

### ***What is Elements?***

Elements is an internal data system to collect and manage information about faculty activities at Virginia Tech, including scholarly work, teaching, outreach, and university, professional, and community service.

### ***How is the data used?***

Faculty members can use information in Elements for annual faculty activity reporting and preparing dossiers, proposals, and reports. University administrators can use information in Elements for institutional purposes such as annual reviews, department and college activity reports, and accreditation reviews.

The information in Elements may also be used for departmental web sites and public facing web profiles **with faculty permission.**

### ***Who can see my data?***

All information on a faculty member's profile page in Elements is viewable by other Virginia Tech faculty who have accounts in Elements by default.

Department heads and their designees have access to information on faculty in their department, and deans and their designees have access to information on faculty in their college. Likewise, institute directors and other university administrators have access to information on faculty within their unit.

Information that is part of an assessment or review process (such as personal statements, goals and objectives, teaching evaluations, and similar material) is only accessible by authorized reviewers, typically department heads and deans or the equivalent unit managers. It is not viewable by other users of the system, and will not be exported to other systems or made public.

### ***How can I control access to my data?***

Elements has three levels of privacy controls:

1. A faculty member's profile page can be set to "internal" (the default) so that the information can only be viewed by other faculty members at Virginia Tech, or to "public" to allow use of the information on public facing web profiles such as [CollabVT](#) and department web sites. Faculty members can control the visibility of their profile page using "Edit profile."
2. Specific information on the profile page (such as degrees, previous positions, web addresses, etc.) can also be set to "private," in which case it is visible only to the faculty member when viewing the profile page in edit mode.
3. Faculty members can control the visibility of their activities at the individual activity level (journal article, presentation, patent, course taught, event organized, for example) by marking an activity as "hidden" using the eyeball icon. Activities marked as "hidden" will not be displayed on the profile page, but will be available for reporting purposes, including individual activity reports as well as department, college, and university reports.

Faculty members are responsible for reviewing and managing their privacy settings.