

# How To View and Edit Faculty Information in FHS DB (Departments)

---

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS

Updated April 5, 2024

## OVERVIEW

This document outlines how to view information in FHS DB for faculty members in a department. Some of the information is coming from Mosaic, some has been collected in MedSIS (UGME, PGME), while some information will be collected in FHS DB.

## LOGIN TO FHS-DB

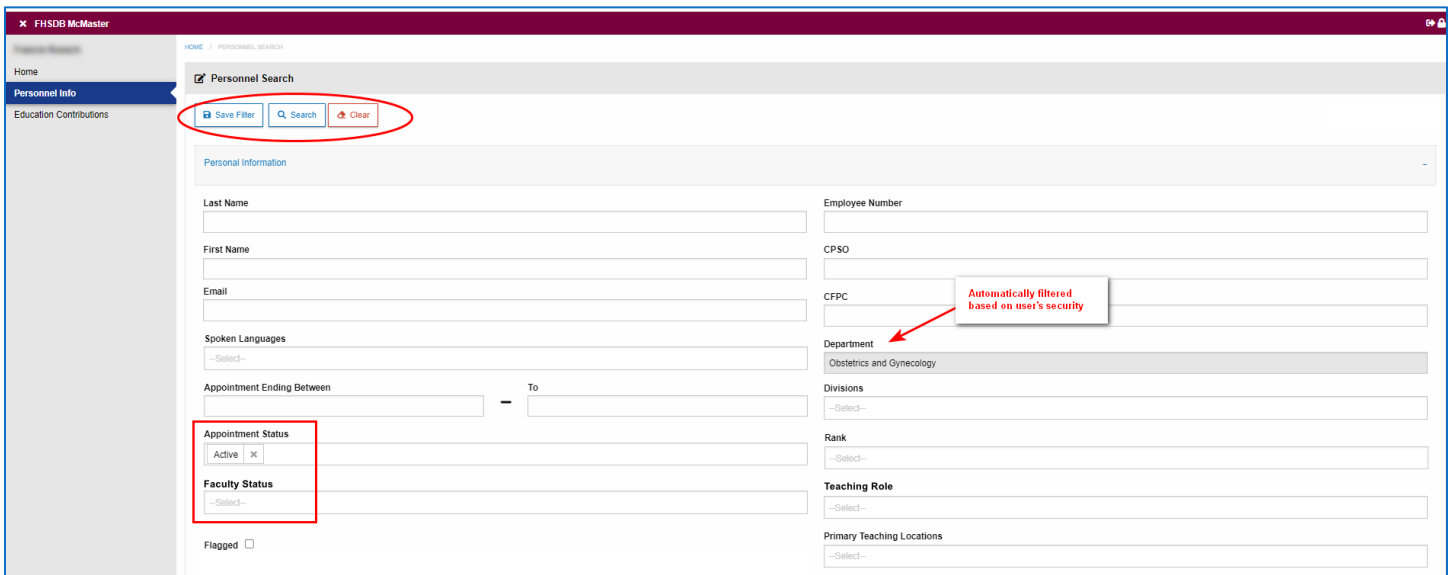
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

## PERSONNEL SEARCH

Personnel Search will allow you to search for your faculty based on some criteria that are collected in FHS DB.

- To view information on your faculty, click the Personnel Info menu item
- Click Search
- If you are searching for the same criteria most of the time (Active faculty etc.) you can save the filter



## APPOINTMENT STATUS VS FACULTY STATUS

We import all faculty appointments directly from Mosaic. There can be some appointment errors (missing end dates, overlapping appointment etc.) that are flagged here for FHS Human Resources to validate.

## FACULTY STATUS

Faculty Status is used to determine the status of faculty members being imported from Mosaic. There are 4 statuses:

1. **Draft** – any new faculty added to Mosaic where the Start Date is in the future.
2. **New** – any new faculty added to Mosaic where the Start Date is in the past.

3. **Active** – faculty with active appointment.
4. **Historical** – faculty with no active appointments.

The system should bring anyone **New** from Mosaic and allow the departments to view the appointments, verify the information and add anything else needed. Departments can then change the status to **Active** (manual switch). If the appointment lapses or is terminated, the system will automatically change the status (overnight process) to **Historical**.

## PERSONNEL INFORMATION RESULTS

Based on your search, your faculty list will be displayed. You can select 1 or more (or all) faculty to view/print their information.

