Faculty Lifecycle Initiative and Faculty Information System Project
Case Western Reserve University

The Faculty Lifecycle Initiative (FLI) was established in 2012 to address replacement of the deteriorating Faculty Database in the Provost's Office with an integrated system of record for faculty information. The FLI team conducted informational interviews, mapped business processes related to faculty information, and reviewed numerous solutions for a centralized Faculty Information System (FIS).

After evaluating external options, the team found no suitable commercial product. No vendor had a complete solution; most universities build their own. Looking on campus, it became clear that the structure of the faculty system in the School of Medicine could serve as a platform for a university-wide solution for faculty data. The Initiative's executive sponsors approved funding for the development and implementation of the School of Medicine system framework as an enterprise FIS.

Faculty Information System Project

As envisioned, the enterprise-wide Faculty Information System will include faculty appointment history, demographic data, teaching, research and scholarship, and service information for all Board-appointed and special faculty. The system will be accessible through a secure single sign-on portal and provide greater access to faculty data for individual faculty, schools, and central administration. A campus-wide FIS solution will:

- Integrate information from various university systems and external sources (e.g., SIS, SPARTA, PubMed, Web of Science)
- Streamline performance review, annual contract, and other administrative processes
- Make accreditation reporting more efficient
- Improve data confidentiality, security, and integrity
- Repurpose faculty data to populate web pages and faculty profiles
- Support activity reporting, grant writing, and applications with built-in and customizable templates for CVs, biosketches, and other reports
- Support both the university and UTech strategic plans by –
  - Strengthening IT foundations, infrastructure, operations and user experiences
  - Facilitating collaboration, networking, and outreach locally, nationally, and internationally

Preliminary Implementation Timeline

Phase I: Expand the School of Medicine's FIS platform to create an enterprise-wide solution
Phase I began in fall 2017, will require nine months to one year, and consists of the following:
- *System design and testing*
- *Training and documentation*

Phase II: Fill in missing administrative components
Phase III: Enhance the faculty activity reporting component

Guiding Principles

Faculty data are an asset that has value to the institution. Development and implementation of the FIS will be collaborative and cross-functional, leveraging the ideas, expertise and capacity of schools, departments and administrative units. Decisions are made to provide maximum benefit to the university as a whole.

Roles and Responsibilities

Executive Sponsors
Ben Vinson III, Provost and Executive Vice President
Sue Workman, Vice President of University Technology and CIO
Victoria Wright, Associate Vice President for University Planning and Administration

- Decide issues concerning budget, scope, and timeline of the project
- Provide support for organizational change and change management throughout the campus
- Solve problems and remove obstacles that are beyond the control of the Project Leadership Team
- Serve as high-level change agents for the CWRU community

FIS Project Leadership
Leslie Czeck, Project Director, [U]Tech
Jean Gubbins, Director of Institutional Research
Anita Gupta, Application Developer, School of Medicine, [U]Tech
Lois Langell, Special Assistant to the Provost
Nassif Nassif, Applications Architect, [U]Tech
David Pilasky, Assistant Dean for Information Technology - School of Medicine, [U]Tech
Lynice Willis, Program Manager, Planning and Institutional Research

- Manage the project scope, strategies and plan, resource allocations, and budgets to ensure the successful completion of the project
- Collaborate as a team in respective roles for the successful completion of the project
- Advocate, facilitate, and collaborate to support the vision and goals of the project
- Escalate to Executive Sponsors and make recommendations related to requests involving scope and budget
- Provide guidance for policy issues that arise
- Serve as an escalation point for cross-team issues
- Communicate information to the CWRU community in a clear, concise and timely manner

FIS Implementation Committee
Project leadership team, above
Stephanie Endy, Associate Vice President for Research
Amy Hammett, University Registrar and Director of Student Information Systems and Services
Arnold Hirshon, Associate Provost and University Librarian
James E. Ryan, Human Resources Director
Faculty representative, to be named

FIS Review Board
The FIS review board will comprise key individuals from the schools and other academic and administrative departments within the university. Members of the review board will provide an end-user perspective regarding the system as it is developed.

The Executive Sponsors and FIS Project Leadership are responsible for formally accepting the project's final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, validation by the FIS Implementation Committee, the and completion of all tasks/work related to product functionality.