Frequently Asked Questions in Faculty Success

Update 7.20.2022

Q. Can I click on an Activity (say Professional Service) and get to the CV I imported from there to copy my information over?
A. No, you are able to use the Activities tab to maintain your records, make updates/edits, and add information manually. While in your CV import you can scroll down on the right side of the 'Add Activities' pane and select the Professional Service activity to get these records into your Digital Measures. You can upload as many CVs as you would like and pull information into FS from each.

Q. Why are my green check marks gone once I finished my CV import in Faculty Success?
A. Your CV is stored in Faculty Success and only you as a faculty member can access this document (not even delegates). Once you wish to stop during an import you will click 'Review and Import Records' button at the bottom of your screen and review what you wish to have on FS while in the CV Imports tab. If you are unsure where you left off in your import you can use your Reports tab and run a VITA to see what is missing. Additionally, you can upload as many CVs as you would like and pull information into FS from each.

Q. Can I **PLEASE** request to have a 1-on-1 meeting with you? I watched your video and the PowerPoint and resources are all great but I have four specific areas I am having trouble entering from my CV import still.
A. Absolutely! I please let me know when you are available to chat and I can send you a MS Teams meeting.

Q. In Faculty Success for Administrative Assignments, I've created a place for me as Director. However, it looks like I'm the director of the school and not director of department?
A. When entering an Admin Assignment for a specific area we will only fill in the "Other" explanation area. If we select director in the 'Position/Role' drop down it will assume we only want that title to show. I went back in and delete the 'Director' under that first drop down and now everything you entered looks perfect so only what you typed for 'Other' in the explanation will appear.

Q. Can you tell me what the minimum information is that the faculty need to have in Faculty Success by the deadline?
A. Use the 'Activity Mapping' guide to enter as much information as you need for your report. Ask you chair if you need three years of data or not.

Q. Do both LTLs and also secretaries have to enter their data into Faculty Success?
A. Currently the deadline is only for **Full-time faculty** to have their CV data entered into the system. Some departments have told me they have asked their LTL faculty to also have their information in the system as well, to run reports but I will hold trainings throughout the fall semester for those who need the initial training. Secretaries and other professional staff do not need to enter their information unless needed for accreditation purposes (Business College does).

Q. We have a new faculty member and a new staff member (who will be entering data for faculty) and the system says "Sorry we weren't expecting you" when they try to get in. Do you need their information?
A. Yes, please give me their names and I will go in now and add them to the appropriate departments so they have access. Give it about five minutes and they should be able to get in after.

Q. Is there a way to create a report that would combine the vita and publications? Our faculty want their publications listed on their CVs.
A. Yes, I can give you a 1-on-1 training on ***How to Run and Create Reports***. There is now a PDF on our website with the same title that you can look at that describes this quick process.

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Q. As I am walking through entering data in Faculty Success for Scheduled Teaching, I am at a loss on how we are to know how many students earned an A, B, C, .. If we are responsible to find and enter all of this information on a section-by-section basis, I need to know where to go to find this. Do we really need to enter all of that?
A. No, the OIR office will be doing this for those who need it for accreditation purposes. You can choose to skip this activity.

Q. Under the "general" category, I wondered if you could clarify if "graduate/post grad training" is for conventions, workshops we've attended? If yes, how far back? You mentioned in a former email 3 years back, but another doc I see mentioning 5 years back (for tenured faculty which I am not). Secondly, how far back are we to go when filling this Faculty Success out?
A. No, the 'grad/post grad training' is more so for internships, residencies, fellowships, or clerkships that might have been required by your degree. The *Activities Mapping* Resource on our site has a good overview of these activities. You can go as far back as your department requires, most need three years as a senior lecture so that when your Chair runs a report that information is there and available. Those going up for P&T need the 5 years I was told.

Q. Other Evidence of Effectiveness in Service - what does this mean? What would we be placing here?
A. This is for those who will go up for P&T, outlined in the 99-1 guidelines document (portions of IV. D). The *Activities Mapping* Resource guide on our site shows what needs to be entered for those faculty that are going up for P&T. Non-tenure track faculty may skip this activity type.

