

How to Add an Administrative Title

Administrative titles for faculty are tracked in the Faculty Information System (FIS). The Provost's Office adds all department chair titles once approved, but school administrators are responsible for adding school-approved administrative titles (e.g., associate dean, center director, etc.).

Add a New Administrative Title

1. On the **Administration** tab of the faculty record, click **+ Add** to add a new entry.
2. Add the the following information:
 - a. Academic Unit
 - b. Location
 - c. Division (SOM only)
 - d. Administrative Rank
 - i. Note: If the administrative title is not listed, contact fissupport@case.edu to request that it be added.
 - e. Start Date
 - f. End Date
 - g. Signature (automatically generated but can be manually changed; this will appear on appointment forms/letters)
 - h. Is Primary (check if the title should appear on the appointment form)
3. Click **Submit** to save.

Edit an Existing Administrative Title

1. On the **Administration** tab, click the pencil icon () under the **Actions** column.
2. Edit the entry and click **Submit** to save.

Delete an Existing Administrative Title

1. On the **Administration** tab, click the trash can icon () under the **Actions** column.
2. A pop-up message will appear asking if you are sure you want to delete the report. Click **OK**.