2014 Faculty Information System
Quick Start Guide

1. What is the Faculty Information System?

The Office of the Provost commissioned and designed The Faculty Information System (or FIS) to record a wide range of faculty activity information. In addition, the database produces individual faculty reports on these achievements for inclusion in the Annual Report to the Provost.

This data is also used for:

- The Scholarly Interest Report, a display of multiple years of faculty accomplishments
- Customized faculty profile pages on departmental web sites.

2. How to get an account

Most tenure-track faculty at Rice for more than a year will already have a Faculty Information System account.

Departmental coordinators can select the Request Faculty Account option behind the FIS login for new faculty. You will need to know the faculty member’s E-number and NetID. New faculty accounts are approved and created by the Office of the Vice Provost for Academic Affairs.

Any departmental staff member with an FIS account can request an account for new departmental staff access as follows:

- Press the Edit button at the top of the departmental page
- Select Request Administrative Account

If no one in the department has a staff FIS account, please send email to webserv@rice.edu. You will need to know the person’s E-number.

3. Logging In

The Faculty Information System requires one of these web browsers running on a Macintosh or PC.

Navigate to https://faculty.rice.edu, enter your NetID Username and Password, and click Login.

If you have problems with your NetID and Password, contact the IT Help Desk.

If you are logging into the system as a departmental coordinator and are responsible for editing several faculty accounts, the first thing you will see will be a list of your faculty. Click on a faculty name to begin editing their information.
If you are logging in as a faculty member to edit your own information, use the data entry menus on the left hand side of the screen to choose the appropriate category.

Select a specific category, such as Publications (under Scholarship & Creative Works,) and a list of recent entries will appear.

4. Navigating the System

The buttons spanning the top banner are self-explanatory, as follows:

The left hand navigation items under My Data includes menus with six data entry categories:

- General Information
- Scholarship & Creative Works
- Research
- Honors & Awards
- Teaching
- Service
The entire section including submenus unfolded

The text at the top of a faculty member’s **Personal Information** such as Name, Academic Rank, and Department screen cannot be edited, but Research Areas, Teaching Areas, etc. can. If a change is needed in the Academic Rank or Administrative Title fields, please contact [vpaa@rice.edu](mailto:vpaa@rice.edu).

5. **Editing Information**

Multiple years of information are viewable and editable.

To commit changes, make sure to **Save** your work. This is the only action required to submit an annual report. Please make sure that your activities have been recorded by the due date for the annual report. However, edits may continue to be made at any time throughout the year, and this is encouraged.

Use the **Actions** ➔ **My Defaults** link at the bottom of the left hand menu to set the current reporting year as well as the total range of years to display.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Current Value</th>
<th>User Default</th>
<th>System Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Detail Section in Forms</td>
<td>Yes</td>
<td>System Default</td>
<td>No</td>
</tr>
<tr>
<td>Form From Year</td>
<td></td>
<td>2013</td>
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<tr>
<td>Form To Year</td>
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<td>2014</td>
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</tr>
<tr>
<td>Reporting Year</td>
<td></td>
<td>2014</td>
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**Save**
To set defaults, enter the preferred year ranges under **User Defaults**. Users also have the choice to see an entire form (**Display Detail Section**) or hide it until it is manually opened.

The number of items displayed will depend on how the TO and FROM years are set. To see everything, click on **Show All**.

For each category of information, items previously entered will display in a list. For items such as **Publications**, the list will be sorted first by publication type, then by year with the most recent items first, as in **Articles** and **Book chapters** shown here:
To view the information entered for a specific publication, click on the citation itself, or the small triangle icon at the left. If you have elected not to display the Detail Section of longer forms, only the core fields will display:
Note that all fields marked * must be entered. For each new publication, a base reporting year must be set. If a publication or project spans more than one calendar year, it should be included in each respective Annual Report. Generally, the publication should only appear once in multi-year reports, such as the Scholarly Interest Report.

If the work on that publication or project continues across several years, add an Update block, illustrated below.
For publications, indicate the **Status** of the work (In Revision, In Press, Published, etc.), the new reporting year, and any relevant comments that may be relevant. These are not printed in the report, but may be reviewed by a department chair, dean, or the Provost’s Office.

To view all the fields for a form, click on the arrow by **Detail**

A **Complete Citation** field is at the bottom, intended for instances when a faculty member needs to use a custom citation format. If *anything* is typed in this field, it automatically overrides the entire system-generated citation included in the Annual Report and the Scholarly Interest Report.
It is NOT recommended to use the Complete Citation field, for the following reasons:

1) The FIS is used to produce usable outputs for faculty, including NSF and NIH biosketches and CVs using specified citation formats. In order for any system to be able to reformat content for different purposes, data elements must be entered in specific, discrete fields.