## VIEW INFORMATION

Selected faculty information will be displayed. There are multiple menu items grouped by a logical category. Information in these menu items consisting of department specific information as well as CV related information (more on this below). The Faculty Header is displayed throughout the system.

**FHSDB McMaster** | HOME / PERSONAL INFORMATION

**Abou-Seido, Maher** 1 of 228 [Active]

Rank: Asst Clinical Prof (Adjunct) CPSO/Other ID: 123456 Teaching Location: Hamilton  
 Department: Obstetrics and Gynecology Primary Email: bob@smith.ca McMaster Building/Office: MUMC, 2D01  
 Division:

Department Information  
 Employee ID: 123456789 Union Code: OTA Employee Class: OTA

Personal Information Professional Identifiers

McMaster Credentials  
 Employee Number: 123456789  
 Email Address: bob@smith.ca

Professional Identifiers  
 MINC:  
 CPSO: 123456  
 CFPC:

Comments:

Disabled (greyed out) information is imported from Mosaic or MedSIS and cannot be changed here. Other information enabled for editing can be added/edited by the departments of the faculty.

[Save]

**FHSDB McMaster** | HOME / EMPLOYMENT DETAILS

**Abou-Seido, Maher** 1 of 228 [Active]

Rank: Asst Clinical Prof (Adjunct) CPSO/Other ID: 123456 Teaching Location: McMaster Building/Office: MUMC, 2D01  
 Department: Obstetrics and Gynecology Primary Email: bob@smith.ca  
 Division:

Academic Appointments Teaching Location Flag Employment History

Showing 1 to 2 of 2 entries

Employee Number	Department	Rank	Type	Rank Type	Full / Part	Employee Class	Union	Division	Start Date	End Date	Source	Status
003109456	Obstetrics and Gynecology	Asst Clinical Prof (Adjunct)	Primary	Faculty	Part-Time	Other Academic	Other Academic	Other Academic	2021-07-01	2024-06-30	Mosaic	Active (Active)
003109456	Obstetrics and Gynecology	Asst Clinical Prof (Adjunct)	Primary	Faculty	Part-Time	Other Academic	Other Academic	Other Academic	2018-11-01	2021-06-30	ATP	Inactive (Active)

Show 25 entries

### Contact Information

Contact information will be populated by faculty during the annual Faculty Profile Update process using a FHS DB Wizard functionality. This process will allow FHS DB to collect information on **teaching location, division and contact information**. Departments will also be able to add/edit this information on behalf of their faculty.

**FHSDB McMaster** | HOME / CONTACT INFORMATION

**Abou-Seido, Maher** 1 of 228 [Active]

Rank: Asst Clinical Prof (Adjunct) CPSO/Other ID: 123456 Teaching Location: McMaster Building/Office: MUMC, 2D01  
 Department: Obstetrics and Gynecology Primary Email: bob@smith.ca  
 Division:

Department Information  
 Employee ID: 123456789 Union Code: OTA Employee Class: OTA

Contact Information Email Addresses

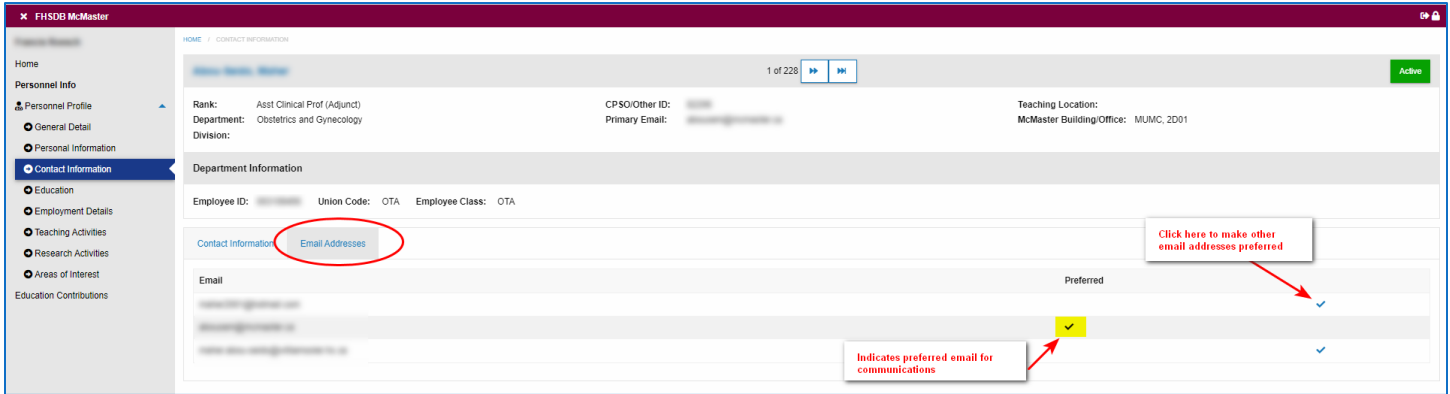
Current Living Residence  
 Address 1: 90 - 2900 Rio Crt  
 Address 2:  
 City: Mississauga

