FIU Law profile for complete synergy of FIU Law's institutional knowledge and scholarly output. If you have any suggestions or notice an error, please let me know and it will be my pleasure to help you.

“SelectedWorks is a research announcement tool designed to maximize the readership and impact of an author’s works. The platform allows authors the flexibility to present their work in the manner that makes most sense to them, as well as build their own network of followers through RSS feed or email. A great showcase for peer-reviewed articles, SelectedWorks is also ideal for multimedia content, books, gray literature, editorials, conference presentations, supplemental content, datasets, and anything else authors would like to share.”

You can use this link for the SelectedWorks Guide for Authors:
<http://digitalcommons.bepress.com/selectedworks/30/> for more information.

Thank you,

Best Regards,

[INSERT NAME]
eCollections @ FIU Law Library
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199
lawecoll@fiu.edu

SAMPLE OF EMAIL SENT TO PROFESSOR FOR SSRN WORK SUBMITTED:

Dear Professor [NAME],

The submission of your Work, (insert title here), to our [FIU College of Law Legal Studies Research Paper Series](#) has been started; these are the reference numbers for your records and use:

Available at SSRN:

Florida International University Law Research Paper Series No.

Please login to your SSRN account at your convenience and add any additional metadata to this work, including the Abstract (required), and keywords. Once you have edited the metadata to your liking, please click “Submit” this work to SSRN for publication.

As soon as you finish the Abstract and keywords let me know if you would like to upload it to the eCollections@FIU Law Library.

Please reply to this email if you require anything else.

Thank you,

Best Regards,

[INSERT NAME]
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199

EMAIL SENT TO FACULTY FOR PROMOTION OF CREATION OF THE GOOGLE SCHOLAR PROFILE:

Dear Professor [NAME],

As you know, our FIU Law institutional repository, [eCollections](#), includes our growing [Faculty Scholarship](#) series, [SelectedWorks Author Gallery](#) and [Expert Gallery Suite](#). Our platform through Digital Commons by bepress, supports the repositories of several [law libraries](#) and will soon be integrated with SSRN. Providing FIU Law faculty scholarship through eCollections and SSRN is the mission of the FIU Law Library Digital Initiatives center; our goal is to continue to increase the scholarly impact of FIU Law worldwide.

This spring, FIU Law Library is expanding the faculty scholarship support services to include Google Scholar profiles.

A large majority of teachers, students and researchers use Google Scholar as a first search stop when conducting research. It is important to use [Google Scholar](#) as a tool to maximize the discoverability of your work on the internet. Taking advantage of the capabilities of Google Scholar profile allows you to properly and accurately collect and attribute your work, giving you the chance to customize your profile!

Your Google Scholar profile will be included along with SSRN and SelectedWorks in your Faculty Directory profile, please see the examples of FIU Law faculty:

<https://law.fiu.edu/faculty/directory/thomas-e-baker/>

<https://works.bepress.com/thomas-baker/about/>

<https://law.fiu.edu/faculty/jose-gabilondo/>

https://works.bepress.com/jose_gabilondo/about/

Please let us know if you have created your Google Scholar profile. The Digital Initiatives Center at the Law Library would like to help you to make your profile public, adding it to your SelectedWorks, Expert Gallery and Faculty Directory profiles, as well as checking if all your articles and other works are included and properly attributed within Google Scholar. And, coming soon, the Digital Initiatives Center will then be able to help you track your citations, downloads, and other scholarly impact statistics including PlumX altmetrics.

If you have not created a Google Scholar profile yet, here the instructions on how to create one:

