



Faculty Information System (FIS) Reports

Reports

Reports can be generated, sorted, filtered and exported to either a PDF file or Excel file.

Reports cover:

- **History:** for individual faculty members
- **By Unit:** for schools or groups of faculty members

You can customize the reports using the Vertical Ellipse [:] and selecting the data fields that best suit your needs by selecting [Column] in the drop down.

The screenshots in the presentation are those that are auto-generated. You have many options to customize these reports to fit your needs.

◀ Hide ▶

- Administration
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- Appointment History
- Salary History
- Faculty List - Past Years
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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.

Reports ▶ Reports By Unit



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.

Reports ► Organizing Tables ► Reordering Fields

Example: Reordering your tables by moving fields.

1. Click on the header and drag the field header to where you want it located in the table.

Your field will have a [+] next to the field name when you are moving it to its new placement in the table.

1

Annual Promotion - Tenure

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Action Year	Preferred Name	+ Current Academic Rank	Academic Unit	Tenured Date	Previous Academic Rank	Promoted Academic Rank	Current Academic Rank	Rank Appointment Date
2019	Rose Cornish PhD	MSA55			Assistant Professor	Associate Professor	Assistant Professor	6/30/2017
2019	Angela MacDonald MA/MS	MSA55		6/30/2012	Associate Professor	Professor	Associate Professor	6/30/2012
2019	Brian Carr PhD		Modern Languages and Literatures	6/30/2005	Associate Professor	Professor	Professor	6/30/2019
2019	Carol Campbell MD		History	6/30/2006	Associate Professor	Professor	Professor	6/30/2019
2018	Jennifer Sanderson MD		Biomedical Engineering	6/30/2014	Associate Professor	Professor	Professor	6/30/2018
2018	Megan Grant MD		Community Dentistry		Assistant Professor	Associate Professor	Associate Professor	6/30/2018
2018	Cameron King MD		Oral and Maxillofacial Surgery	6/30/2011	Associate Professor	Professor	Professor	6/30/2018
2018	Owen McLean MD		Arabic		Instructor	Senior Instructor		
2018	Amanda Kerr MD		Biology	6/30/2010	Associate Professor	Professor	Professor	6/30/2018
2018	Christian Churchill MD		Philosophy	6/30/2006	Associate Professor	Professor	Professor	6/30/2018
2018	David Hodges PHD		Physics	6/30/2013	Associate Professor	Professor	Professor	6/30/2018
2018	Carol Reid MD		Physical Education and Athletics		Assistant Professor	Associate Professor	Associate Professor	6/30/2018
2018	Lucas Cornish MD		MSA55		Assistant Professor	Associate Professor	Associate Professor	6/30/2018
2018	Pippa Forsyth PHD		Physical Education and Athletics		Assistant Professor	Associate Professor	Associate Professor	6/30/2018
2018	Angela Ogden MD		Comprehensive Care	6/30/2015	Associate Professor	Professor	Professor	6/30/2018
2018	Liam Paige MD		MSA55	6/30/2018	Assistant Professor	Associate Professor	Associate Professor	6/30/2018
2018	Dominic Peters MD		Cognitive Science	6/30/2018	Assistant Professor	Associate Professor	Associate Professor	12/31/2018
2018	Harry Taylor MD		Nursing		Instructor	Assistant Professor	Assistant Professor	6/30/2018

Reports ► Organizing Tables ► Reordering Fields

Example: Reordering your tables by moving fields.

- 2. After dragging the header to its new position, your table resorts.
(Now, in this example, "Current Academic Rank" is now the third field from the left.)

Annual Promotion - Tenure

Export to Excel Export to PDF

Drag a column header and drop it here to get a new column order.

