



Faculty Information System (FIS)

Menu Functions

Menu Functions

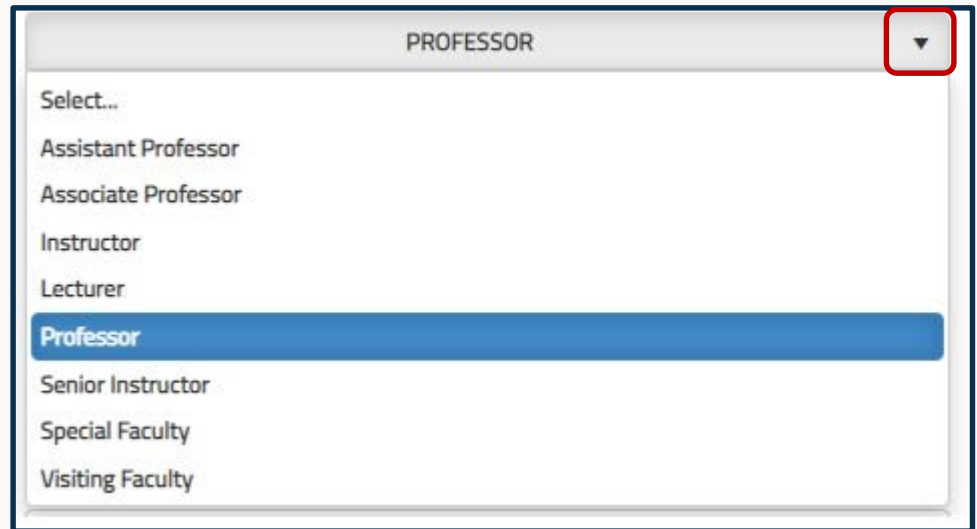
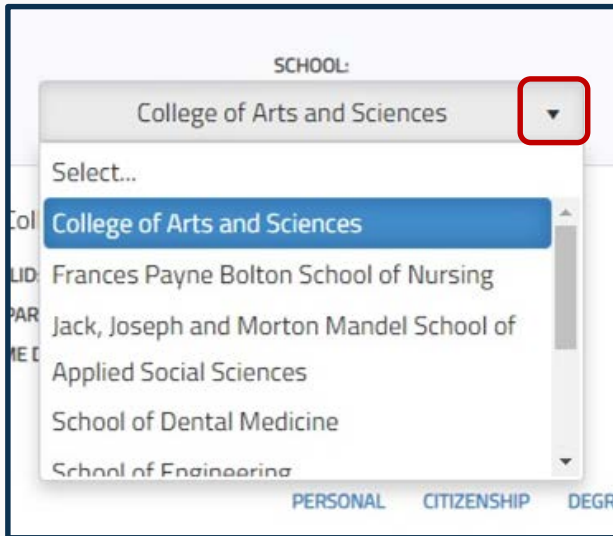
There are several methods to add and edit data to the FIS Database:

- Drop Down Menus ▼
- Calendar Widgets 
- Open Fields & Remark Fields  
- Multi-selection boxes 

