



Faculty Information System (FIS)

Introduction to FIS

Introduction

What does the FIS look like?

What will I find in the Side Menu?

What are the tabs in the Faculty Details?

What does the FIS look like?

After you've signed into the Faculty Information System, you will land on this page.

The screenshot shows the Faculty Information System (FIS) homepage. The browser address bar displays 'fis-demo.case.edu'. The page header includes the Case Western Reserve University logo, the title 'Faculty Information System', and navigation links for 'Resources' and 'Contact'. A search bar labeled 'Faculty Search' is located in the top right corner. A left sidebar menu is partially visible, showing options like 'Administration', 'Faculty Details', 'Form and Letters', 'Reference Tables', 'Other Action', and 'Reporting'. The main content area features a large heading 'Faculty Information System' followed by a welcome message: 'Welcome to the Faculty Information System, a university-wide, secure hub of faculty appointment history, demographic data, teaching, research and scholarship, and service information for trustee-appointed and special faculty.' Below this message is a button labeled 'Case Western Reserve University'. At the bottom of the page, there are three columns of content: 'Announcements' with a single bullet point 'Release 2 is live!'; 'Resources' with a list of links including 'FIS Frequently Asked Questions', 'Faculty Affairs Forms and Submission', 'Faculty Lifecycle Initiative Data Principles', 'FIS Rollout Plan', 'Faculty Lifecycle Initiative', and 'FIS User Guides and Support'; and 'Contact Us' with a list of email addresses: 'FIS Support- fissueport@case.edu', 'Implementation questions- FLIT@case.edu', and 'FIS Implementation Leadership Team Members'.

← Hide

Administration

Faculty Details ▾

Form and Letters ▾

Reference Tables ▾

Other Action ▾

Reporting ▾

Faculty Information System

Welcome to the Faculty Information System, a university-wide, secure hub of faculty appointment history, demographic data, teaching, research and scholarship, and service information for trustee-appointed and special faculty.

Case Western Reserve University

Announcements

- Release 2 is live!

Resources

- FIS Frequently Asked Questions
- Faculty Affairs Forms and Submission
- Faculty Lifecycle Initiative Data Principles
- FIS Rollout Plan
- Faculty Lifecycle Initiative
- FIS User Guides and Support

Contact Us

- FIS Support- fissueport@case.edu
- Implementation questions- FLIT@case.edu
- FIS Implementation Leadership Team Members

What does the FIS look like?

FIS features role-based access to the database: while your view may differ this is a general view.

The screenshot shows the Faculty Information System (FIS) interface. At the top left is the Case Western Reserve University logo. The main header contains 'Faculty Information System', 'Resources', and 'Contact'. On the right is a 'Faculty Search' widget with a search input field and a magnifying glass icon. A left-hand navigation menu is visible, with a 'hide' button at the top. The main content area includes a 'Welcome to the Faculty Information System' message, a 'Case Western Reserve University' link, and sections for 'Announcements', 'Resources', and 'Contact Us'. Red callout boxes provide detailed descriptions of these elements.

Side Menu: Drop downs that navigate to areas to add or update data and generate documentation.

Tool Bar: Links back to this home page, the resources and contact pages, and the Faculty Search button

Faculty Search Button: Located in the top, right-hand corner of each page, it is a yellow search widget in which you can type the first, last or full name of an individual you are searching for

Link to CWRU webpage

Announcements

- Release 2 is live!

Resources

- FIS Frequently Asked Questions
- Faculty Affairs Forms and Submission
- Faculty Lifecycle Initiative Data Principles
- FIS Rollout Plan
- Faculty Lifecycle Initiative
- FIS User Guides and Support

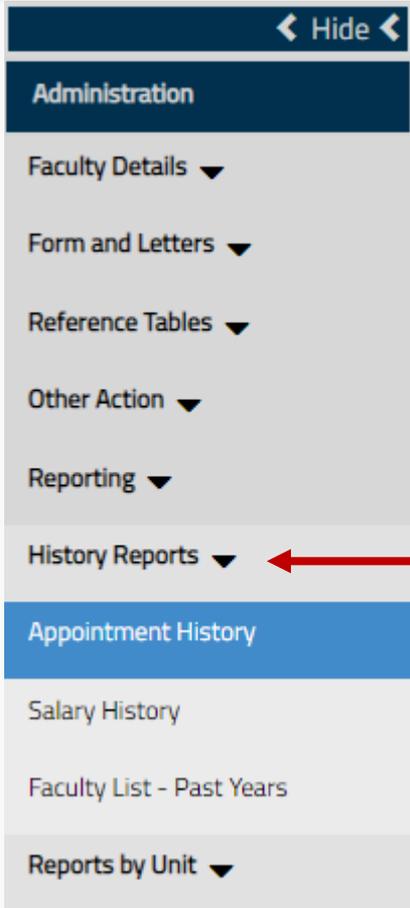
Contact Us

- FIS Support- fissupport@case.edu
- Implementation questions- FLIT@case.edu
- FIS Implementation Leadership Team Members

Resources: Links to external resources

Contact Us: Contact information to the FIS team

What is the Side Menu?



History Reports

Reports on individual faculty members

Appointment History

A year-by-year report of an individual faculty member's appointment history.

Salary History

A year-by-year report of an individual faculty member's salary history.