Action Year	Preferred Name	Current Academic Rank	Academic Unit	Tenured Date	Previous Academic Rank	Promoted Academic Rank	Rank Appointment Date
2019	Rose Cornish PhD	Assistant Professor	MSASS		Assistant Professor	Associate Professor	6/30/2017
2019	Angela MacDonald MA/MS	Associate Professor	MSASS	6/30/2012	Associate Professor	Professor	6/30/2012
2019	Brian Carr PhD	Professor	Modern Languages and Literatures	6/30/2005	Associate Professor	Professor	6/30/2019
2019	Carol Campbell MD	Professor	History	6/30/2006	Associate Professor	Professor	6/30/2019
2018	Jennifer Sanderson MD	Professor	Biomedical Engineering	6/30/2014	Associate Professor	Professor	6/30/2018
2018	Megan Grant MD	Associate Professor	Community Dentistry		Assistant Professor	Associate Professor	6/30/2018
2018	Cameron King MD	Professor	Oral and Maxillofacial Surgery	6/30/2011	Associate Professor	Professor	6/30/2018
2018	Owen McLean MD		Arabic		Instructor	Senior Instructor	
2018	Amanda Kerr MD	Professor	Biology	6/30/2010	Associate Professor	Professor	6/30/2018
2018	Christian Churchill MD	Professor	Philosophy	6/30/2006	Associate Professor	Professor	6/30/2018
2018	David Hodges PhD	Professor	Physics	6/30/2013	Associate Professor	Professor	6/30/2018
2018	Carol Reid MD	Associate Professor	Physical Education and Athletics		Assistant Professor	Associate Professor	6/30/2018
2018	Lucas Cornish MD	Associate Professor	MSASS		Assistant Professor	Associate Professor	6/30/2018
2018	Pippa Forsyth PhD	Associate Professor	Physical Education and Athletics		Assistant Professor	Associate Professor	6/30/2018
2018	Angela Ogden MD	Professor	Comprehensive Care	6/30/2015	Associate Professor	Professor	6/30/2018
2018	Liam Paige MD	Associate Professor	MSASS	6/30/2018	Assistant Professor	Associate Professor	6/30/2018
2018	Dominic Peters MD	Associate Professor	Cognitive Science	6/30/2018	Assistant Professor	Associate Professor	12/31/2018
2018	Harry Taylor MD	Assistant Professor	Nursing		Instructor	Assistant Professor	6/30/2018

Reports ► Organizing Tables ► Grouping Area

Example: Using the Grouping Area

Above the table is the Grouping Area. By dragging a header into this area, you can group the information by that category.

Annual Promotion - Tenure

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

+ Academic Unit

Action Year	Preferred Name	Current Academic Rank	Academic Unit	Tenured Date	Previous Academic Rank	Promoted Academic Rank	Rank Appointment Date
2019	Brian Carr PhD	Professor	Modern Languages and Literatures	6/30/2005	Associate Professor	Professor	6/30/2019
2019	Carol Campbell MD	Professor	History	6/30/2006	Associate Professor	Professor	6/30/2019
2019	Angela MacDonald MA/MS	Associate Professor	MSASS	6/30/2012	Associate Professor	Professor	6/30/2012
2019	Rose Cornish PhD	Assistant Professor	MSASS		Assistant Professor	Associate Professor	6/30/2017
2018	Jennifer Sanderson MD	Professor	Biomedical Engineering	6/30/2014	Associate Professor	Professor	6/30/2018
2018	Megan Grant MD	Associate Professor	Community Dentistry		Assistant Professor	Associate Professor	6/30/2018
2018	Cameron King MD	Professor	Oral and Maxillofacial Surgery	6/30/2011	Associate Professor	Professor	6/30/2018
2018	Owen McLean MD		Arabic		Instructor	Senior Instructor	
2018	Amanda Kerr MD	Professor	Biology	6/30/2010	Associate Professor	Professor	6/30/2018
2018	Christian Churchill MD	Professor	Philosophy	6/30/2006	Associate Professor	Professor	6/30/2018
2018	David Hodges PhD	Professor	Physics	6/30/2013	Associate Professor	Professor	6/30/2018
2018	Carol Reid MD	Associate Professor	Physical Education and Athletics		Assistant Professor	Associate Professor	6/30/2018
2018	Lucas Cornish MD	Associate Professor	MSASS		Assistant Professor	Associate Professor	6/30/2018
2018	Pippa Forsyth PhD	Associate Professor	Physical Education and Athletics		Assistant Professor	Associate Professor	6/30/2018
2018	Angela Ogden MD	Professor	Comprehensive Care	6/30/2015	Associate Professor	Professor	6/30/2018
2018	Liam Paige MD	Associate Professor	MSASS	6/30/2018	Assistant Professor	Associate Professor	6/30/2018
2018	Dominic Peters MD	Associate Professor	Cognitive Science	6/30/2018	Assistant Professor	Associate Professor	12/31/2018
2018	Harry Taylor MD	Assistant Professor	Nursing		Instructor	Assistant Professor	6/30/2018
2018	Joe Butler MD PhD	Professor	Macromolecular Science	6/30/2012	Associate Professor	Professor	6/30/2018
2018	Frank Vance MA/MS	Associate Professor	Art History	6/30/2018	Assistant Professor	Associate Professor	6/30/2018
2018	Piers Dowd MD	Assistant Professor	Physical Education and Athletics		Instructor	Assistant Professor	6/30/2018

Reports ► Organizing Tables ► Grouping Area

Example: Using the Grouping Area

The table is now grouped into chunks by Academic Unit.