Menu Functions: Drop Down Menus ▼

Many of the data fields can be populated by the Drop Down menus

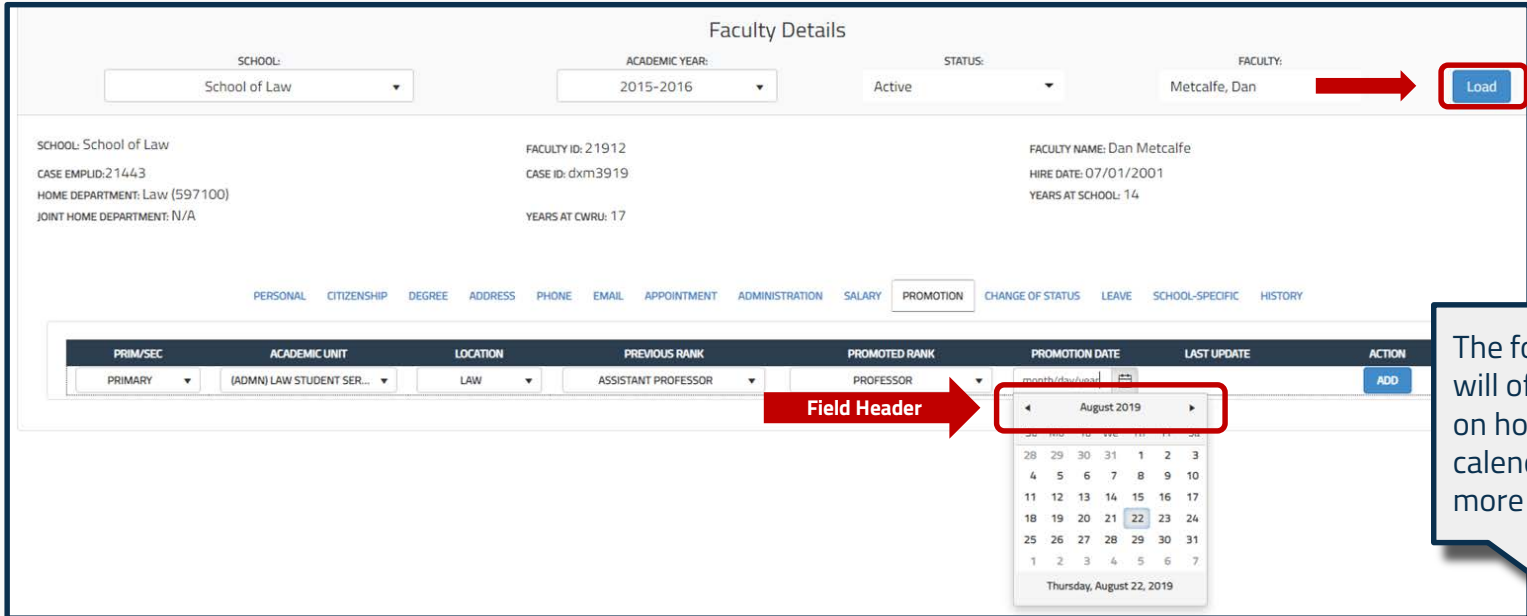
- Notated by the ▼ in the right corner of the category field
- Information is already populated (e.g. the full name of the colleges, faculty categories, etc.)
- Options in menus are role-based: you will not have access to the entire FIS database



Menu Functions: Calendar Widgets

Select a date using the Calendar Widget  by clicking on the top of the field

- Use the arrows to go forwards or backwards, month by month
- Select the date by clicking on the number of the date in the area below the field header



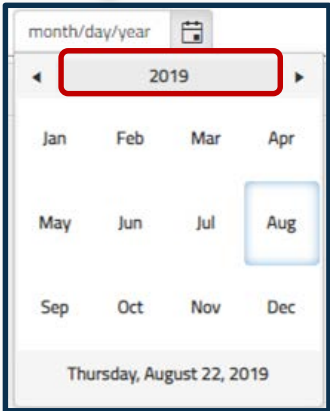
The screenshot shows the 'Faculty Details' page for Dan Metcalfe. At the top, there are dropdown menus for 'SCHOOL:' (School of Law), 'ACADEMIC YEAR:' (2015-2016), 'STATUS:' (Active), and 'FACULTY:' (Metcalfe, Dan). A red arrow points from the 'FACULTY:' field to a blue 'Load' button. Below this is a summary section with fields like 'SCHOOL: School of Law', 'FACULTY ID: 21912', 'FACULTY NAME: Dan Metcalfe', etc. A navigation bar contains tabs for 'PERSONAL', 'CITIZENSHIP', 'DEGREE', 'ADDRESS', 'PHONE', 'EMAIL', 'APPOINTMENT', 'ADMINISTRATION', 'SALARY', 'PROMOTION', 'CHANGE OF STATUS', 'LEAVE', 'SCHOOL-SPECIFIC', and 'HISTORY'. The 'PROMOTION' tab is active, showing a table with columns: PRIM/SEC, ACADEMIC UNIT, LOCATION, PREVIOUS RANK, PROMOTED RANK, PROMOTION DATE, LAST UPDATE, and ACTION. The 'PROMOTION DATE' column has a calendar widget open, showing August 2019 with the 22nd selected. A red arrow labeled 'Field Header' points to the 'PROMOTION DATE' column header. Another red arrow points from the 'FACULTY:' field to the 'Load' button.

