

Elements System Terminology

Creative Professional Activity (CPA)

Creative Professional Activity (CPA) refers to scholarly work that contributes meaningfully to the academic mission of the 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.

Source: [Temerty Medicine Manual for Academic Promotion](#)

CPA Category

This is one of three headings that a user can link to their CPA theme. The three headings are;

1. Professional Development
2. Contributions to the Development of Professional Practice
3. Exemplary Professional Practice

Source: [Temerty Medicine Manual for Academic Promotion](#)

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.

Source: [Temerty Medicine Manual for Academic Promotion](#)

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.

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.

Elements

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

Field

A Field is the smallest unit of data entry within an info type. It captures a single piece of information.

Examples (within the 'Journal Article' info type):

- Title
- Author(s)
- Publication Date

Info type (also see Record)

An info type 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 info type may be mapped (included in reports) or not mapped (excluded from reports).

Internal Privacy Setting

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

Mapped Info Types

These are info types 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.

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

Not Mapped Info Types

These are info types that are currently not included in custom reports. Their data is stored in the system but not extracted for reporting purposes.

Private Privacy Setting

Data marked as private will be hidden from most users of DiscoverResearch, but will still be available to certain privileged users, which may include your co-authors and other collaborators, your delegates and various types of research administrator.

These three privacy levels are used in a number of different combinations across DiscoverResearch to allow you to configure how your data should be used. You may review the full privacy statement in the privacy section of your Elements profile.

Public Privacy Setting

Data marked as public may be shared publicly by the 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 info type level. You may review the full privacy statement in the privacy section of your Elements profile.

Record (also see Info Type)

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

Teaching and Education Report

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.

Source: [Temerty Medicine Manual for Academic Promotion](#)