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 Interface Comparison

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

UNT SYSTEM

Employee Self Service

EUID

rlh0071

Password

••••••••••••

Sign in

Can't sign in? Clear your web browser cache or open a private browsing session. Check your EUID and password, or complete a service request for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

Personal Details

Talent Profile

Benefit Details

Total Rewards

Fiscal Year 2021

Employee Resources

Employee Offboarding

Duo MultiFactor Authentication

Staff Performance Evaluations

HR Data Analytics & Reporting

eForms

Employee Access Request Form

Qualtrics Online Survey Tool

UNT CARE Reporting Form

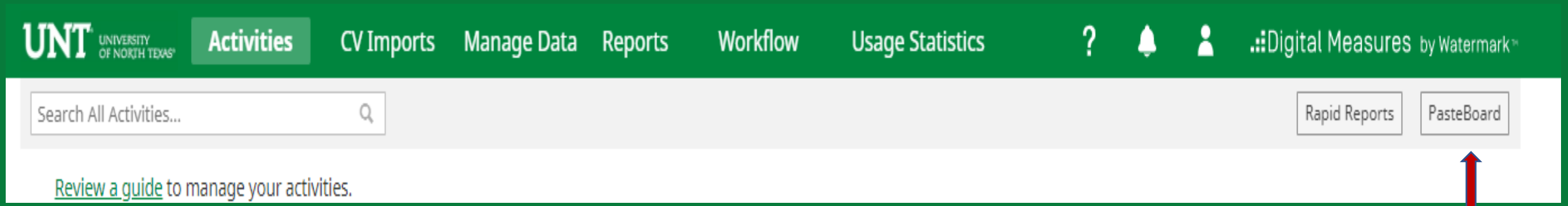
Employee Assistance Program

Learning

Concur

Dining Hall Menus

Digital Measures


UNT UNIVERSITY OF NORTH TEXAS
Activities
CV Imports
Manage Data
Reports
Workflow
Usage Statistics
Digital Measures by Watermark
Search All Activities...
Rapid Reports
PasteBoard
Review a guide to manage your activities.

Navigating FIS

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
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, 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

Navigating FIS

Scholarship/Research/Creative Activities

- Artistic and Professional Performances and Exhibitions
- Contracts, Fellowships, Grants and Sponsored Research
- External Grants - Research, Service, and Teaching
- Publications
- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

Service

- University
- Professional
- Public

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 P

First Name* P

Rebecca

Preferred First Name P

Middle Name P

Last Name* P

How

FIS Fields

Edit Personal and Contact Information
Cancel
Save
Area of Expertise
B I U x² x₂
Brief Biography
B I U x² x₂
Teaching Interest(s)
B I U x² x₂

Teaching Interest(s)

B I U x^2 x_2

Research Interest(s)

B I U x^2 x_2

Name of Endowed Position (if any)

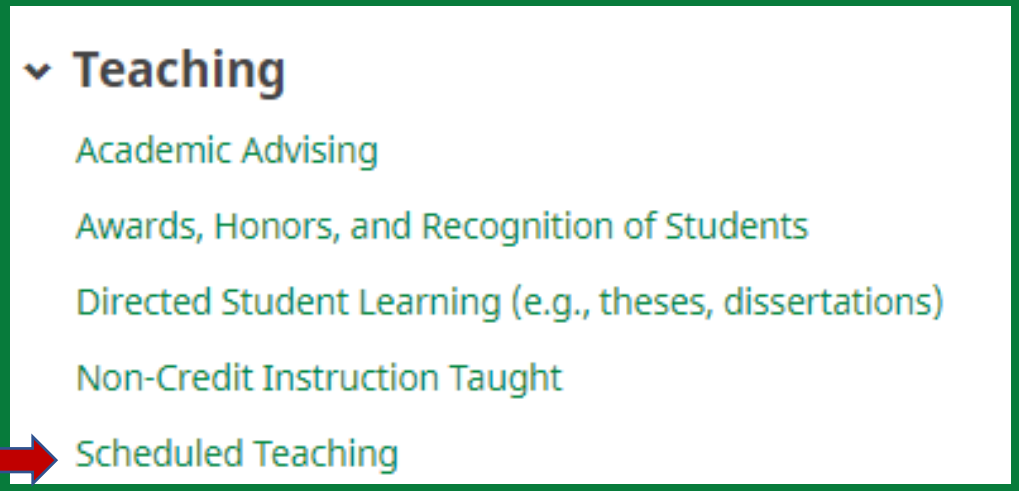
Photograph: This photograph will appear on the public-facing site. Please submit your photograph to your departmental FIS liaison for uploading. P

No file uploaded

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. P

Drop file here or select to upload

Teaching and Course Syllabi



Scheduled Teaching

Search Scheduled Teac | Search Tips

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

Duplicate | Compare | Add New | Select Columns

Filters: None

Term, Term and ...	Year, Term and ...	Session Code	Course Name	Course Prefix	Course Number	Section Number	Course Level	Course I
Fall	2022	1	Calculus II	MATH	1720	110	Undergraduate	Freshma
Summer	2022	5W2	Multivariable Calculus	MATH	2730	002	Undergraduate	Sophom
Spring	2022	1	Calculus II	MATH	1720	110	Undergraduate	Freshma

Syllabus for this course P
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.