Q. Evidence of Student Learning as well as Other Evidence of Teaching Effectiveness - what does this mean? What would we be placing here?
A. Pre & post test results/other artifacts demonstrating student learning and Portions of IV. B. of the P&T document, non-tenure track faculty may skip this activity type.

Q. For my publications I have uploaded PDFs but I can't see where in DM I can view them.
A. Faculty can view these under the *Publications* activity and by clicking on any entry they can drag and drop Full text PDFs into the entry box under 'Web Address'. If they are asking where they can run these to view them, they can choose the ***Rapid Report*** created by Watermark titled '*Intellectual Contributions by Faculty*'. This report will pull all the publications they had entered the system. I will be doing training on how to create a custom report where faculty will have the ability to pick and choose what data they wish to pull.

Q. When multiple faculty across the University are entering a **shared publication** or **presentation** (one that they all authored/presented) it appears multiple times in the faculty profiles and on reports. Should we go in and remove all but one of the entries or will the system adjust this so they aren't counted multiple times on our reports?
A. Yes this collaboration feature has been turned off as of 7/01/2022 as not to allow duplicate information.

Q. Our Chair mentioned that a copy of our annual faculty report was sent to you, but it appears that some things we generally include (Professional Memberships for example) don't appear yet on the Annual Activity Report that the system provides. Are you still working to update the parameters of this report or do we need to go through and identify any items that should appear, but aren't?
A. The Memberships should be generating when this report is run. If a faculty member does not yet have that section filled out then the system will leave it blank unless you select 'enable all'. I have attached two reports I created for DSB AFRS. I will have trainings soon on how to run these reports.

Q. Can we print out the digital CV? If so, can you tell me how?
A. Yes, you can print these from the 'Reports' tab in DM. Select the report you wish to run and on the top right you will need to choose the 'Options' tab. From there you will have the ability to save as a Word or PDF file to print.

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Q. Should I include the events that I hold for my students on campus? As a program coordinator, part of my job is to promote and market my courses to students. I hold events, show movies, hold study abroad information sessions, etc., on campus. I write about these activities in my annual reports that I submit to my Chair each January.
A. Yes, I would agree that this information should go into your Faculty Success system for use in your annual reviews. Most of these you can place under the activity type of 'Non-Credit Instruction Taught' with the Instruction Type of 'Other' selected. Some you can choose to place under the 'Presentations' activity such as for Lecture session/ roundtable discussion or a demonstration. Running your CV report after all your information has been entered will allow you to see what these would appear as for reviews.

Q. Is Faculty Success only accessible via a login. Our college is revamping our website which no longer hosts PDFs. We are trying to find a place to host our CVs so that they are available to the public.
A. Yes, only CV information in FS can be accessed via secure login **not available to the public**. Our Communications and Marketing team is currently working on **web profiles** for faculty which will be connected to our Purdue Fort Wayne website, this will be accessible to the public for viewing.

Q: When I go through the large amount of publications I have, will the final report be separating different types of publications?
A: Yes, so when you run only a publications report (Titled 'Intellectual Contributions' report) through FS it will break it down by section (i.e. Refereed Journal, Conference Proceedings, Book, etc.). and also in chronological order from most recent.

Q: I tried to put my publications on my Faculty Success page. I get a message saying that I must add Date Submitted and Date Accepted to each publication. I don't have that information and I can't get it. What should I do?
A: If you are pulling these directly from your CV then it should allow you skip entering this information for now by selecting 'Update Entries' on the bottom right. If it is still showing and won't let you import then check your status for the publications. Usually the system only requires a date if the 'Current Status' is chosen as being 'Accepted' or 'Published'.

Q: In my college we have different accreditation reports that we run for faculty, does Faculty Success have that report or how would I get that?
A: There are different reports in FS that can be used yes but if you have a specific template of what your college uses for AFRS, Promotion and Tenure, or accreditation then we ask that you send those to the IR office so we can get those uploaded into the system for use as a customized report.