The following slides will offer some hints on how to use the calendar widgets more efficiently.

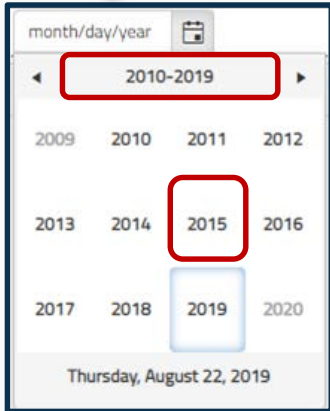
Menu Functions: Calendar Widgets

Example: Selecting the date 7/1/2015 using a shortcut in the Calendar Widget

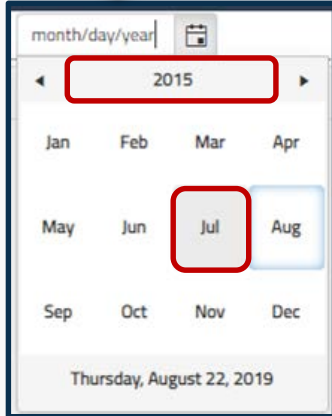
1 Click on the header (2019) to get the year/month view



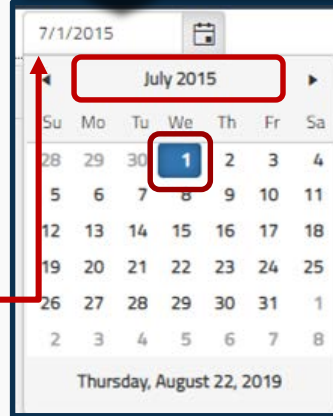
2 Click on the header (2010-2019) to get the decade view



3 Click the year (2015) to get the month view. Click on August.



4 Click the date (July 1, 2015) to select the promotion date below.



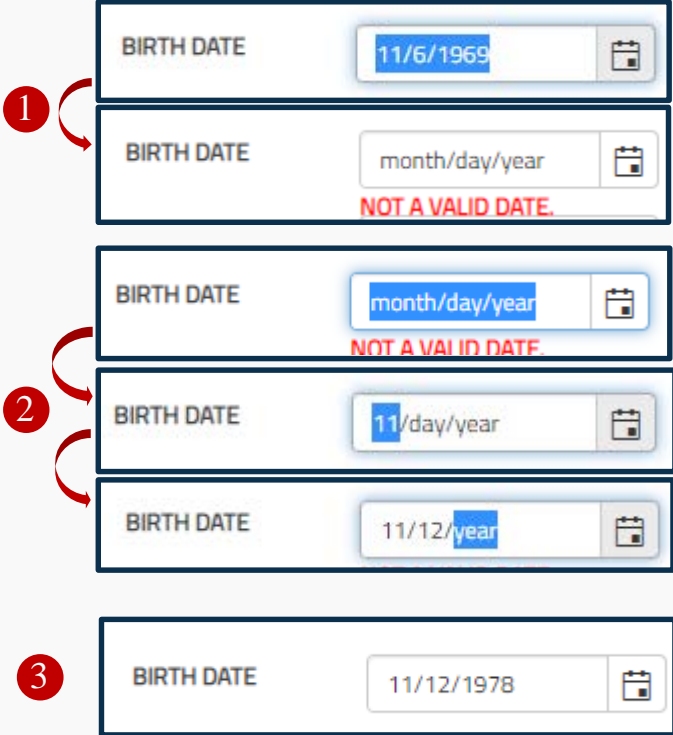
A screenshot of a form with various tabs: PERSONAL, CITIZENSHIP, DEGREE, ADDRESS, PHONE, EMAIL, APPOINTMENT, ADMINISTRATION, SALARY, PROMOTION, CHANGE OF STATUS, LEAVE, SCHOOL-SPECIFIC, HISTORY. The 'PROMOTION' tab is active. Below the tabs is a table with columns: PRIM/SEC, ACADEMIC UNIT, LOCATION, PREVIOUS RANK, PROMOTED RANK, PROMOTION DATE, LAST UPDATE, ACTION. The 'PROMOTION DATE' field contains '7/1/2015' and is highlighted with a red box. The 'LAST UPDATE' field contains '8/22/2019'. There are 'SAVE', 'DELETE', and 'ADD' buttons.