Presentation

Drop file here or select to upload

Website Name

Website Address

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month P **Day** P **Year** P

End Date

Month P **Day** P **Year** P

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.

1st Performer/Exhibitor/Lecturer

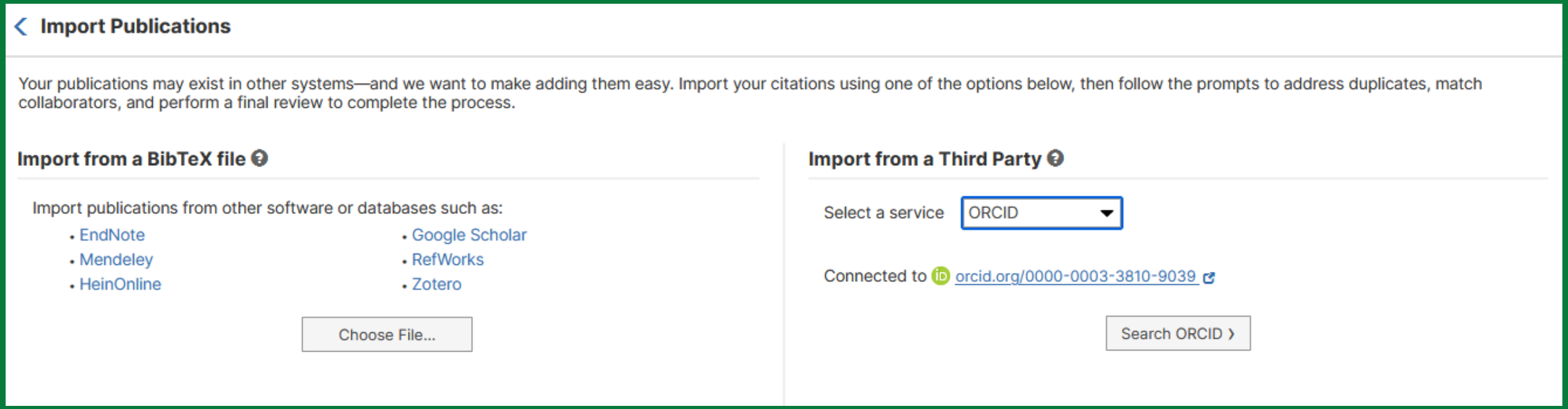
Actions

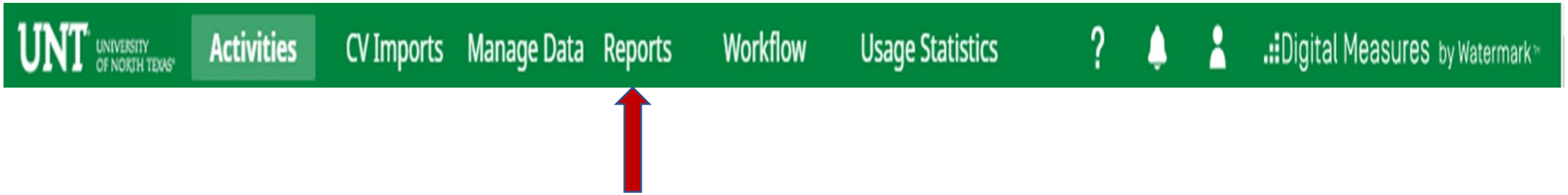
People at University of North Texas	First Name P	Middle Name/Initial P	Last Name P
How, Rebecca (rlh0071)	Rebecca		How

Role	If a student, what is his/her level?

+ Add Row

Import Function





Run Vita

Download this report's template

Run Report

1	**Date Range**	Start Date	January 01 2022
		End Date	December 31 2022
2	**Whom to Include**	Users Selected by	**All** Change Selection
		Include These Accounts	Enabled Only
3	**Report Options**	* **a)** Citation Style:	APA
4	**File Format**	File Format	Microsoft Word (.doc)
			Changes made to the Microsoft Word document **will not** be reflected in the system.
		Page Size	Letter

FIS Team

Rebecca How, Tsubasa Tajima and
Nicky Shrestha

Faculty.info@unt.edu

940.360.6108

Thank You