Q: Under which activity screen would I best place my student teaching evals for the semester?
A: Under the 'Evaluation Data' screen

Q: Does the Degrees tab not allow Associates degrees to be entered?
A: In the General Credentials/Expertise activity under degrees it does not have the drop down for A.S. no, to enter this information you will need to select 'Other' from the Degree drop down (last option under PhD so please scroll) then a new text box will appear for 'Explanation of "Other", type in AS here.

Q: For accreditation guidelines (ABET) we are usually mandated to have our faculty vitae submitted in no longer than two pages in length, is this an option in FS?
A: Yes, you can generate a quick 'ABET Vitae' in the activities tab located under the Scholarships/Research tab. Select the 'ABET Vitae' option and make the selections of what you want to include. All your information is stored in FS so you only need to use the dropdown menus to populate these fields. The Chair or Dean can run these reports in FS.

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Q: I am very often a guest lecturer, which activity would I place this under? I see the option under 'Presentations' but usually this is just in another faculty's classroom to graduate students not as detailed as say a conference lecture?
A: You can place guest lecture information under the Teaching/Mentoring activity by selecting the option 'Non-credit Instruction Taught'. For the Instruction Type you can select 'Guest Lecture' in the drop down and your audience as either internal or external to our university. Sponsoring organization you can place the university name and/or the specific course name you were lecturing in i.e. Purdue University Fort Wayne; Dr. Stranger's 4700-01 Mystical Threats Graduate class.

Q: Twice a year I give a presentation on my work for the Fort Wayne community. I do this as a volunteer and am never paid. Where should I put this information, under 'Presentations' or 'Public Service'?
A: This would be best to place under 'Public Service' since you are a volunteer for this organization and are giving the presentation pro bono. Under Public Service it also allows you to enter the number of hours per year you send on this presentation. The 'presentation' activity while it has the option for presentation type as a **<u>demonstration</u>** and for scope as being **<u>local</u>** this is more geared towards academic or peer-reviewed works where you would have submitted an abstract.

Q: I do a workshop on campus every semester for students on XYZ software. Would that go under Presentations?
A: place workshop information under the Teaching/Mentoring activity by selecting the option 'Non-credit Instruction Taught'. For the Instruction Type you can select 'Workshop' in the drop down and your audience as either internal or external to our university. Sponsoring organization you can place the university name and or the department you are representing i.e. Computer Science.

Q: I volunteer in a new faculty program through my professional degree association (usually through email and zoom since they are out-of-state), can I record this information in Faculty Success?
A: Yes, you would place this under the Teaching/Mentoring activity and select the option for Mentoring. Once you have the mentee's name in you can select the mentee level as 'Faculty Member' (if they were not faculty and just another professional in Accounting then you would have to select 'Other' and explain in the description box).

Q: I received an <u>equipment **gift**</u> when I was director of a campus center, I see the option for grant under the Scholarship/Research activities but this was a one-time gift of equipment so do I place this here?
A: Yes, the best way to indicate a gift to a center on campus is by using the 'Contracts, Fellowships, Grants and Sponsored Research' option. For type you would select 'Grant' and in the title you would specify the ***equipment gift*** was for the center. In the abstract restate the ***gift*** was received when you were director of the center. If this was a one-time gift then use start date of funding as the date received and go out a year.

Q: I am a committee member for the city of Fort Wayne, would that go under Public or Professional Service?
A: The Professional Service screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category. Even though you were approached to volunteer due to your professional knowledge in the area you would still say this is a Public Service in FS.

Q: Where would I put my non-instructional activities i.e. Assistant Director information?
A: Under 'Administrative Assignments' for the Career Information activity you can put 'Assistant Director' in the 'Explanation of "Other"' text box since there is no drop down for Assistant Director as a Position/Role.

Please reach out to Lindsey Dutrieux for all your Digital Measures questions at
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