Annual Promotion - Tenure

Export to Excel Export to PDF

↑ Academic Unit ×

Action Year	Preferred Name	Current Academic Rank	Academic Unit	Tenured Date	Previous Academic Rank	Promoted Academic Rank	Rank Appointment Date
Academic Unit: Accountancy							
2014	Leonard Miller MD	Associate Professor	Accountancy		Assistant Professor	Associate Professor	6/29/2015
2013	James Peake MD	Associate Professor	Accountancy		Assistant Professor	Associate Professor	6/30/2013
2012	Alexandra Dickens MD PhD	Professor	Accountancy	6/30/1991	Associate Professor	Professor	6/30/2012
2011	Frank Arnold PhD	Professor	Accountancy		Associate Professor	Professor	6/30/2011
2010	Andrew Rees MD		Accountancy		Associate Professor	Professor	
2004	Dylan Marshall MD	Assistant Professor	Accountancy		Instructor	Assistant Professor	5/12/2004
2001	Abigail Hudson MD	Professor	Accountancy	6/30/1994	Associate Professor	Professor	6/30/2001
2001	Kevin Skinner MD	Associate Professor	Accountancy		Assistant Professor	Associate Professor	6/30/2001
1998	Carl Reid MD	Assistant Professor	Accountancy		Instructor	Assistant Professor	11/15/1998
1997	Andrew Rees MD	Associate Professor	Accountancy		Assistant Professor	Associate Professor	6/30/1997
1995	Kevin Skinner MD	Assistant Professor	Accountancy		Instructor	Assistant Professor	2/21/1995
1995	Angela Clarkson O.D.	Assistant Professor	Accountancy		Instructor	Assistant Professor	9/26/1995
1994	Abigail Hudson MD	Associate Professor	Accountancy	6/30/1994	Assistant Professor	Associate Professor	6/30/1994
1991	Alexandra Dickens MD PhD	Associate Professor	Accountancy	6/30/1991	Assistant Professor	Associate Professor	6/30/1991
1988	Jasmine Jackson MBBS	Professor	Accountancy		Associate Professor	Professor	6/30/1988
Academic Unit: Aerospace Engineering							
2016	Dan Martin MD	Professor	Aerospace Engineering		Associate Professor	Professor	6/30/2016
2014	Carol Ferguson MD	Professor	Aerospace Engineering	6/30/2009	Associate Professor	Professor	6/30/2014
2013	Dylan Manning PhD	Professor	Aerospace Engineering	6/30/2011	Associate Professor	Professor	6/30/2013
2009	Katherine Springer O.D.	Professor	Aerospace Engineering	6/30/2009	Associate Professor	Professor	6/30/2009
2009	Carol Ferguson MD	Associate Professor	Aerospace Engineering	6/30/2009	Assistant Professor	Associate Professor	6/30/2009
2007	Neil Dickens MD	Professor	Aerospace Engineering	6/30/2004	Associate Professor	Professor	6/30/2007

Reports ▶ Export to PDF / Export to Excel

Once you've generated the report you need, you are able to export the data directly, either as an Excel file, or as a PDF.

The first example we will illustrate is to **[Export to Excel]** – click on the button above the Grouping Area.