<https://libguides.reading.ac.uk/boost/google-scholar-profile>

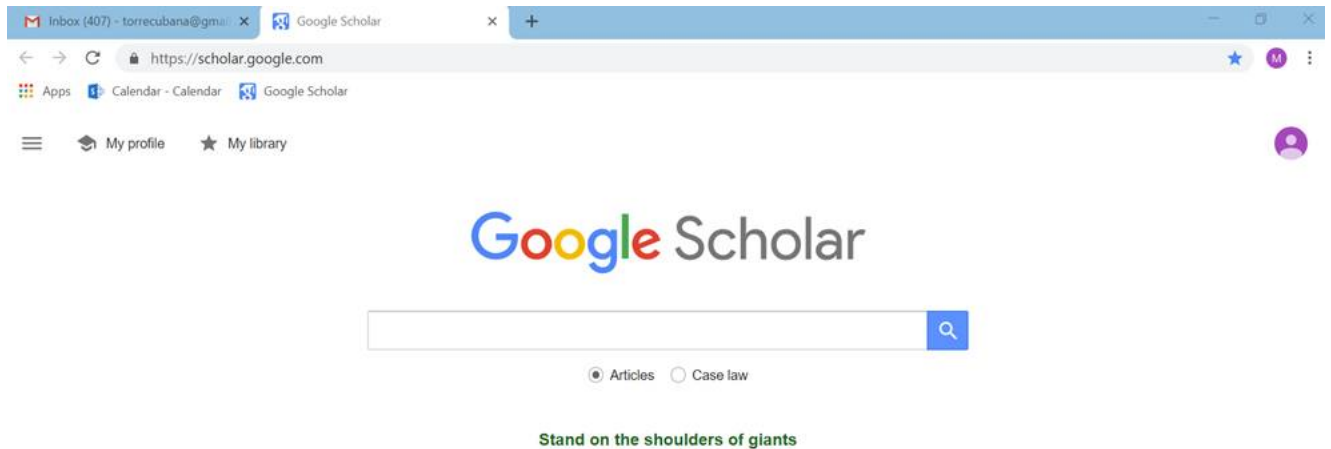
Best Regards,

[INSERT NAME]
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199

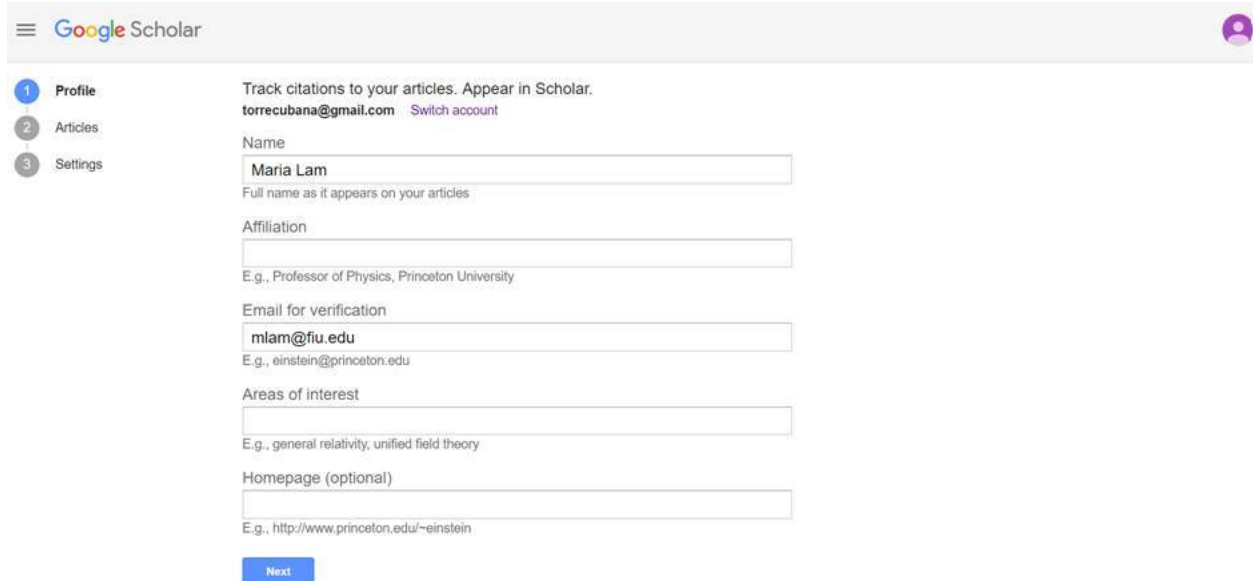
GOOGLE SCHOLARS STEPS TO CREATE THE GOOGLE SCHOLAR PROFILE:

Three Steps to Create Your Google Scholar Profile:

1. Open and log in to your Google account, click on this link, [Google Scholar](#), and the button for My Profile in Google Scholar will appear:

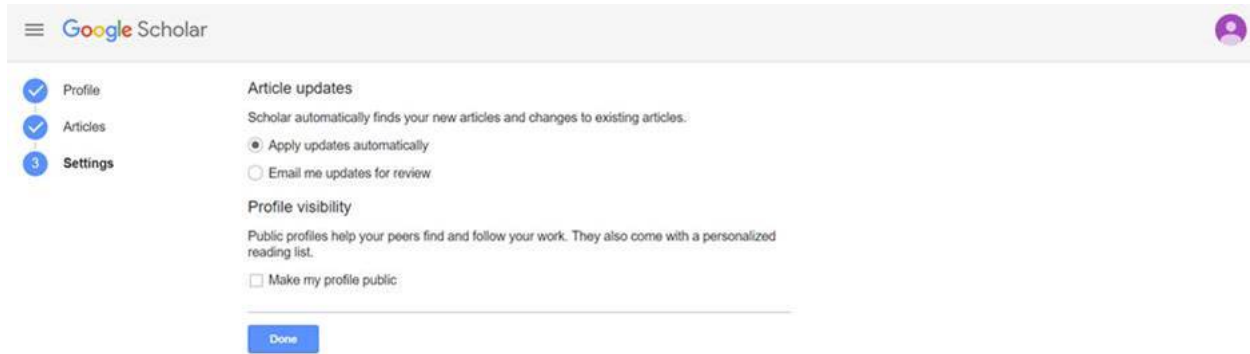


Clicking on My Profile will give you the option menu for editing your profile:



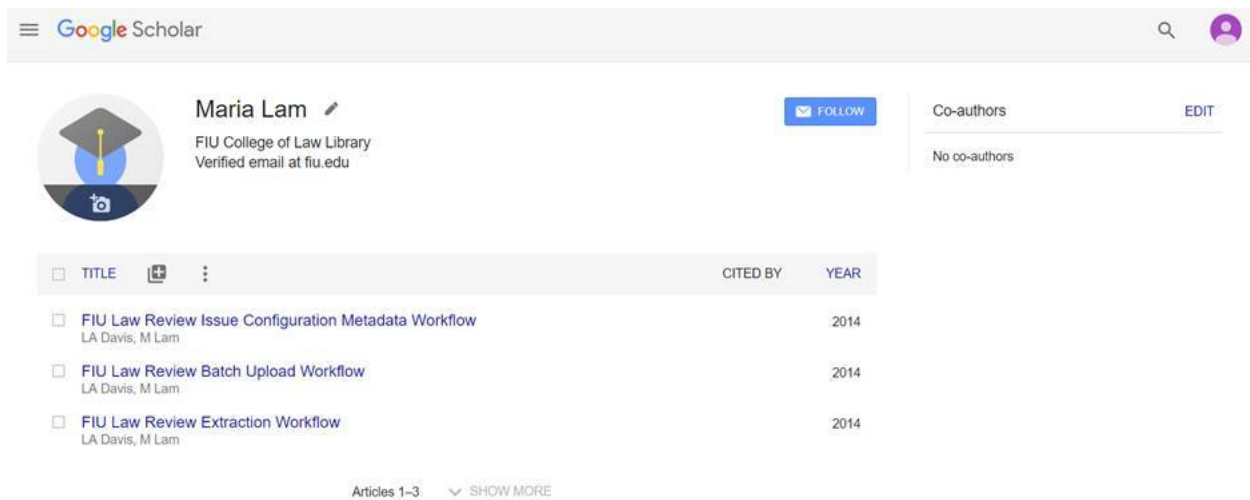
After completing this section, click Next, then edit the Articles Section:

2. Articles Section. See the list of works with your name, or similar names, (where you can select which of them you want in your profile). Notice the importance of having your ORCID included in your publications for similar authors names. If you include your affiliation, FIU College of Law, this institutional affiliation will appear below your name. When you finish connecting your Articles, click the arrow to go to Settings:



3. Settings Section. For Articles updates select what you prefer:
 - a. Apply updates automatically, or
 - b. receiving emails for review.
4. Finally click on the box for Make My Profile Public, to make it visible. Having a Public Profile is key in allowing the library to promote your scholarship and ensure citation accuracy.

Click Done and



Congratulations, you have created your Google Scholar profile!

Please reply to this email to let us know that you created your Google Scholar profile and if you require anything else.

