The purpose of this training material is to provide the UNT community with a foundational basis for managing their Faculty Information System (FIS) profile. Faculty are strongly recommended to attend an FIS training session in order to gain a more in depth and operational understanding of the UNT FIS.

**Use of IE browser is NOT recommended**
The FIS is a dynamic and robust system that can be used to capture the unique scholarly activities and needs of faculty members across varying disciplines. Faculty members are required to manage their own profile.

**Additional resources can be found on the Provost Website at https://vpaa.unt.edu/faculty-information-system-0**
FIS Components

• The FIS is comprised of two components:
  • The Public Facing Site *(Read Only)*
  • The FIS Working Site *(Information is Entered/Managed)*
Public Facing Site

- The FIS Public Facing Site can be accessed at Facultyinfo.unt.edu.
Public Facing Site

• On this site you can enter your own name, or the name of the faculty member you wish to search for.
• This site is **READ ONLY** and **NO** changes can be made.
• The site displays your name, contact information, photo (optional), CV, education, scheduled teaching, and previously scheduled teaching.
• Any changes or additions made within the FIS may take up to 12 hours to appear on the Public Facing Site.
Accessing FIS

- Faculty members will need to login to their respective my.unt.edu page in order to login to the FIS System.
Accessing FIS

• Users will need to enter their EUID (ABC0123) and password to login to their my.unt.edu page.

• Once the user has logged in they should see the Digital Measures section which contains the FIS hyperlink.

• The Digital Measures section is located under the Faculty tab for faculty members and under the Human Resources tab for staff members. Please see the screenshots on the next few slides for reference.
Accessing FIS

• Please note where the Faculty and Human Resources tabs are below:
Accessing FIS

• If the FIS page does not open, please manage your pop-up blocker. Pop-up blocker instructions are located below Digital Measures:

Click Appropriate browser for pop-up directions.
Accessing FIS

• If additional assistance is needed, select the FIS Administrator hyperlink to send an email to the FIS team:
Accessing FIS

• If you click on the FIS link and are taken to a different login page, simply close the window and click the FIS link again.
Navigating the FIS

- Once users have successfully logged in to the FIS they should see the home screen which includes the following sections:
  - General Information
  - Teaching
  - Scholarship/Research/Creative Activities
  - Service
    - Please see the screenshot on the next slide for reference.
Navigating the FIS

You are currently managing data for a project. You can view the project and its tasks.

Review a guide to manage your activities.

### General Information
- Personal and Contact Information
- Administrative Data: Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licenses and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information
- Legacy - editorships
- Legacy - Field Experience
- Legacy - Renowned Teachers
- Legacy - Additional Information

### Teaching
- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., thesis, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching
- Legacy - Other Teaching

### Scholarship/Research/Creative Activities
- Artistic and Professional Performances and Exhibitions
- Contracts, Fellowships, Grants and Sponsored Research
- Publications
- Biographical Sketch - NEH | NSF
- Presentations
- Research Currently in Progress
- Legacy - Peer-Reviewer Activities
- Legacy - Research and Expertise
Legacy Screens

• Legacy screens contain information that was input into the old faculty profile system and is data that was not able to be transferred over into a permanent FIS screen.

• The data contained within Legacy fields cannot be used for reporting and will be removed in the near future.

• If Legacy information is relevant, please relocate the data into an appropriate non-legacy FIS screen.
Legacy Screens

• Faculty can manually retype Legacy data into a new field or utilize the Pasteboard to copy and paste the data.

• Legacy screens include:
  • Legacy-Editorships, Legacy-Field Experience, Legacy-Renowned Teachers, Legacy-Additional Information
  • Legacy-Other Teaching
  • Legacy-Peer-Reviewer Activities, Legacy-Research and Expertise
  • Legacy-Committee, Legacy-Professional Community Engagement
The PasteBoard is on the top right of the screen. It is especially important to use the PasteBoard option if you are copying and pasting from any source outside of FIS (Word, PDF, etc.).
FIS Screens

• The easiest way to become familiar with the FIS and to make sure that your data is correct is to visit each screen and fill out as many fields as possible.

