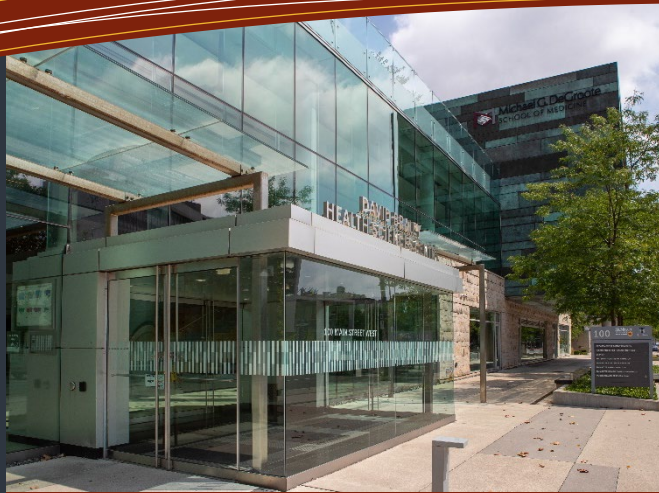


Welcome!

We hope everyone has a great summer in the months ahead. This newsletter is to let you know some of the features we are working on for the near future. As always, we include helpful tips and information here for you.



The FHS-DB has had a birthday! We are officially one year old as of May 2024 and what a year it has been! We would like to thank everyone for your feedback. Whether you are a first time user or have been transitioning from MacFACTS, we encourage you to join our drop-in sessions via zoom to discuss any questions you may have.



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Phase 2 Part-Time Faculty Renewal Update

The FHS-DB team is working on a new phase for the FHS Part-Time Faculty Renewal process for the fall and winter cycle.

Last year during the renewal cycle ending February 2024, we designed a new report to be used for the Part-Time Faculty Renewal which captured the faculty members information such as name, ID, rank, CPSO number, teaching locations and contact information from the FHS-DB as well as three years of FHS teaching hours and details. The ability to quickly search for faculty members using the Personnel Search, and to bulk generate renewal reports was an improvement on the older manual process used for years.

This year, we would like to extend the functionality with a dashboard for all users involved in the process.

The dashboard will show faculty members' information and the stages of the application as it flows through the renewal process.

Using a series of decision/action buttons, the departments and faculty members will be able to quickly review and log the application status until the process is complete. This eliminates many redundant and repetitive tasks for tracking and review of the renewal process.

Our team will be ready to launch with zoom training sessions and user documentation and videos on our FHS-DB website in order to transition into the new process. Stay tuned for more information!

[View the FHS-DB Drop-in and Training sessions](#)

My CV Management Profile Wizard

This is a yearly task required to keep the system updated.

When you log into “My CV Management” in the FHS-DB, you may see an alert for your Profile Wizard, instructing you to complete the screens. The alert will pop up every time you log into My CV Management until it has been updated. What kind of information is in the wizard? Your current active McMaster appointment, your clinical division, primary teaching location, secondary teaching location and hospital privileges if applicable. Your addresses for business, residence and mailing can be updated as well as your preferred email address. The final screen will show you all the proxies who have access to your CV information. Once you complete the wizard, the alert will disappear for another year.

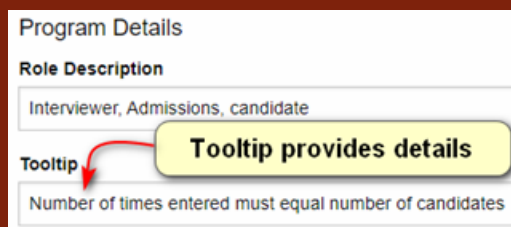


Our team is happy to announce the expansion of the **tooltip functionality**. Tooltips have been in place in the FHS-DB for users since we launched the system in May 2023 but in a more limited capacity until now.

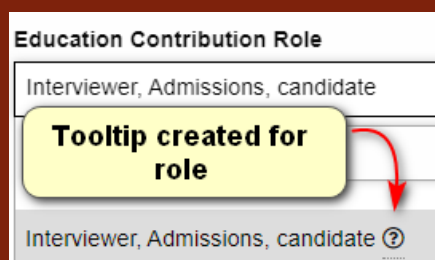
Two types of tooltips exist for users:

1. Program Role tooltip
2. CV Content tooltip

Program Role tooltips can be used by a program to assist data entry by clarifying when or how a certain role is to be used.



When someone is entering teaching contributions, the tooltip will appear to provide more information. They are easily identifiable by the question mark.