PRIM/SEC	ACADEMIC UNIT	LOCATION	PREVIOUS RANK	PROMOTED RANK	PROMOTION DATE	LAST UPDATE	ACTION
PRIMARY	(ADMN) LAW STUDENT SER...	LAW	ASSISTANT PROFESSOR	PROFESSOR	7/1/2015	8/22/2019	SAVE DELETE
SELECT...	SELECT...	SELECT...	SELECT...	SELECT...	month/day/year		ADD

Menu Functions: Calendar Widgets

Example: Instead of using the Calendar Widget, to enter the date (in this example 11/12/1978):

- 1. Highlight the date in the open field, next to the calendar widget. Delete it.
- 2. Highlight the entire field again and begin typing the new date. (Note: it must be highlighted in blue in order to type.)
- 3. Once you are finished, the date should look like this.



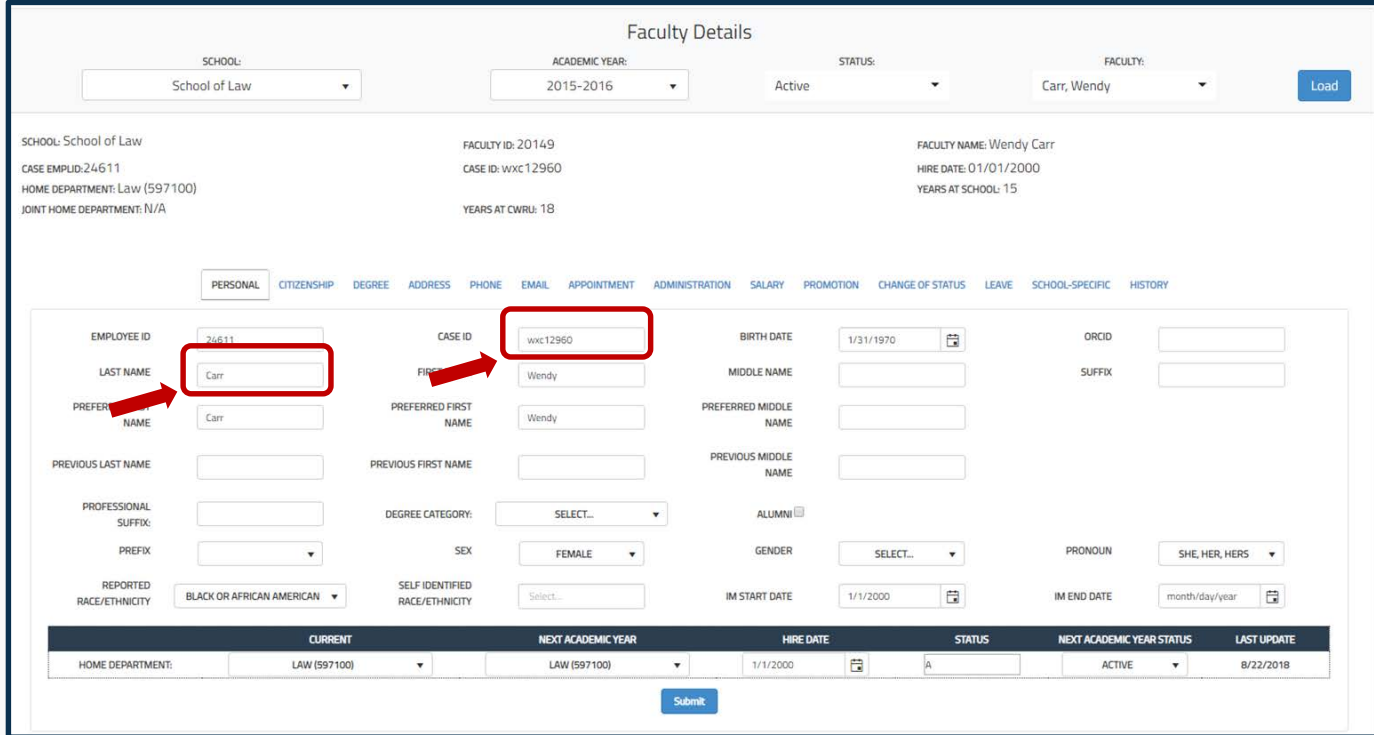
You may also just click on to illustrate a single portion of the date. For example, if you had the wrong year, you could click on the year, highlight it, and type in the correct year.
(Below: changing 1950 to 1946)