• Not all screens or fields will need to be completed.
FIS Fields

- Information that will be published on the public site is annotated with a red P.
- There are fields that are read only, restricted, or locked. These are annotated with a red R or a lock symbol.
- There are some required fields and these are annotated with a red *.
The Public Facing site has a hyperlink that will display your CV. The CV is auto-generated based off the information that has been entered into FIS.

The option to upload a CV is also available and this will override the auto-generate function. Individuals who need a specific format for their discipline may use this option.

It is recommended that faculty use the auto-generated CV. Uploading a CV does not negate the need to enter CV information into the FIS.
Curriculum Vitae

• If you choose to upload your CV, you will perform this function under the Personal and Contact Information screen.
The photograph field is read only.

Faculty members who wish to have their profile photograph uploaded must submit a professional photo to their department or college liaison (typically the chair’s or dean’s assistant).

The liaison will submit the photo to the FIS team for uploading.
Teaching and Course Syllabi

- The FIS is integrated with People Soft and courses are automatically imported.
- This is a read only screen and users cannot add additional courses.
- To upload a course syllabus select the appropriate course and select Choose File next to the Syllabus for this course field. To replace course syllabus follow the same directions but the radial button will now read Replace File. Please see the screenshot on the next slide for reference.
Teaching and Course Syllabi

Click Here

Select Course

Select Choose/Replace File
• Screens for various activities have date fields that need to be filled in.

• It is important to have a start and end date for any activity that has concluded, otherwise it will default to current. This includes one-day events or awards.

• It is perfectly acceptable to put the same start and end date when applicable.

• If the activity has not concluded, leave the end date blank and it will default to ‘-current’ on reports, including the CV.
User Referencing

• When adding additional UNT contributors under the Scholarship/Research/Creative Activities section, the user will select additional UNT members from the drop down list.
• Selecting additional UNT contributors will automatically populate the entry into those members profiles.
• It is highly recommended that the primary contributor be the only individual to enter the data. If more than one user enters the data, it will lead to duplicates.
• Data created by the user referencing function cannot be edited or deleted by any other users. Only the individual who entered the data can make changes. Please see the screenshot on the next slide for reference.
User Referencing

- Additional user can be added by selecting +Add.
- Order can be changed using the up and down arrows.
Import Function

- Users can utilize the FIS Import function to assist in managing their publications.
- Data must be in a BibTex file as exported from one of the data management software or databases.
- Data can also be imported from a third party using a world wide web search.
- It is strongly advised to seek guidance from the FIS Team prior to using the Import function.
Import Function

• Other cautions when importing data:
  • It is possible to create duplicate records with this function.
  • It is possible to delete or lose all data.
  • Faculty members will still need to check imported records to ensure data accuracy.
  • Please see the screenshot on the next slide for reference.
Import Function

Click Import

Import from a BibTeX file

Import from Third Party

Select third party service:
- Crossref
- PubMed

Search criteria:
- Author: Mike Gutierrez
- Publication Date: 2012/05/05 to 2017/05/05

Choose File...
Reports

- Users are able to run the CV, VPAA-160, and ad hoc reports.
- These reports can be used to identify gaps within the users data.
- Department liaisons and chairs have access to these reports as well.
- Users must select parameters where appropriate. This includes names, data, format, etc.
- Please see the screenshot on the next slide for reference.
### General Information

**Personal and Contact Information**

Administrative Data - Permanent Data | Yearly Data

**Licenses and Certifications**

Publicity, Media Appearances, and Interviews

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#### Run Reports

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<td>End Date: Dec 31 2017</td>
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<td>Whom to Include</td>
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<td>Change Selection</td>
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<td>Changes made to the Microsoft Word document will not be reflected in the system.</td>
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<td>Page Size: Letter</td>
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</tbody>
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**Select**

**Select Type**
FIS Team

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940.565.4266