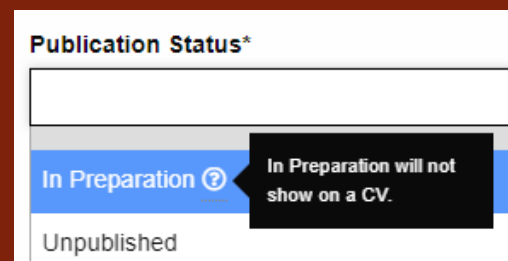
New Feature: CV Tooltips

What is a tooltip and where can I find one?



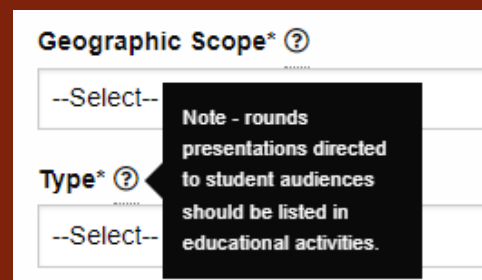
CV Content tooltips were originally only found in some form fields in the CV.

We have expanded this to allow more information to be added as tooltips right in the drop down box.



Now a tooltip can be added to any option in a dropdown – this could help to clarify the content in that particular subheading, or if users need to find a more appropriate place for the information. We are coordinating with Faculty Relations for tooltip content.

Tooltips improve usability and provide clarity for users and will lessen the number of emails requiring assistance from the department.





New Feature Alert: CV Builder

This summer the FHS-DB team is excited to launch a new feature for faculty members called the CV Builder, which allows the creation of customized CVs showing only the information you would like to see. These CVs can be created for a variety of uses outside of the official McMaster CV required for tenure and promotion.

The CV Builder will show the headings of all sections in the McMaster CV to start with and from there users can do any of the following:

- Create templates that are customized and can be saved for use again.
- Edit any templates you create and resave in your list.
- Add a descriptive paragraph to be a preamble on the first page of CV.
- Drag and drop any sections you want to see on CV from the available CV and re-order to your preference.
- Choose a date range for activities shown:
 - Last year
 - Last 3 years
 - Specific date range
 - All
- Create a CV showing only specific types of activity by using the highlight option in each FHS-DB entry:
 - Equity, Diversity and Inclusion
 - Leadership
 - Research
 - Scientific
 - Teaching

More information will be available upon launch, including training and how-to documentation for users on our FHS-DB website.

FHS-DB Success Stories

Dr. Imran Satia

Assistant Professor, Dept
of Medicine, FHS

The new FHS-DB is intuitive, easy to navigate and efficient for entering and capturing all of my academic, clinical and research outputs. I think the new portal will make it easier for faculty to keep on top of their CV.

Ksenija
Kasumovich Director
of Administration, Dept of
Anesthesia, FHS

Having the FHS DB developed with drop down options allowed us to expand admin team member users on the system and have our education programs PA's access the system to make their own activity entries. Previously the system was more complicated and awkward to navigate, but the new FHS DB is organized in a way that our team members who are familiar with the activities can use the drop down features and areas for comments/descriptions to ensure details are more accurate.



This Month's FHS-DB User Question

Question:

How do I clear my CV Alerts?

Answer:

Another great question from a user! You may notice some of the data entry brought from MacFACTS has been marked as a CV Alert.

Alerts are highlighted in your CV Management Dashboard. If you open each entry, you will see any fields that are missing flagged in red. If you update those fields and save, the alert will disappear.

The My CV Management page also contains a tile showing any alerts you have and indicating how many and in which section with a link to take you there.

FHS-DB Reporting Dashboard Update



The new FHS DB Reporting Dashboard will produce reports for educational contributions. Users will be able to run reports detailing all contributions made by selecting certain faculty members or all faculty members in their department, and reports on all contributions made to their programs. Department and program reports will be available in Excel format, with some reports available in PDF format for quick review. The Reporting Dashboard will resolve issues in the Contributions Dashboard for those with multiple roles in the system. We will be reaching out to users with instructional resources and training sessions upon launching this summer.

Academic Coordinators and Department Administrators

Do you have questions related to the educational contributions for faculty members missing on CV?

[FHS-DB Troubleshooting Education for CVs](#)

Quick Tip for Faculty Members

We have created a document on how to quickly confirm whether your faculty appointment information is correct and what to do if you find errors or omissions.

[FHS-DB Faculty Appointment Check](#)