Best Regards,

[INSERT NAME]
 Digital Initiatives Center
 FIU Law Library, RDB 1070
 11200 S.W. 8th Street
 Miami, FL 33199



SAMPLE EMAIL SENT TO FACULTY ABOUT THE CREATION OF THEIR ORCID IDENTIFIER:

Greetings,

FIU Law Library Digital Initiatives Center is working to expand our Scholarly Impact support services. Obtaining an [ORCID](#) identifier is key in ensuring that your works, regardless of method of publication, are universally known as your works. FIU is an [ORCID member institution](#).

If you do not yet have an [ORCID](#) identifier, please take a moment to [register](#) by following the instructions in this guide:

<http://libguides.fiu.edu/orcid>

If you would like assistance registering, please let me know.

If you do have an ORCID identifier, please kindly Ask a Law Librarian or contact Maria Lam.

Best Regards,

[INSERT NAME]
Digital Initiatives Center
FIU Law Library, RDB 1070
11200 S.W. 8th Street
Miami, FL 33199

SAMPLE OF MONTHLY SCHOLARLY IMPACT REPORT FOR FIU COLLEGE OF LAW:

Greetings FIU Law!

FIU Law Library's [Digital Initiatives Center](#) is pleased to report the following scholarly impact achievements made by FIU Law in **June 2019**.

Digital Commons Network Impact

Our institutional repository, [eCollections @ FIU Law Library](#) had **3647** full-text downloads and **2** new submission was posted, bringing the total works to **3367**. **Florida International University College of Law** scholarship was read by **504** institutions across **123** countries. Here are the details:

The most popular papers were:

[Thomas E. Baker](#)

The Impropriety of Expert Witness Testimony on the Law (**164** downloads)

https://ecollections.law.fiu.edu/faculty_publications/180/

[Dennis A. Kerbel](#)

Zoning and the Complicated Reliance on Restrictive Covenants (**90** downloads)

<https://ecollections.law.fiu.edu/lawreview/vol12/iss2/5/>

[Scott F. Norberg](#)

Contract Claims and the Willful and Malicious Injury Exception to the Discharge in Bankruptcy (**89** downloads)

https://ecollections.law.fiu.edu/faculty_publications/374/

The most popular publications were:

Faculty Publications (**1988** downloads)

http://ecollections.law.fiu.edu/faculty_publications

FIU Law Review (**1365** downloads)

<http://ecollections.law.fiu.edu/lawreview>

Caribbean Law and Jurisprudence (**79** downloads)

<https://ecollections.law.fiu.edu/caribbean/>

Social Science Research Network (SSRN) Impact



As part of the dual upload and scholarly impact process utilized by FIU Law Library's Digital Initiatives Center, we are also increasing our scholarly impact in SSRN. Currently, **4728** subscribers receive our works through our [FIU College of Law Legal Studies Research Paper Series](#). This month **5658 visits** to our Series enabled the Series to achieve **227 downloads**; additionally, the law library uploaded **1** faculty work to the Series. Here are the most downloaded works for **June 2019** in SSRN:

[Cyra A. Choudhury](#)

Islamophobia and the Law: Introduction – **53** downloads

Abstract ID [3364431](#)

[Louis N. Schulze](#)

Using Science to Build Better Learners: One School's Successful Efforts to Raise Its Bar Passage Rates in an Era of Decline – **22** downloads

Abstract ID [2960192](#)

[Megan Fairlie](#)

Burdens and Standards of Proof for Complementarity Determinations– **8** downloads

Abstract ID [2957568](#)

[Jerry W. Markham](#)

Banking Regulation: Its History and Future– **7** downloads

Abstract ID [1703142](#)

[Antony Page](#) & Robert A. Katz

The Truth about Ben and Jerry's – **7** downloads

Abstract ID [2291615](#)

[Joelle Anne Moreno](#)

Half-Baked: The Science and Politics of Legal Pot – **7** downloads

Abstract ID [3385536](#)

HeinOnline Author Profiles and ScholarCheck Impact

Hein Scholar Check statistics for [Hein Author Profiles](#) for FIU Law reveal that FIU Law authors have been cited

140 times in cases, and
5878 times in articles, for a total of
6018 citations.

Follow FIU Law authors at [eCollections](#), where you can also read [FIU Law Review](#) and follow [FIU Law Review Symposia](#).

News from [FIU Law Library Digital Initiatives Center](#):

[INSERT NEWS OF INTEREST ITEMS HERE]