

# How to Reactivate a Faculty Member (From Inactive to Active)

For Faculty and Special Faculty members who have left the university and returned.

1. Use the orange Faculty Search box at the top of the screen to search for the faculty member's existing inactive record

Case Id	Faculty Id	Suffix	Faculty Name	Preferred Name	Department
201716			Timothy Andrews	Timothy Andrews	School of Engineering 2023-2024 Chemical and Biomolecular Engineering Active
amt113	201774		Andrew M. Timothy	Andy M. Timothy	School of Engineering 2018-2019 Mechanical & Aerospace Engineering Active

2. Using the information returned, select **Faculty Details – New Faculty** in the Navigation Menu on the left side of the screen
3. Search by Employee ID or CWRU ID, or by Name and Birth Date
  - a. Click **[Check Record]** to search the FIS database for the exact record
  - b. The results of the database search will appear below
  - c. Click **[Go]** to begin the reactivation process

Faculty ID	Faculty Name	Birth Date	School
201900	Test Test	10/22/1954	College of Arts and Sciences

4. Select the correct **School**, **Academic Year**, **Status** ("Active"), **Home Department**, and **Hire Date**
5. Click **[Go]**

# 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 Details - New Faculty**

Faculty ID: 201900	CASE Emplid:	CWRU ID: tt123
Last Name: Test	First Name: Test	Middle Name:
SCHOOL: CSE	ACADEMIC YEAR: 2023-2024	Birth Date: 10/22/1954
STATUS: Active		
HOME DEPARTMENT: Select...		
HIRE DATE: 3/11/2024		

**Go**

6. Select the **Personal tab** first, adding:

- a. **IM Start Date** (date of the new appointment)
- b. **Home Department** (new home department - will automatically select the same for Next Academic Year)
- c. **Hire Date** (same as IM Start Date)
- d. **Status** ("Active" – will automatically select the same in Next Academic Year Status)
- e. Click **[Submit]**

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**My Faculty**

**Faculty Details**

SCHOOL: CSE	ACADEMIC YEAR: 2018-2019	STATUS: Active	FACULTY: Timothy, Andy M.
SCHOOL: School of Engineering		FACULTY ID: 201774	
CASE EMPLID:477102		CWRU ID: ant113	
HOME DEPARTMENT: Mechanical & Aerospace Engineering (396100)		YEARS AT SCHOOL: 0	
JOINT HOME DEPARTMENT: N/A		YEARS AT CWRU: 0	

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

<b>PERSONAL</b>	<b>APPOINTMENT</b>	<b>CITIZENSHIP</b>	<b>DEGREE</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>	<b>ADMINISTRATION</b>	<b>SALARY</b>	<b>PROMOTION</b>	<b>CHANGE OF STATUS</b>	<b>LEAVE</b>	<b>SCHOOL-SPECIFIC</b>	<b>HISTORY</b>	<b>ANNUAL REVIEW</b>	<b>EXTERNAL</b>	<b>AACSB</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">EMPLOYEE ID: 477102</div> <div style="width: 45%;">CWRU ID: ant113</div> <div style="width: 45%;">*BIRTH DATE: 6/12/1980</div> <div style="width: 45%;">ORCID: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">*LAST NAME: Timothy</div> <div style="width: 45%;">*FIRST NAME: Andrew</div> <div style="width: 45%;">MIDDLE NAME: Matthew</div> <div style="width: 45%;">QUICKBASE ID: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">PREFERRED LAST NAME: Timothy</div> <div style="width: 45%;">PREFERRED FIRST NAME: Andy</div> <div style="width: 45%;">PREFERRED MIDDLE NAME: Matthew</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">PREVIOUS LAST NAME: <input type="text"/></div> <div style="width: 45%;">PREVIOUS FIRST NAME: <input type="text"/></div> <div style="width: 45%;">PREVIOUS MIDDLE NAME: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">SUFFIX: <input type="text"/></div> <div style="width: 45%;">PROFESSIONAL SUFFIX: Dr.</div> <div style="width: 45%;">DEGREE CATEGORY: PHD</div> <div style="width: 45%;">ALUMNI: <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">PREFIX: <input type="text"/></div> <div style="width: 45%;">SEX: MALE</div> <div style="width: 45%;">GENDER: MAN</div> <div style="width: 45%;">PRONOUN: HE, HIM, HIS</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">*REPORTED RACE/ETHNICITY: WHITE</div> <div style="width: 45%;">SELF IDENTIFIED RACE/ETHNICITY: WHITE</div> <div style="width: 45%;">IM END DATE: month/day/year</div> <div style="width: 45%;">IM CATEGORY: SELECT...</div> <div style="width: 45%;">SIS CALCULATED PLAN: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">*IM START DATE: 7/1/2018</div> <div style="width: 45%;">INELIGIBLE START DATE: month/day/year</div> <div style="width: 45%;">INELIGIBLE END DATE: month/day/year</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">CURRENT: HOME DEPARTMENT: MECHANICAL &amp; AEROSPACE ENGINEER...</div> <div style="width: 45%;">NEXT ACADEMIC YEAR: MECHANICAL &amp; AEROSPACE ENGINEER...</div> <div style="width: 45%;">HIRE DATE: 7/1/2018</div> <div style="width: 45%;">STATUS: ACTIVE</div> <div style="width: 45%;">NEXT ACADEMIC YEAR STATUS: ACTIVE</div> <div style="width: 45%;">LAST UPDATE: 5/14/2020</div> </div> </div> </div>															<b>Submit</b>	

