

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

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

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](#)

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

[Go](#)

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

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My Faculty

Faculty Details - New Faculty

Faculty ID: 201900

Last Name: Test

CASE Emplid:

First Name: Test

CWRU ID: ttt123

Middle Name:

Birth Date: 10/22/1954

SCHOOL: CSE

ACADEMIC YEAR: 2023-2024

STATUS: Active

HOME DEPARTMENT: Select...

HIRE DATE: 3/11/2024

Go

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

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

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Faculty Creative Work

Faculty External Activities

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Faculty Honors and Awards

Faculty License

Faculty Mentoring

Faculty Non-Credit Teaching

Faculty Details

SCHOOL: CSE

ACADEMIC YEAR: 2018-2019

STATUS: Active

FACULTY: Timothy, Andy M.

Load

SCHOOL: School of Engineering
CASE EMPLID: 477102
HOME DEPARTMENT: Mechanical & Aerospace Engineering (396100)
JOINT HOME DEPARTMENT: N/A

FACULTY ID: 201774
CWRU ID: amt113
YEARS AT SCHOOL: 0
YEARS AT CWRU: 0

FACULTY NAME: Andy Matthew Timothy
HIRE DATE AT CWRU: 07/01/2018
AGE: 43
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: 477102

* LAST NAME: Timothy

PREFERRED LAST NAME: Timothy

PREVIOUS LAST NAME:

SUFFIX:

PREFIX:

* REPORTED RACE/ETHNICITY: WHITE

* IM START DATE: 7/1/2018

CWRU ID: amt113

* FIRST NAME: Andrew

PREFERRED FIRST NAME: Andy

PREVIOUS FIRST NAME:

PROFESSIONAL SUFFIX: Dr.

* SEX: MALE

SELF IDENTIFIED RACE/ETHNICITY: WHITE

IM END DATE: month/day/year

* BIRTH DATE: 6/12/1980

MIDDLE NAME: Matthew

PREFERRED MIDDLE NAME: Matthew

PREVIOUS MIDDLE NAME:

DEGREE CATEGORY: PHD

GENDER: MAN

IM CATEGORY: SELECT...

ORCID:

QUICKBASE ID:

ALUMNI:

PRONOUN: HE, HIM, HIS

SIS CALCULATED PLAN:

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

CURRENT		NEXT ACADEMIC YEAR		HIRE DATE	STATUS	NEXT ACADEMIC YEAR STATUS	LAST UPDATE
HOME DEPARTMENT:	MECHANICAL & AEROSPACE ENGINEE...	MECHANICAL & AEROSPACE ENGINEE...		7/1/2018	ACTIVE	ACTIVE	5/14/2020

Submit

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

- Rank Appointment Date
- Academic Rank
- Location
- Appointment Status – **New**
- 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
<div> <div> RANK APPOINTMENT DATE: 7/1/2018 </div> <div> TENURE EXTENSION: 0 </div> <div> TENURE EXTENSION REASON: Select... </div> <div> TENURE AWARD DATE: 7/1/2018 </div> <div> YEAR IN TENURE TRACK: </div> <div> YEARS AT CURRENT RANK: 1 </div> <div> BOARD APPOINTMENT DATE: 7/1/2018 </div> <div> ENDOWED PROFESSORSHIP EFFECTIVE DATE: 7/1/2018 </div> <div> TOTAL ACADEMIC RANK YEARS: 1 </div> </div> <div> <div> SEPARATION DATE: month/day/year </div> <div> OUT OF TENURE TRACK DATE: month/day/year </div> <div> TENURE CLOCK START DATE: month/day/year </div> <div> MANDATORY TENURE DATE: </div> <div> NON-TENURE YEAR: N/A </div> <div> RANK YEAR EXTENSION: </div> <div> RANK YEARS AT PREV. INST: </div> <div> ENDOWED PROFESSORSHIP END DATE: month/day/year </div> <div> TOTAL ACADEMIC CATEGORY YEARS: 1 </div> <div> YEARS IN PROFESSORSHIP: 1 </div> </div>																