Action Year	Preferred Name	Academic Organization	Academic Status	Tenure Status	Previous Academic Rank	Promoted Academic Rank	Rank Appointment Date
Academic Organization: ACCT							
2014	Leonard Miller MD	ACCT	Inactive	In Track	Assistant Professor	Associate Professor	6/29/2015
Academic Organization: ADMN							
2018	Lucas Cornish MD	ADMN	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2018
2018	Liam Paige MD	ADMN	Active	Tenured	Assistant Professor	Associate Professor	6/30/2018
2018	Carol Howard MD	ADMN	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2018
2014	Lillian Ince MD	ADMN	Active	Tenured	Assistant Professor	Associate Professor	6/30/2014
2014	Vanessa Gill PhD	ADMN	Active	Not in Track	Instructor	Assistant Professor	6/30/2014
Academic Organization: ANAT							
2018	Eric Parr MD	ANAT	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2018
2017	Alison King MD	ANAT	Active	Tenured	Associate Professor	Professor	6/30/2017
2015	Olivia Ellison MBBS	ANAT	Active	Not in Track	Instructor	Assistant Professor	6/30/2015
Academic Organization: ANES							
2018	Madeleine Arnold PhD	ANES	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2018
2018	Luke Black PhD	ANES	Active	Tenured	Associate Professor	Professor	6/30/2018
2018	William Nash MD	ANES	Active	Not in Track	Instructor	Assistant Professor	12/31/2017
2017	Nicola Murray MA/MS	ANES	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2017
2017	Victoria Dyer	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2017
2017	Anthony Black PhD	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2017
2017	Robert Black MD	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2017
2017	Christopher Cameron MD	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2017
2016	Stewart Carr MA/MS	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2016
2016	Yvonne Ross MD	ANES	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2016
2016	Phil Bower MD	ANES	Active	Not in Track	Associate Professor	Professor	6/30/2016
2016	Julia Paterson MD	ANES	Active	Not in Track	Assistant Professor	Associate Professor	6/30/2016

Reports ▶ Export to PDF / Export to Excel

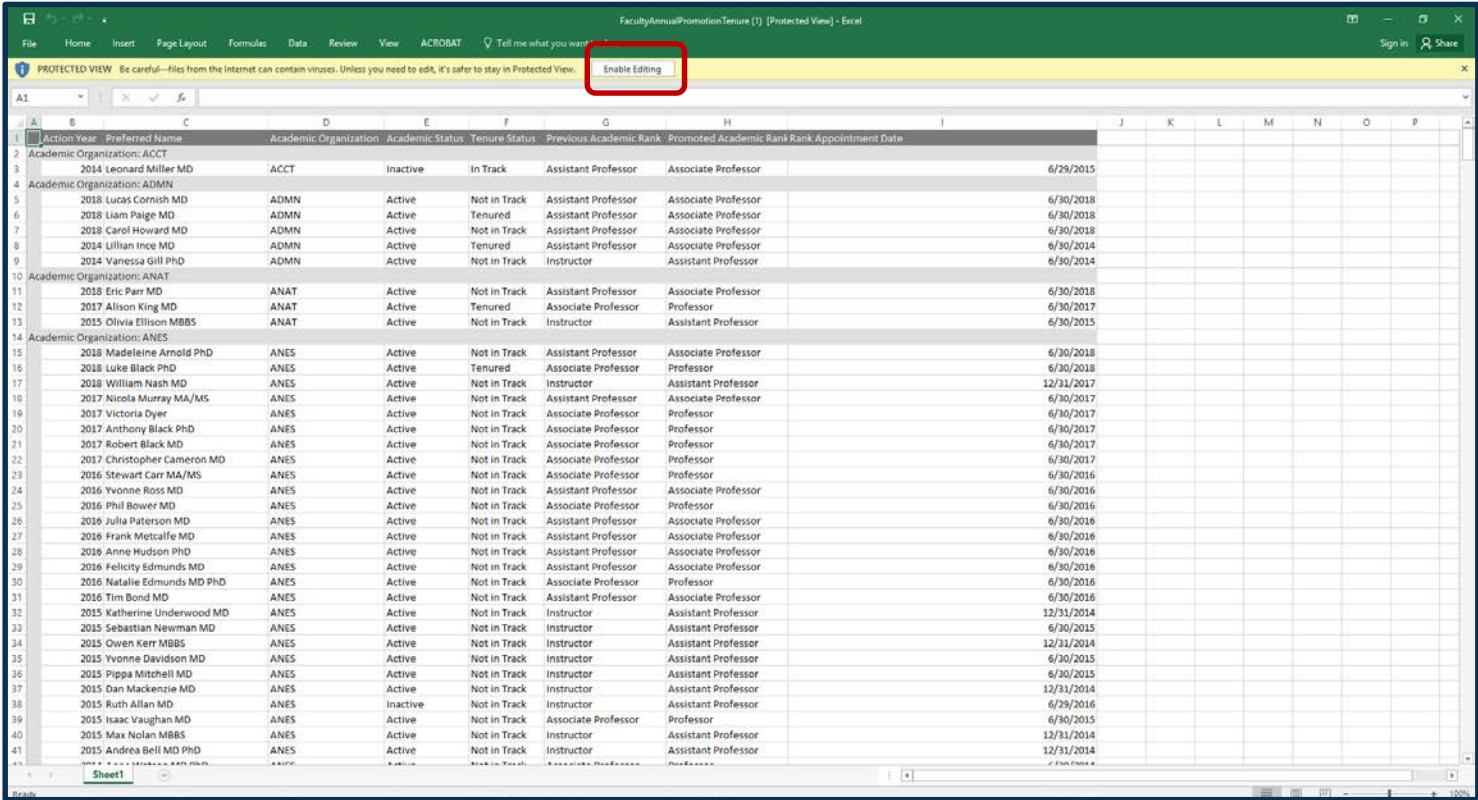
FIS will generate and download a copy of the report as an Excel file to the location that you have preset to receive any downloads.