Menu Functions: Open Fields & Remark Fields

Data can be added manually using the Open Fields and Remark Fields.

To the right are examples of **Open Fields**, usually for shorter content, such as:

- Names
- Addresses
- ID numbers
- Sometimes dates



The screenshot shows a 'Faculty Details' form with various tabs and input fields. Red boxes highlight the 'Open Fields' for 'LAST NAME' (containing 'Carr') and 'CASE ID' (containing 'wxc12960'). Red arrows point to these fields from the text on the left. The form includes sections for personal information, citizenship, degree, address, phone, email, appointment, administration, salary, promotion, change of status, leave, school-specific, and history. At the bottom, there is a summary table with columns for current and next academic year, hire date, status, next academic year status, and last update.

	CURRENT	NEXT ACADEMIC YEAR	HIRE DATE	STATUS	NEXT ACADEMIC YEAR STATUS	LAST UPDATE
HOME DEPARTMENT:	LAW (597100)	LAW (597100)	1/1/2000	A	ACTIVE	8/22/2018

Menu Functions: Open Fields & Remark Fields

Remark fields, are found primarily in the "Appointment" tab, for longer answers or explanations.

PERSONAL DEGREE ADDRESS PHONE EMAIL **APPOINTMENT** ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY

RANK APPOINTMENT DATE: 6/30/2005
TENURE EXTENSION: 0
TENURE EXTENSION REASON: SELECT...
TENURED DATE: month/day/year
PRE-TENURE YEAR:
YEARS AT CURRENT RANK: 15
BOARD APPOINTMENT DATE: 1/1/1900
TOTAL ACADEMIC RANK YEARS: 15

SEPARATION DATE: month/day/year
OUT OF TENURE TRACK DATE: month/day/year
TENURE START DATE: month/day/year
MANDATORY TENURE DATE:
NON-TENURE YEAR: N/A
RANK YEAR EXTENSION: RANK YEARS AT PREV. INST:
ENDOWED PROFESSORSHIP EFFECTIVE DATE: month/day/year
TOTAL ACADEMIC CATEGORY YEARS: 15

