Taskstream Training: Faculty Credentials
Getting Started

1. First log into Taskstream using your Howard University email and Taskstream password

If you have trouble logging in, please read the Logging In tutorial.
2. Once you have logged in, you will see this screen.

You will only see templates in this area if you are an administrator or an assessment liaison.

The area above contains an email and number for assistance.
3. Select the “Faculty credentials” tab.
4. Next, select “Edit Faculty Profile.”

Please note that you will not have access to the “Credential Faculty” or “Generate Reports” icons unless you are a coordinator.
5. On the left side of the screen, you will see all the areas you can edit.
6. Consult additional tutorials for entering each section.

7. Please note that not all sections need to be completed. The “Faculty Profile Requirements” denote those areas that are required. These requirements are also listed below for your convenience.
Faculty Credentialing Requirements

The following list provides Howard faculty guidance as they begin to enter information into their Taskstream faculty profiles. Please note that all sections in red are optional. Other sections have specific clarifications that should help faculty as they navigate this platform. The annotated sections are designed to make sure that faculty are inputting the kinds of information department chairs will need moving forward.

Profile
Personal Information (complete the Academic Information section)
Contact Info
Personal Statements
References

Credentials
Academic Degrees (complete for all degrees)
Professional Certifications (complete for all certifications)
Professional Development (complete for at least the last three years*)
Professional Memberships (complete for at least the last three years*)
  • Include those that have start dates that precede the three-year window.
  • Make sure to include roles
Awards and Honors (complete for the last three years)

Experience
Professional Experience
  • Please note that some departments may require this section.
Consulting and Paid Experience
Military Experience

Teaching
Courses Taught (complete for all courses taught at Howard University for at least the last three years*)
  • Make sure to include term and section number.
  • This means that one course taught for two sections would have two entries.
  • Additionally, one course taught over four terms would have four entries.
**Scholarship**
Publications (complete for at least the last three years*)
Presentations (complete for at least the last three years*)
Research Reports (complete for at least the last three years*)

**Working Papers**
Creative Activities (complete for at least the last three years*)
Grants (complete for at least the last three years*)
Patents (complete for at least the last three years*)
Other Scholarly Activity (complete for at least the last three years*)

**Service**
Service (complete for at least the last three years*)
- Service items must be listed separately
- Service must be identified as one of three types:
  - **Community** service includes service to the larger community (pro bono consulting, good works, volunteering)
  - **Institutional** service must include the following as applicable:
    - Institutional service including campus committees, department committees, student advisor positions, etc.
    - Thesis and dissertation committee service
  - **Professional** service must include the following as applicable:
    - Service to academic journals (editor, reviewer, etc.)
    - Service to academic or professional organizations (leadership, reviewer, moderator, etc.)

*Department Chairs may request up to 5 years of data*