2) In the event that the current FIS is replaced with a more robust system, any content entered in a Complete Citation field will not be able to be migrated automatically to the new system. If it cannot be pulled from an external source, it will have to be reentered manually into discrete fields. Thus, completing the detail fields (journal name, publication date, etc.) safeguards against entering that information again at a later time.

3) Copying and pasting text from a Word document into the Complete Citation field also pastes hidden HTML code. This may cause the field to bring up an error message that the character limit has been exceeded, even when the number of visible characters is below the limit.

That said, the Complete Citation field includes a built-in rich text editor similar to Microsoft Word. The Paste from Microsoft Word icon is useful for citations copied from that program. Simply click on the icon to open the paste window, then copy and paste your citation text into the window and save.
6. Importing Teaching Information

In the Teaching section, it is possible to import existing information on Courses Taught and Student Advising.

To import courses taught:
- Go to Teaching / Courses Taught
- In the right margin under Tools, click Import Courses
- Select the applicable courses, then click Import. Details for each record can then be edited or added by clicking the imported course title.

To import students advised (only graduate students advised is currently reported by department coordinators and stored in Banner):
- Go to Teaching / Student Research & Advising
- In the right margin under Tools, click Import Students
- Select the applicable students, then click Import. Details for each student record can then be edited by clicking the imported name.

7. Public Display Options

In addition to collecting material for the Annual Report, the FIS is a data source for the Scholarly Interest Report, a list of basic biographical and research-related information for all faculty members. Some department websites also display custom reports for their faculty using this data.

Most items entered in the Faculty Information System have two checkboxes at the end of the form for indicating whether or not this particular entry should be displayed on public or departmental web pages.

To handle duplicate entries in Public Reports, the easiest way to modify the display of many items at one time is through the Public Display Options tab, found at the top of the screen.
Select a range of years to work with. To edit out duplicates, make sure to edit the **From** and **To** years to define a wide range. Then, click the **GO** button to view those items:

Uncheck the boxes by each item to remove it from the **Department Page** or **Scholarly Interest Report**, respectively.

If your departmental web page does not have a custom faculty profile display based on the Faculty Information System, the **Department Page** box is ignored and will not affect any other types of departmental web page displays.
Scholarly Interest Report Options

Some categories of information such as patents and outside relationships are not displayed in public reports because of confidentiality or disclosure concerns. Most other fields can be removed from the Scholarly Interest Report by un-checking the “Display on Scholarly Interest Report” box either in Public Display Options, or in the detailed form for that item.

Note that sort orders are not editable for multi-year reports such as the Scholarly Interest Report but rather are automatically sorted within each category, usually by displaying most recent items first.

8. Creating Reports

Choose the Reports tab to view Annual Reports, the Scholarly Interest Report, or to download specific departmental information as Excel files.

This link to the Scholarly Interest Report is included as convenience as you are entering your information. The only difference between this version and the public one, is that the latter appears on a page without any of the FIS menus or help windows. All faculty information is identical.

Faculty Information System Scholarly Interest Reports prior to May 20, 2009 are also accessible from this page.
Annual Report Options

A departmental administrator can select a particular faculty member, the year to display, and click Submit:

Annual Reports can be downloaded as Microsoft Word files by clicking on the Word icon at the right hand side of the control bar.

- Sort Order

Some categories such as Positions Held or Editorial Positions have a sort order associated with them. This sort order can be set in the Public Display Options screen and is only used within a calendar year (i.e., for the Annual Report.)

Items such as publications and presentations that are always displayed according to type (book, article, etc.) do not use editable sort orders.

Draft Tenure & Promotions Abstracts

These reports assist in creating draft versions of the abstracts faculty must submit as part of Promotion to Tenure or Promotion to Full Professor.

- Set the time period for data collection
- More than 10 years time span may distort document formatting, especially multi-year tables such as citations.
- Download report for customization

Tenure & Promotion Abstracts can be downloaded as Microsoft Word files by clicking on the Word icon on the upper right hand side of the control bar.
9. My Documents

Near the bottom of the left-hand navigation menu under the **Actions** menu, this tab allows for storing edited documents, such as customized CVs that faculty may wish to share with departmental staff or the Dean’s Office.

Clicking the Upload button allows a user to browse files to upload; uploaded files are then saved, displayed and available for later download.