Faculty Information System

New Faculty Orientation

2023
Welcome

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 Public Website:  
https://facultyinfo.unt.edu/
- View only access, not a data entry portal  
- Viewable by the public  
- Displays basic information such as: CV, scheduled teaching, syllabi, quantitative SPOT scores, contact information, photo  
- Accessibility: 24/7  
- Main Audience: Students, faculty collaborators  
- Purpose: Meet Texas HB2504 requirements

FIS Data Entry:  
https://my.unt.edu
- Faculty productivity data entry portal, including syllabi and CV upload  
- Not viewable to the public, but provides the basic information data on the FIS public website  
- Report writing/retrieval capability, e.g., CV, VPAA-160  
- Accessibility: 24/7  
- Main Audience: Profile owner, department chair, FIS Team  
- Purpose: Centralized access to faculty productivity data for internal and external reporting, and personnel action processes

Workflow:  
https://my.unt.edu
- Automated personnel action router used to facilitate tenure and promotion and annual review  
- Not viewable to the public  
- Accessibility: Limited to: (1) those with a role in a personnel action and (2) a specified timeframe  
- Main Audience: Academic administrators  
- Purpose: Streamline and automate personnel action processes and storage
Public Facing Site

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

## General Information

<table>
<thead>
<tr>
<th>Personal and Contact Information</th>
<th>Internal and External Connections and Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Data - Permanent Data</td>
<td>Faculty Development Activities</td>
</tr>
<tr>
<td>Academic, Government, Military and Professional Positions</td>
<td>Licensures and Certifications</td>
</tr>
<tr>
<td>Administrative Assignments</td>
<td>Publicity, Media Appearances, and Interviews</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Consulting</td>
<td>Reflective Narrative</td>
</tr>
<tr>
<td>Education</td>
<td>Workload Information</td>
</tr>
<tr>
<td>Education - Renowned Teachers</td>
<td></td>
</tr>
</tbody>
</table>

## Teaching

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>Statement of Teaching Philosophy and Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards, Honors, and Recognition of Students</td>
<td>Teaching at Other Institutions</td>
</tr>
<tr>
<td>Directed Student Learning (e.g., theses, dissertations)</td>
<td>Teaching Innovation and Curriculum Development</td>
</tr>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>Peer Evaluation of Teaching</td>
</tr>
<tr>
<td>Scheduled Teaching</td>
<td></td>
</tr>
</tbody>
</table>
## Navigating FIS

### Scholarship/Research/Creative Activities

<table>
<thead>
<tr>
<th>Artistic and Professional Performances and Exhibitions</th>
<th>Biographical Sketch - NIH</th>
<th>NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts, Fellowships, Grants and Sponsored Research</td>
<td>Intellectual Property (e.g., copyrights, patents)</td>
<td></td>
</tr>
<tr>
<td>External Grants - Research, Service, and Teaching</td>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Research Currently in Progress</td>
<td></td>
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</tbody>
</table>

### Service

<table>
<thead>
<tr>
<th>University</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td></td>
</tr>
</tbody>
</table>

### Personnel Actions

| Annual Review | Reappointment, Tenure and Promotion |
FIS Fields

Edit Personal and Contact Information

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, University of North Texas Working Group.

Information displayed on the public site is annotated with a red P. Read only, restricted, or locked fields are annotated with a red R or a lock symbol. Required fields are annotated with a red *.

Prefix:

First Name:
Rebecca

Preferred First Name:

Middle Name:

Last Name:
How
Edit Personal and Contact Information

Area of Expertise

Brief Biography

Teaching Interest(s)
Teaching Interest(s)

Research Interest(s)

Name of Endowed Position (if any)

Photograph: This photograph will appear on the public-facing site. Please submit your photograph to your departmental FIS liaison for uploading.

Curriculum Vitae: It is not necessary to upload a CV, unless you prefer a format different from the FIS-generated CV on the public website. Attached CVs and FIS screens must be manually updated.

Drop file here or select to upload
## Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching

### Scheduled Teaching

Courses are added automatically from official data. Syllabi can be uploaded by selecting a course and selecting "Attach File".

<table>
<thead>
<tr>
<th>Term, Term and Year, Session Code</th>
<th>Course Name</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Course Level</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022 1</td>
<td>Calculus II</td>
<td>MATH</td>
<td>1720</td>
<td>110</td>
<td>Undergraduate</td>
<td>Freshman</td>
</tr>
<tr>
<td>Summer 2022 SW2</td>
<td>Multivariable Calculus</td>
<td>MATH</td>
<td>2730</td>
<td>002</td>
<td>Undergraduate</td>
<td>Sophomore</td>
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<tr>
<td>Spring 2022 1</td>
<td>Calculus II</td>
<td>MATH</td>
<td>1720</td>
<td>110</td>
<td>Undergraduate</td>
<td>Freshman</td>
</tr>
</tbody>
</table>
Replace file here or select to upload

2730 002 Summer 2022-1.odt  (26.11 KB)

Please check the box if this is a graduate course and you would like the syllabus displayed on the public site.
**Performers/Exhibitors/Lecturers (1)**

If your co-performer/exhibitor/lecturer is affiliated with UNT, please select that person from the drop-down list; otherwise enter their name in the input fields. IMPORTANT: Selecting your co-performer/exhibitor/lecturer from the drop-down list will automatically place this entry on their FIS profile(s). To avoid duplication, only one of you should enter the information.

<table>
<thead>
<tr>
<th>People at University of North Texas</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>How, Rebecca (rhh0071)</td>
<td>Rebecca</td>
<td></td>
<td>How</td>
</tr>
</tbody>
</table>

**Role**

If a student, what is his/her level?

[Add Row]
Import Function

Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:
- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party

Select a service: ORCID

Connected to ORCID.org/0000-0003-3810-9039

Search ORCID
### Run Vita

Download this report's template

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<table>
<thead>
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<td><strong>1 Date Range</strong></td>
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<td><strong>End Date</strong></td>
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<td>January 01 2022</td>
<td>December 31 2022</td>
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<td><strong>2 Whom to Include</strong></td>
<td><strong>Users Selected by</strong></td>
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<td>All Change Selection</td>
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<td></td>
<td>Include These Accounts: Enabled Only</td>
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<tr>
<td><strong>3 Report Options</strong></td>
<td><strong>Citation Style:</strong> APA</td>
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<td><strong>4 File Format</strong></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><strong>Page Size:</strong> Letter</td>
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</tbody>
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FIS Team
Rebecca How, Tsubasa Tajima and Nicky Shrestha

Faculty.info@unt.edu
940.360.6108
Thank You