1. Click on **[Export to Excel]**
2. The file will be generated and save to where you have downloaded files saved on your system. Some have notifications on the bottom.

The screenshot shows the Faculty Information System (FIS) interface. The top navigation bar includes 'Faculty Information System', 'Resources', and 'Contact'. A search bar on the right is labeled 'Faculty Search'. The left sidebar contains a navigation menu with categories like 'Administration', 'Faculty Details', 'Form and Letters', 'Reference Tables', 'Other Action', 'Reporting', 'History Reports', 'Reports by Unit', 'Annual Promotion - Tenure', 'Change of Status', 'Emeritus Faculty - New', 'Faculty Address', 'Faculty Administration', 'Faculty List -> 2 Appointments', 'Faculty List - Appointment', 'Faculty List - Degree', 'Faculty List - Salary', 'Monthly Status', 'New Faculty', and 'Separation Report'. The main content area is titled 'Annual Promotion - Tenure' and displays a table with columns: 'Action Year', 'Preferred Name', 'Academic Organization', 'Academic Status', 'Tenure Status', 'Previous Academic Rank', 'Promoted Academic Rank', and 'Rank Appointment Date'. The table lists various faculty members across different academic organizations (ACCT, ADMN, ANAT, ANES) and their promotion/tenure history. A red circle with the number '1' is placed over the 'Export to Excel' button in the top left of the report area. A red circle with the number '2' is placed over the download notification at the bottom of the browser window, which shows a file named 'FacultyAnnualProo...xlsx'.

Reports ▶ Export to PDF / Export to Excel

The resulting Excel file is in Protected View. Click on the **[Enable Editing]** button at the top and begin altering the document to fit your needs. It is now independent of FIS.



Reports ► Export to PDF / Export to Excel

You can also export the data from FIS in a PDF document.

Simply click the **[Export to PDF]** button at the top of the page, next to [Export to Excel] and above the Grouping Area.

Faculty Address

Academic Year: 2019-2020 x

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

School	Faculty Name	Home Address	Primary Office Address	Secondary Office Address	Full/Part Time Status	Sex	Alumni	Academic organization	Academic Unit	Location	Division	Status	Appointment Type
SODM	Jake Clark MD	2085 Cornell Road Chagrin Falls OH 44022		10701 East Blvd Lyndhurst OH 44124	F	M	No	PERI	Periodontics	SODM	SODM	Active	ACT
SODM	Amelia Cameron MD	2085 Cornell Road Cleveland OH 44122		10701 East Blvd South Euclid OH 44121	F	F	No	CMDN	Community Dentistry	SODM	SODM	Active	ACT
SODM	Vanessa Buckland MD	2085 Cornell Road Solon OH 44139		10701 East Blvd Beachwood OH 44122	F	F	No	BSCI	Biological Sciences	SODM	SODM	Active	ACT
SODM	Alexander MacDonald PHD	2085 Cornell Road Solon OH 44139	Biomedical Engineering AncI Case Western Reserve University	10701 East Blvd 10900 Euclid Ave Cleveland OH 44106	F	M	No	DEN	Comprehensive Care	SODM	SODM	Active	ACT
SODM	Megan Grant MD	2085 Cornell Road Hunting Valley OH 44022		10701 East Blvd New York NY 10021	F	F	No	CMDN	Community Dentistry	SODM	SODM	Active	ACT
SODM	Peter Ellison PhD	2085 Cornell Road Cleveland OH 44106	Hematology/Oncology Case Western Reserve University	10701 East Blvd 2074 Abington Road Cleveland OH 44106	F	M	No	OMMDS	Oral and Maxillofacial Medicine and Diagnostic Sciences	SODM	SODM	Active	ACT
SODM	Cameron King MD	2085 Cornell Road Willoughby Hills OH 44092		10701 East Blvd 26900 Cedar Rd Beachwood OH 44122	F	M	No	OMFS	Oral and Maxillofacial Surgery	SODM	SODM	Active	ACT
SODM	Anthony Hudson MD	2085 Cornell Road Highland Hts OH 44143		10701 East Blvd Orange OH 44122	F	M	No	OMFS	Oral and Maxillofacial Surgery	SODM	SODM	Active	ACT
SODM	Fiona McLean MD	2085 Cornell Road N. Royalton OH 44133		10701 East Blvd Parma OH 44130	F	F	No	BSCI	Biological Sciences	SODM	SODM	Active	ACT
SODM	Jonathan Sanderson MD	2085 Cornell Road Pepper Pike OH 44124		10701 East Blvd Beachwood OH 44122	F	M	No	DEN	Comprehensive Care	SODM	SODM	Active	ACT

