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
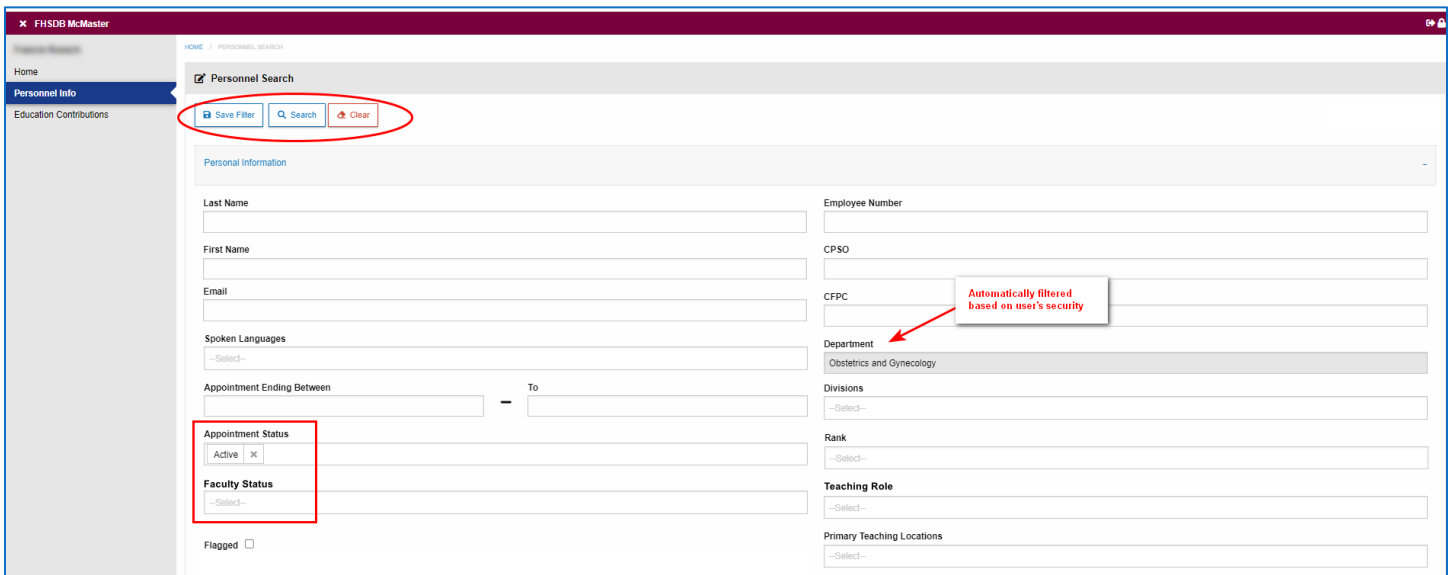
APPOINTMENT STATUS VS FACULTY STATUS

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.

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.
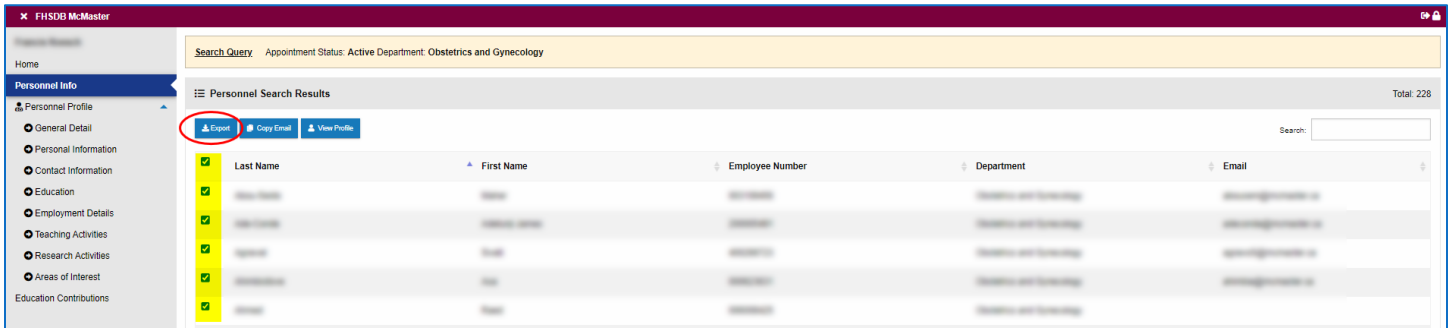
Preferred Email Address