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	VISITING FACULTY	VISITING FACULTY
LOCATION:	CAS	CAS
TENURE STATUS:	NOT APPLICABLE	NOT APPLICABLE
APPOINTMENT STATUS:	ACTIVE	ACTIVE
ACADEMIC UNIT:	(RLGN) RELIGION	(RLGN) RELIGION
DIVISION:	SELECT...	SELECT...
ENDOWED PROFESSORSHIP:	SELECT...	SELECT...
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
EFFORT REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS:5/1/2019

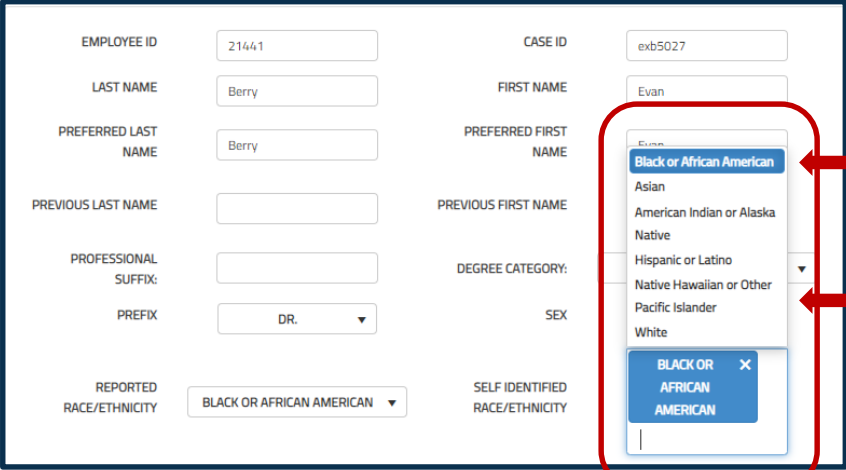
Submit



Menu Functions: Multi-selection boxes

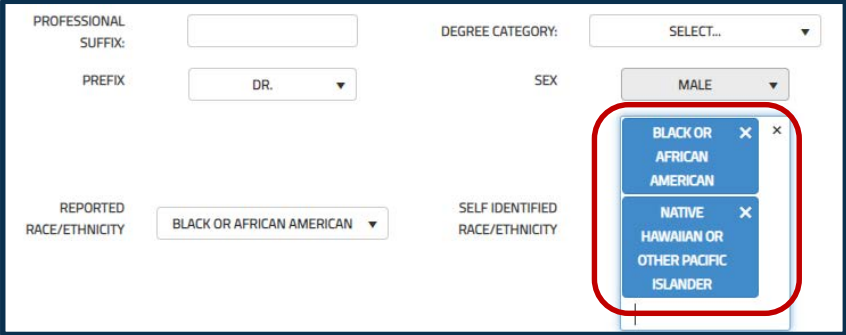
Multi-selection boxes allow for one or more choices from a prepopulated, drop down menu (when available).

In the example to the right, Dr. Berry is selecting two different Self-Identified Races/Ethnicities.



A screenshot of a form with various input fields. The 'REPORTED RACE/ETHNICITY' field is set to 'BLACK OR AFRICAN AMERICAN'. The 'SELF IDENTIFIED RACE/ETHNICITY' field has a multi-selection dropdown menu open, showing a list of options: 'Black or African American', 'Asian', 'American Indian or Alaska Native', 'Hispanic or Latino', 'Native Hawaiian or Other Pacific Islander', and 'White'. Two red arrows point to the first two options in the list. The dropdown menu also shows 'BLACK OR AFRICAN AMERICAN' as a selected item with an 'x' icon.

Click on each option one at a time to select.



A screenshot of a form showing the 'SELF IDENTIFIED RACE/ETHNICITY' field. The dropdown menu is open, showing two selected items: 'BLACK OR AFRICAN AMERICAN' and 'NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER'. Each selected item has an 'x' icon next to it. The 'REPORTED RACE/ETHNICITY' field is also visible, set to 'BLACK OR AFRICAN AMERICAN'.

Faculty Information System

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