7. Select the **Appointment Tab**, adding the new appointment information:

- a. Rank Appointment Date
- b. Academic Rank
- c. Location
- d. Appointment Status – **New**
- e. Academic Unit

## FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

- f. Appointment Type
- g. Full Time/Part Time
- h. Click **[Submit]**

PERSONAL	APPOINTMENT	CITIZENSHIP	DEGREE	ADDRESS	PHONE	EMAIL	ADMINISTRATION	SALARY	PROMOTION	CHANGE OF STATUS	LEAVE	SCHOOL-SPECIFIC	HISTORY	ANNUAL REVIEW	EXTERNAL	AACSB																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">RANK APPOINTMENT DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td style="width: 50%;">SEPARATION DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>TENURE EXTENSION: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="0"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>OUT OF TENURE TRACK DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>TENURE EXTENSION REASON: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>TENURE CLOCK START DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>TENURE AWARD DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>MANDATORY TENURE DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>YEAR IN TENURE TRACK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>NON-TENURE YEAR: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>YEARS AT CURRENT RANK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>RANK YEAR EXTENSION: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>N/A <input type="checkbox"/> RANK YEARS AT PREV. INST: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> </tr> <tr> <td>BOARD APPOINTMENT DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>ENDOWED PROFESSORSHIP EFFECTIVE DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>ENDOWED PROFESSORSHIP END DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span></td> <td>YEARS IN PROFESSORSHIP: <input style="width: 100%; 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border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	MANDATORY TENURE DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	YEAR IN TENURE TRACK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	NON-TENURE YEAR: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	YEARS AT CURRENT RANK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	RANK YEAR EXTENSION: <input style="width: 100%; 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INST: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	BOARD APPOINTMENT DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	ENDOWED PROFESSORSHIP EFFECTIVE DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="7/1/2018"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	ENDOWED PROFESSORSHIP END DATE: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	YEARS IN PROFESSORSHIP: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	TOTAL ACADEMIC RANK YEARS: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	TOTAL ACADEMIC CATEGORY YEARS: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text" value="1"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	NEXT ACADEMIC YEAR												RECORD STATUS: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	ACTIVE <input type="checkbox"/>	ASSOCIATE PROFESSOR <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	ACTIVE <input type="checkbox"/>	ASSOCIATE PROFESSOR <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	ACADEMIC RANK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	CSE <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	TENURED <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	TENURED <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	LOCATION: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	NEW <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	REAPPOINTED <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	TENURE STATUS: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	C. 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FULL TIME/PART TIME: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	FULL TIME <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	FULL TIME <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>	FULL TIME <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>																																																																																																		
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CUSTOM REMARK: <input style="width: 100%; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="text"/> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; font-size: 10px;">[Cal]</span>																																																																																																					

LAST UPDATE STATUS: 5/14/2020

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