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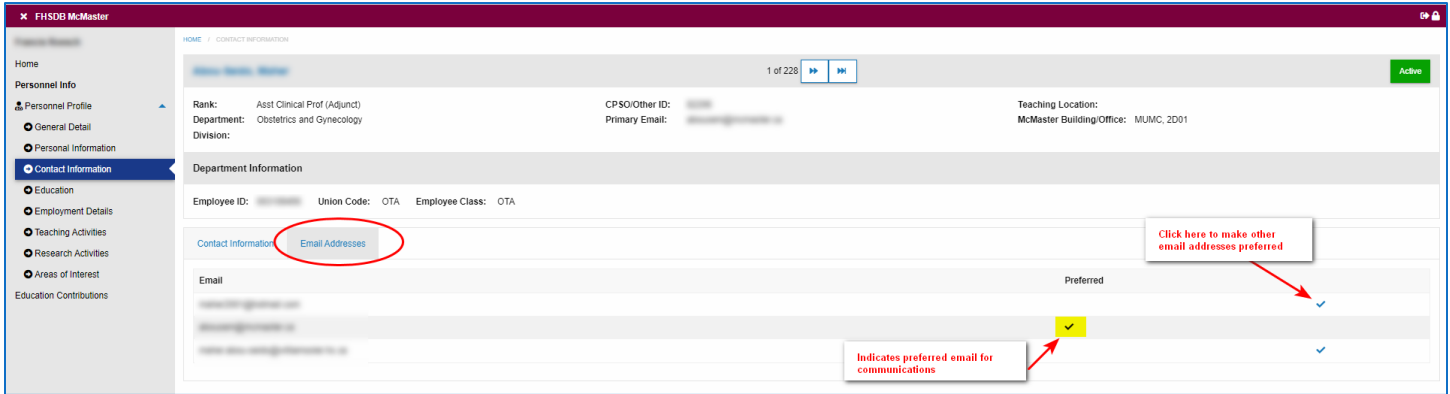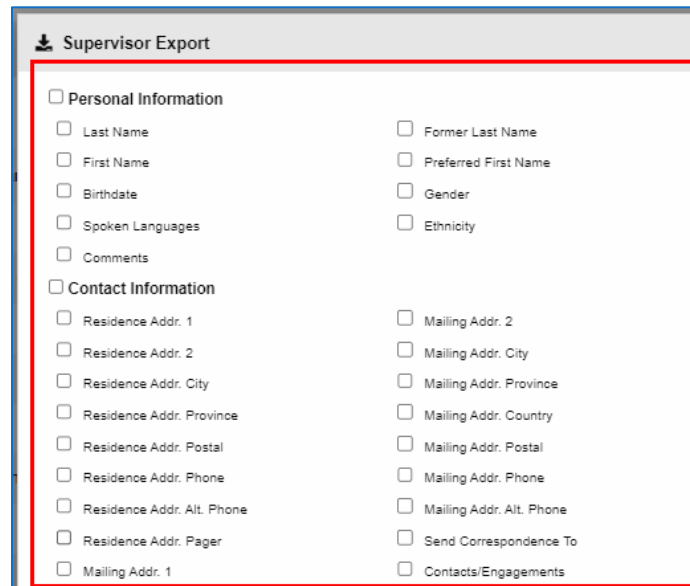

EXPORT INFORMATION

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