

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

Faculty Details - New Faculty

The Search/Match process below is used to identify whether the faculty member you are about to enter already exists in the FIS.

Enter a CWRU ID or Employee ID. If none of these are known, then provide a combination of Last Name, First Name, and Birthdate. If no match is found, then proceed to create a new record for the new faculty member.

SEARCH BY EMPLOYEE ID OR CWRU ID

EMPLOYEE ID CWRU ID

OR

OR SEARCH BY LAST NAME, FIRST NAME AND BIRTH DATE

LAST NAME FIRST NAME MIDDLE NAME BIRTH DATE

Check Record

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 [\[Check Record\]](#)

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SEARCH BY EMPLOYEE ID OR CWRU ID

EMPLOYEE ID CWRU ID

OR

OR SEARCH BY LAST NAME, FIRST NAME AND BIRTH DATE

LAST NAME FIRST NAME MIDDLE NAME BIRTH DATE

Burke Jerome David 9/1/1992

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

Faculty Details - New Faculty

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SEARCH BY EMPLOYEE ID OR CWRU ID

EMPLOYEE ID OR CWRU ID

OR SEARCH BY LAST NAME, FIRST NAME AND BIRTH DATE

LAST NAME FIRST NAME MIDDLE NAME BIRTH DATE

Check Record

This faculty doesn't exist in the current system, click "Add" to add this faculty. [Add](#)

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

Faculty Details - New Faculty

If the screen freezes, do not click Refresh. Go back to the Faculty Details - New Faculty page and search for the record with name and date of birth.

Faculty ID: CASE Emplid: CWRU ID: Birth Date:

Last Name: First Name:

SCHOOL

ACADEMIC YEAR

STATUS

HOME DEPARTMENT

HIRE DATE

CWRU EMAIL (E.G., FIRSTNAME.LASTNAME@CASE.EDU) OR NON-CWRU EMAIL

[Go](#)

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

Faculty Details

SCHOOL: SOM ACADEMIC YEAR: 2023-2024 STATUS: Active FACULTY: Maronian, Nicole [Load](#)

SCHOOL: School of Medicine
CASE EMPLOY: 3252534
HOME DEPARTMENT: Otolaryng-MHM (697050)
JOINT HOME DEPARTMENT: N/A

FACULTY ID: 201856
CWRU ID: nrm209
YEARS AT SCHOOL: 16
YEARS AT CWRU: 16

FACULTY NAME: Nicole Maronian
HIRE DATE AT CWRU: 08/15/2006
AGE:
JOINT APPOINTMENT: N/A

Email Tab, Address Tab, Phone Tab, - Missing information.

PERSONAL APPOINTMENT CITIZENSHIP DEGREE ADDRESS PHONE EMAIL ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY ANNUAL REVIEW EXTERNAL AACSB

EMPLOYEE ID: 3252534 CWRU ID: nrm209 BIRTH DATE: 1/1/1900 ORCID:

LAST NAME: Maronian FIRST NAME: Nicole MIDDLE NAME:

PREFERRED LAST NAME: Maronian PREFERRED FIRST NAME: Nicole PREFERRED MIDDLE NAME:

PREVIOUS LAST NAME: Maronian PREVIOUS FIRST NAME: Nicole PREVIOUS MIDDLE NAME:

SUFFIX: PROFESSIONAL SUFFIX: DEGREE CATEGORY: SELECT... ALLUME: ☐

PREFIX: SEX: UNKNOWN GENDER: SELECT... PRONOUN: SELECT...

REPORTED RACE/ETHNICITY: UNKNOWN SELF IDENTIFIED RACE/ETHNICITY: Select...

IM START DATE: 8/15/2006 IM END DATE: month/day/year IM CATEGORY: ANF SS CALCULATED PLAN:

ACTIVE/EMERITUS LEAVE IM END DATE
BLANK/INACTIVE/CLOSED- IM END DATE
SHOULD BE THE SAME AS THE SEPARATION
DATE.

INELIGIBLE START DATE: month/day/year INELIGIBLE END DATE: month/day/year

CURRENT	NEXT ACADEMIC YEAR	HIRE DATE	STATUS	NEXT ACADEMIC YEAR STATUS	LAST UPDATE
HOME DEPARTMENT: OTOLARYNG-MHM (697050)	OTOLARYNG-MHM (697050)	8/15/2006	ACTIVE	ACTIVE	7/18/2023

[Submit](#)

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

Administration

Faculty Details
Form and Letters
Reference Tables
Other Action
Reporting
Activity Reporting
Annual Review - Delegate

My Information

Annual Review
My Details
My Activities
Forms and Letters

My Faculty

Faculty Forms and Letters
Faculty Annual Review
Faculty Activity Track
Faculty Advising
Faculty Citation
Faculty Course Evaluations
Faculty Creative Work
Faculty External Activities
Faculty Grants
Faculty Honors and Awards
Faculty License
Faculty Mentoring
Faculty Non-Credit Teaching
Faculty Patents

PERSONAL

APPOINTMENT

CITIZENSHIP

DEGREE

ADDRESS

PHONE

EMAIL

ADMINISTRATION

SALARY

PROMOTION

CHANGE OF STATUS

LEAVE

SCHOOL-SPECIFIC

HISTORY

ANNUAL REVIEW

EXTERNAL

AACSB

RANK/APPPOINTMENT DATE: 8/15/2006
TENURE EXTENSION: 0
TENURE EXTENSION REASON: Select...
TENURE AWARD DATE: month/day/year
YEAR IN TENURE TRACK: 4
YEARS AT CURRENT RANK: 4
BOARD APPOINTMENT DATE: 11/15/2009
ENDOWED PROFESSORSHIP EFFECTIVE DATE: month/day/year
TOTAL ACADEMIC RANK YEARS: 4

SEPARATION DATE: month/day/year
OUT OF TENURE TRACK DATE: month/day/year
TENURE CLOCK START DATE: month/day/year
MANDATORY TENURE DATE:
NON-TENURE YEAR: 17
RANK YEAR EXTENSION:
RANK YEARS AT PREV. INST:
ENDOWED PROFESSORSHIP END DATE: month/day/year
TOTAL ACADEMIC CATEGORY YEARS: 4
YEARS IN PROFESSORSHIP: N/A

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	UH	UH
TENURE STATUS:	NOT IN TRACK	NOT IN TRACK
APPOINTMENT STATUS:	REAPPOINTED	REAPPOINTED
ACADEMIC UNIT:	(M-OTOL) OTOLARYNGOLOGY - HEAD AND NECK SURGERY	(M-OTOL) OTOLARYNGOLOGY - HEAD AND NECK SURGERY
DIVISION:	OTOLARYNGOLOGY HEAD & NECK SURGERY	OTOLARYNGOLOGY HEAD & NECK SURGERY
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	JULIUS W. MCCALL MD PROFESSORSHIP IN OTOLARYNGOLOGY-HEAD & NECK SURG...	JULIUS W. MCCALL MD PROFESSORSHIP IN OTOLARYNGOLOGY-HEAD & NECK SURG...
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS: 01/16/2023

Submit

ADD NEW

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