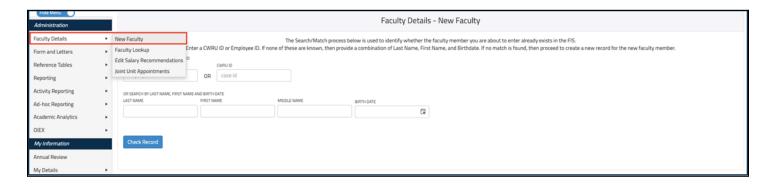
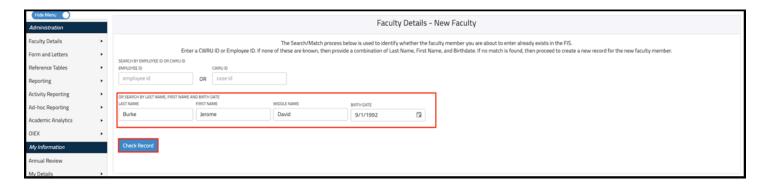
## How to Create a New Faculty Record in the FIS

During the hiring process, administrators will create a new faculty record for candidates who are approved by the Board of Trustees or appointed by the Dean. All faculty appointments - Board-appointed and special - should be added to the FIS.

1. Select Administration ☑ Faculty Details ☑ New Faculty from the Navigation Menu on the left side of the screen

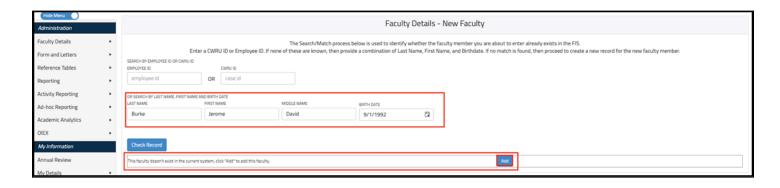


- 2. Enter one of three options:
  - a. Employee ID, or
  - b. CWRU ID, or
  - c. Combination of Last Name, First Name, Middle Name (optional) and Birth Date
- 3. Click [Check Record]

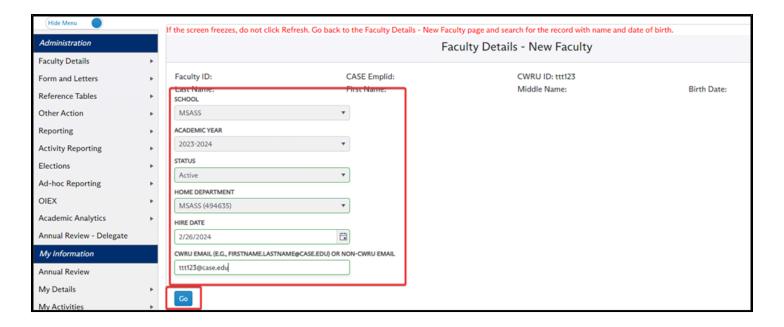


- 4. If no record of the proposed faculty member exists, this message will appear: "This faculty doesn't exist in the current system, click "Add" to add this faculty."
- 5. Click [Add] to continue

## FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS



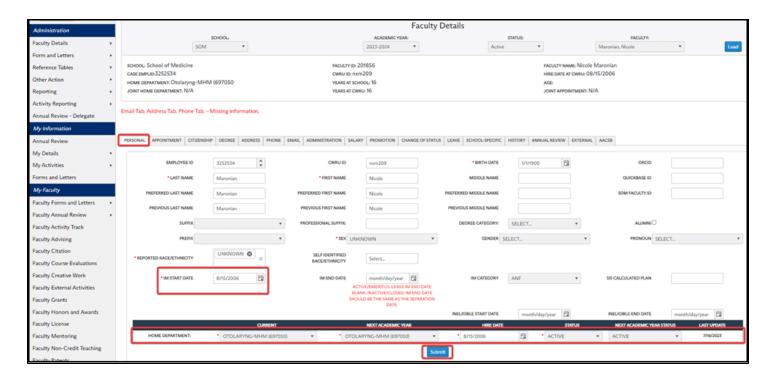
- 6. Select from the drop-down menus
  - a. School (you may only have access to one particular school)
  - b. Academic Year
  - c. Status: Active
  - d. Home Department
  - e. Hire Date
  - f. Email
- 7. Click [Go] to continue



- 8. On the **Personal Tab**, add demographic information (Names, suffix, degree, race/ethnicity, sex, etc.)
- 9. Add the **IM Start Date**, the date the faculty member enters the system and services (e.g., library access, etc.) should begin
- 10. On the bottom of the page, enter:
  - a. **Home Department** The department in which the faculty member hold an appointment (this field is tied to the budget code)

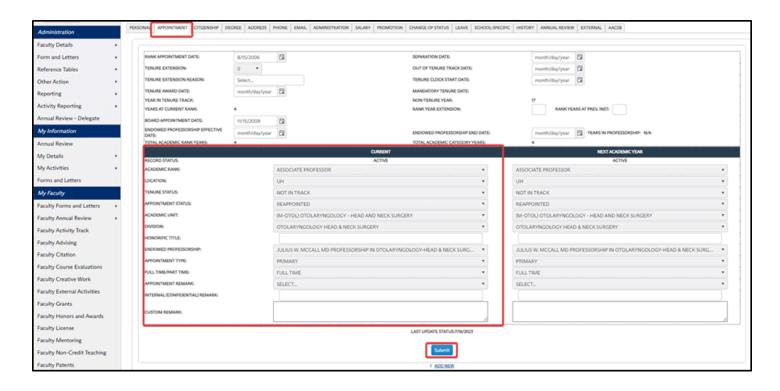
## FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

- i. The Next Academic Year will automatically populate when the Current Year is selected
- b. **Hire Date** The date the faculty member will start the position, usually the same date as the IM Start Date
- c. Select "Active" as the status
- 11. Click [Submit] to record the information



- 12. On the **Appointment Tab**, enter the Rank Appointment Date, Tenure Clock Start Date (if applicable), and Board Appointment Date (if applicable)
- 13. Under the Current column, enter:
  - a. Academic Rank
  - b. Location (school)
  - c. Tenure Status
  - d. Appointment Status: "New" (Note: Next Academic Year should read "Reappointed")
  - e. Academic Unit (usually the same as Home Department from the Personal Tab)
  - f. Division (for SOM)
  - g. Appointment Type (Primary, Secondary, or Visiting)
  - h. Full Time/Part Time
- 14. Click [Submit] to record the information

## FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS



15. Once the **Personal Tab** and the **Appointment Tab** have been completed, add information to the **Degree**, **Address**, **Phone**, and **Email** tabs.