Frequently Asked Questions in Faculty Success

Update 9.21.2021

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 Faculty Success (FS). You can upload as many CVs as you would like and pull information into Faculty Success from each.

Q. Why are my green check marks gone once I finished my import in Faculty Success (FS)?
A. Your CV is stored in FS 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. I have placed publications in Faculty Success. When I run a report (as Vitae), a list of my publications does not show up as a report. Why?
A. The Faculty Success provided 'Vita' Report is very basic and they do not include the Publications activities. Your college will have their own reports that can be created and have the ability to be customized for each unit. Our website has a PowerPoint on how to create your own report if that is something you're interested in diving into.

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 digital measures 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 August deadline?
A. There is a document on our webpage of items that the Office of Academic Affairs has asked faculty to enter (import Checklist). The deadline for Full-Time faculty to have their information into the system is August 16th and I will be holding live trainings from the 9th through the 16th from 12pm-1pm for those who need a refresher or that have specific questions. There are additional resources on our OIR page that faculty and delegates can use and a link to the general *Entering Faculty CV Data Training (Video)*. To see which faculty still are missing data you will need to run a report for your faculty and see what is missing. Our PowerPoint for running and creating reports in FS is also on our site and will have this resource available on our FS site. After looking through these materials, if you still need help please reach out to me and I would be happy to hop on MS Teams and share my screen with you for clarification.

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** by August 16th 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.

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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 will be holding trainings this fall on How to Run and Create Custom FS Reports. There is now a PowerPoint on our website that you can look at that describes this quick process.

Q. Is there a way to distinguish invited presentations vs presentations made because a poster or paper was submitted? Faculty feel there should be a distinction.
A. There is the option under 'Scope' to specify this but are you asking for a new drop-down for type. This is now an option on the CV Import Screen when adding activities.

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, .. ,W…. 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 since we upload all the information for faculty but it is a good screen to have to place a syllabi and your student course evaluations if needed (again not required). This activity is left open for faculty to add courses in case they need to take over for another faculty member mid semester and it was not captured by our office.

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. 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 *Faculty Import Checklist* 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 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 FS 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 FS 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.

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Q. Is it possible to have the grade distribution in the Scheduled Teaching for each course automatically populate since the data is out in BANNER and the course information is being pulled from there anyway?
A. Yes the OIR department is able to add the grade distributions into the Scheduled Teaching activity for your department.

Q. Is it possible to have the semester and year listed for the courses for each of those listed under Scheduled Teaching?
A. The scheduled teaching should be organized this way now, I can go in and check the filter for this report and make sure that is available.

Q. Is it possible to lock-down the cells that are automatically populated from BANNER with the course details, enrollment, grades, etc? We don't want faculty accidentally altering the numbers.
A. Yes this screen is now locked and can only be updated by our office since the data is pulled from Banner.

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 you may remove all but one, make sure you are checking these though because if they are truly the same the system should have had an alert message that similar data was already entered

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. I noticed that courses aren't appearing in two instructors under "Scheduled Teaching," but they do appear in some other LTL profiles. Is there something I need to do to ensure these appear there?
A. Both of these individuals are categorized as Staff Type AP in Banner so that is likely the reason. Our office will need to look into Banner and check is we are capturing the "non-faculty' folks too when we import data. If you go into scheduled teaching these can be added manually by hitting the 'Add New Button' on the top left of your screen

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 FS. 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.

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 digital measures 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

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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 DM it will break it down by section (i.e. Refereed Journal, Conference Proceedings, Book, etc.). and also in chronological order from most recent.

Q: If a publication is very much copyrighted, are we allowed to upload it?
A: Information such as full text uploaded to your 'Publications' activity will not be used or distributed off our campus. If you wish to include a publication like this in your faculty biography (Faculty Highlight) section then I would ask the question if it's okay just to include the link/title of the article instead of the full text. If you personally worked on a copyrighted publication then you should be fine storing it in your Faculty Success yes.

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: I entered a book but did not get a status of "other" as a choice to put in production or in print.
A: You would need to enter this through the 'Activities' tab to see the option for 'Other'. "Other" is the last option under the 'Contribution Type' drop down, it will then populate a new question below that you can fill in your information.

Q: Where do I put editors of books I've had chapters in, I am only seeing the book title.
A: You can add editors in the same location if you scroll down it will give you the option in the 'Activities' tab for publications. I would skip any publication information that can't be added in bulk or by 3rd party and instead use the 'Activities' tab to enter them for more detail. In my example of the 'Degrees', the system only asked for the year, degree type, and major but once in the activities tab it gives me the option to add much more details if I wanted to.

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 would I best place my student teaching evals?
A: Under the Teaching/ Mentoring activity you would select Scheduled Teaching. Courses are loaded by our office from Fall 2017 to present. Select the course you have an evaluation for and scroll down until you see the 'Drop File' box for 'Student Course Evaluations'. This allows greater organization of your information since it is saved per course.

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", simply type in AS here.

Q: For accreditation guidelines 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.

Q: I am on several committees as a faculty member that actually span the Purdue System but there is no systemwide option under 'University Service'.
A: University Service is the correct location as you are representing our campus on behalf of the university. In the 'Responsibilities/Brief Description' text box you are able to state that this activity is for the Purdue System and/or Systemwide.

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 **demonstration** and for scope as being **local** 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 FS?
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 equipment **gift** 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 Faculty Success questions at dutrieul@pfw.edu ext.1-0797.