Faculty List – Past Years

A year-by-year report of an individual faculty member's previous appointments.

What is the Side Menu?



Reports By Unit

Reports on a group of faculty members (school, administrators, etc.)

Annual Promotion

Instructional promotions (e.g. Assistant Professor to Associate Professor)

Annual Promotion - Tenure

Changes in academic rank and tenure appointment dates.

Change of Status

Primary to secondary, full time to part time, changes in academic or administrative rank.

Emeritus Faculty - New

Faculty members who earned Emeritus appointments.

Faculty Address

Contact information

Faculty Administration

Administrative appointments (Dean, Chair, etc.)

Faculty List – 2 Appointments

Faculty with two or more appointments.

Faculty List - Appointment

Faculty with one appointment.

Faculty List - Degree

Listing of faculty members and the degrees that they hold.

Faculty List - Salary

A list of the salaries for faculty in a given year or period.

Monthly Status

A snapshot of all the actions (promotions, hirings, administrative or emeritus appointments, tenure) within a month.

New Faculty

Listing of active faculty that have joined the university in a particular time frame.

Separation Report

Listing of faculty that have separated (resigned, retired, fired, deceased) from the university in a particular time frame.

Visiting Faculty

Listing of visiting faculty members.

What will I find in the Faculty Details tabs?

The Faculty Details tabs will always be available as you navigate through a faculty record.

The screenshot displays the Faculty Information System interface. At the top, there is a navigation bar with the Case Western Reserve University logo, the text 'Faculty Information System', and links for 'Resources' and 'Contact'. A search bar labeled 'Faculty Search' is on the right, and a user greeting 'Welcome Bernadette Vielhaber!' is visible. The main content area is titled 'Faculty Details' and includes filters for 'SCHOOL: University General', 'ACADEMIC YEAR: 2019-2020', 'STATUS: Active', and 'FACULTY: MacLeod, Edward'. A 'Load' button is present. Below the filters, summary information is provided: 'SCHOOL: University General', 'FACULTY ID: 118740', 'FACULTY NAME: Edward MacLeod', 'CASE EMPLID: 1125567', 'CASE ID: exm4608', 'HOME DEPARTMENT: Physical Education & Athletics', 'HIRE DATE: 07/01/2007', 'JOINT HOME DEPARTMENT: N/A', and 'YEARS AT CWRU: 12'. A navigation bar contains tabs: 'PERSONAL', 'CITIZENSHIP', 'DEGREE', 'ADDRESS', 'PHONE', 'EMAIL', 'APPOINTMENT', 'ADMINISTRATION', 'SALARY', 'PROMOTION', 'CHANGE OF STATUS', 'LEAVE', 'SCHOOL-SPECIFIC', and 'HISTORY'. The 'PERSONAL' tab is highlighted with a red box. Below the tabs is a form with fields for 'EMPLOYEE ID', 'CASE ID', 'BIRTH DATE', 'ORCID', 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', 'SUFFIX', 'PREFERRED LAST NAME', 'PREFERRED FIRST NAME', 'PREFERRED MIDDLE NAME', 'PREVIOUS LAST NAME', 'PREVIOUS FIRST NAME', 'PREVIOUS MIDDLE NAME', 'PROFESSIONAL SUFFIX', 'DEGREE CATEGORY', 'ALUMNI', 'PREFIX', 'SEX', 'GENDER', 'PRONOUN', 'REPORTED RACE/ETHNICITY', 'SELF IDENTIFIED RACE/ETHNICITY', 'IM START DATE', and 'IM END DATE'. At the bottom, a table shows 'CURRENT' and 'NEXT ACADEMIC YEAR' information, including 'HOME DEPARTMENT: PHYSICAL EDUCATION & ATHLETICS (22)', 'HIRE DATE: 7/1/2007', 'STATUS: ACTIVE', 'NEXT ACADEMIC YEAR STATUS: ACTIVE', and 'LAST UPDATE: 5/1/2019'. A 'Submit' button is located at the bottom center.

What will I find in the Faculty Details tabs?

The Faculty Details tabs will always be available as you navigate through a faculty record.

The screenshot shows the Faculty Information System (FIS) interface. The 'Faculty Details' page is displayed for Edward MacLeod. A red box highlights the 'PERSONAL' tab, which is currently selected. The page includes a navigation menu on the left, a search bar at the top, and a main content area with various input fields for personal information. At the bottom, there is a table with columns for 'CURRENT', 'NEXT ACADEMIC YEAR', 'HIRE DATE', 'STATUS', 'NEXT ACADEMIC YEAR STATUS', and 'LAST UPDATE'.

Personal: general identification information, including current home department, hire date and status.

Degree: degree, field of study, university/college, degree school (program school)

Address, Phone, Email: for personal and professional

Appointment: the current academic year appointment and the next. Includes: date, type, academic unit rank, length of service, tenure track and status, appointment status, location.

Administration: appointments, units, locations, start and end dates, and signature.

Salary: compensation history, including base, contract term, full-time equivalent (FTE) percentage, supplement or incentive pay.

Promotion: history of ranks, dates, academic units and locations.

Change of Status: history of appointments or status changes, including academic or administrative.

Leave: sabbaticals and leave of absences.

School-Specific: information not currently accommodated in FIS, specific to your school (i.e. licenses, certification, voting options.)

History: chronological information from original appointment to current rank.

Faculty Information System

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