Reports ► Export to PDF / Export to Excel

Similar to the Excel file download, the PDF file will be downloaded to where you have your system directed to.

FacultyAddress.pdf 1/1

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

School	Faculty Name	Home Address	Full/Part Time Status	Alumni	Academic organizatic	Academic Unit	Location	Division	Status
SODM	Jake Clark MD	2085 Cornell Road Chagrin Falls OH 44022	F	No	PERI	Periodontics	SODM	SODM	Active
SODM	Amelia Cameron MD	2085 Cornell Road Cleveland OH 44122	F	No	CMDN	Community Dentistry	SODM	SODM	Active
SODM	Vanessa Buckland MD	2085 Cornell Road Solon OH 44139	F	No	BSCI	Biological Sciences	SODM	SODM	Active
SODM	Alexander MacDonald PhD	2085 Cornell Road Solon OH 44139	F	No	DEN	Comprehensive Care	SODM	SODM	Active
SODM	Megan Grant MD	2085 Cornell Road Hunting Valley OH 4402	F	No	CMDN	Community Dentistry	SODM	SODM	Active
SODM	Peter Ellison PhD	2085 Cornell Road Cleveland OH 44106	F	No	OMMDS	Oral and Maxillofacial Medicine and Diagnostic Sciences	SODM	SODM	Active
SODM	Cameron King MD	2085 Cornell Road Willoughby Hills OH 44092	F	No	OMFS	Oral and Maxillofacial Surgery	SODM	SODM	Active
SODM	Anthony Hudson MD	2085 Cornell Road Highland Hts OH 44143	F	No	OMFS	Oral and Maxillofacial Surgery	SODM	SODM	Active
SODM	Fiona McLean MD	2085 Cornell Road N. Royalton OH 44133	F	No	BSCI	Biological Sciences	SODM	SODM	Active
SODM	Jonathan Sanderson MD	2085 Cornell Road Pepper Pike OH 44124	F	No	DEN	Comprehensive Care	SODM	SODM	Active
SODM	Julia Reid MD	2085 Cornell Road Orange Village OH 4402	F	No	DEN	Comprehensive Care	SODM	SODM	Active
SODM	Jan Chapman MD	2085 Cornell Road Chippewa Lake OH 442	F	No	CMDN	Community Dentistry	SODM	SODM	Active
SODM	Zoe Lawrence MD	2085 Cornell Road Lakewood OH 44107	F	No	BSCI	Biological Sciences	SODM	SODM	Act
SODM	Yvonne Cameron MD	2085 Cornell Road Cleveland OH 44106	F	No	OMMDS	Oral and Maxillofacial Medicine and Diagnostic Sciences	SODM	SODM	Emeritus
SODM	Simon Payne PhD	2085 Cornell Road Bow NH 03304	F	No	DEN	Comprehensive Care	SODM	SODM	Act
SODM	Benjamin Hudson MD	2085 Cornell Road Boston MA 02116	F	No	DRTH	Orthodontics	SODM	SODM	Active
SODM	Gregory G... MD	2085 Cornell Road Cleveland Hts OH 44115	F	No	CMDN	Community Dentistry	SODM	SODM	Active

Faculty Information System

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