

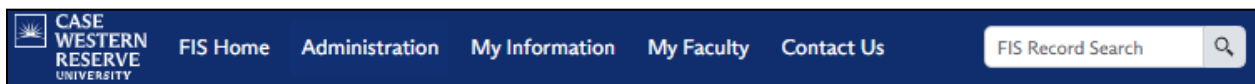
How to Find a Faculty or Postdoc in FIS

The Faculty Information System (FIS) contains records for all faculty (paid and unpaid) and postdocs. There are three different ways to find a faculty or postdoc record:

1. Use the FIS Record Search bar
2. Use the Faculty or Postdoc Lookup page
3. Use the New Faculty or Postdoc page

FIS Record Search Bar

- 1) Use the **FIS Record Search** bar located on the far right of the top navigation bar.
 - a. Type in the name (full or partial) of the faculty member, then click Enter or the magnifying glass (🔍).



- b. A list of partial or complete matches will appear. The records will either be labeled "Faculty" or "Postdoc" under the **Departments** column.
 - c. If you have access to open the record, the information under the **Departments** column will be hyperlinked. Click the link.

FIS Record Search					
Case ID	FIS ID	Name	Preferred Name	Primary Email	Departments
ext1234	201931	Evelyn Sanderson	Evelyn Sanderson	test@gmail.com	College of Arts and Sciences 2026-2027 Biology Active - PostDoc

Faculty or Postdoc Lookup

1. Under **Administration** on the top menu, select **Faculty Details** → **Faculty Lookup** to find a faculty record. To find a postdoc record, select **Postdoc Details** → **Postdoc Lookup**.
2. Update the series of drop-down menus to select School, Academic Year, Status, and Faculty.

Faculty Details

School: CAS Academic Year: 2026-2027 Status: Active Faculty: Select...
 Search Filter: [Filter]
 Select...
 Abraham, John X.
 Allan, Zoe
 Alsop, Evan

New Faculty or Postdoc

1. Under **Administration** on the top menu, select **Faculty Details** → **New Faculty** to find a faculty record. To find a postdoc record, select **Postdoc Details** → **New Postdoc**.
2. Add either the **Employee ID**, **CWRU ID** or a combination of **Last/First/Middle** names and **Birth Date**.
3. Click **Check Record**.

New Postdoc

The Search/Match process below is used to identify whether the postdoctoral 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 postdoctoral member.

Search by EMPLOYEE ID or CWRU ID
 EMPLOYEE ID: [employee id] OR CWRU ID: [case id]

Or search by LAST NAME, FIRST NAME and BIRTH DATE
 Last Name: [last name] First Name: [first name] Middle Name: [middle name] Birth Date: [Birth Date]

Check Record

1. If no record of the proposed postdoc exists, this message will appear: "This postdoc doesn't exist in the current system, click "Add" to add this postdoc." Click **Add** to continue.

- a. If a postdoc record does exist, the existing record will appear. If it is the same person, click **Go** to continue. If it is a different person, click **Add As New Postdoc**.
2. 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
 - g. Sex
 - h. Reported Race/Ethnicity

Click **Go** on the bottom of the screen to continue.

Add New Postdoc

Please enter the details below for the new faculty record. All fields are required.

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

FIS ID: Last Name: Smith	CASE Emplid: First Name: Abigail	CWRU ID: Middle Name:	Birth Date: 01/01/1988
* School: CAS			
* Academic Year: 2025-2026			
* Status: Active			
* Home Department: Chemistry (192050)			
* Hire Date: 07/01/2025			

Related Instructional Guides:

[Introduction to FIS Records](#)

[How To Add A New Postdoc Record](#)

[ID Creation for New FIS Records](#)

[Appointment Tab Quick Guide](#)