McMaster Business Address  
 Address 1: 1280 Main St. W  
 Address 2:  
 Building Name: MUMC

Mailing Address  
 Address 1: 503- 2250 Boward Drive East  
 Address 2:  
 Building Name:  
 Room Number:

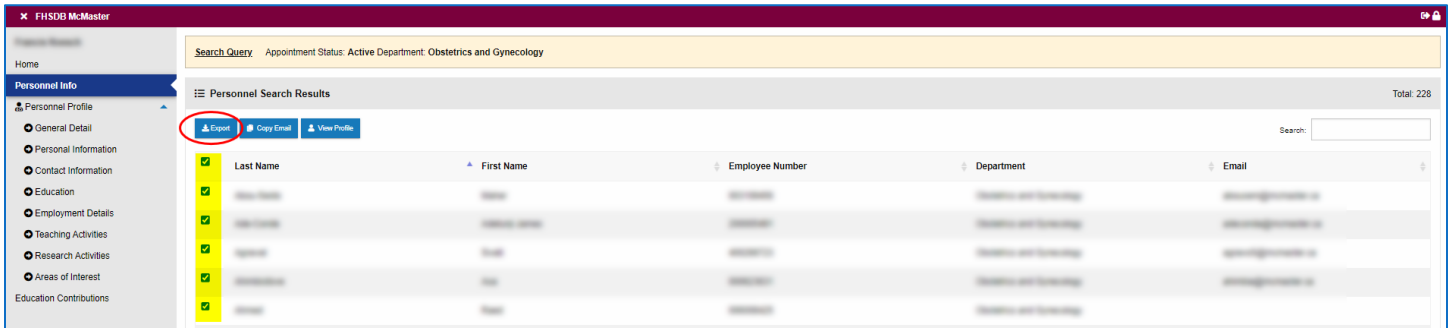
## Preferred Email Address

Departments can indicate the preferred email for faculty. This will be the email that all electronic communications and notifications will go to.

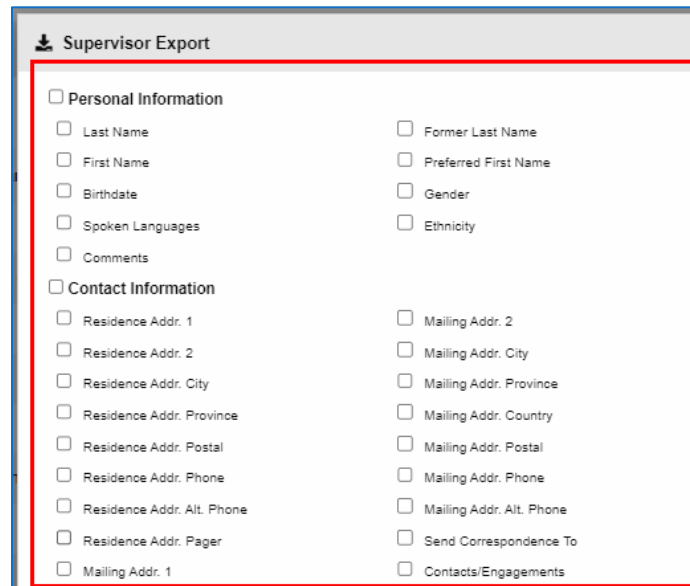


## EXPORT INFORMATION

You can print your faculty information using the Export functionality on the Search Screen result window.



By selecting the information you need, the data will be exported into excel. Please note, that we are still working on adding additional information to this export.



## NEED SUPPORT?

Please log a service ticket [here](#). All FHS DB User Guides can be found on the [FHS DB website](#)