



ILLINOIS INSTITUTE OF TECHNOLOGY



Faculty Information System

Illinois Tech PeopleAdmin: FIS User Guide

Updated April 2020



## FIS User Guide for Faculty

### What is FIS?

- PeopleAdmin’s Faculty Information System (FIS) provides a platform to support a faculty member’s professional tenure—from hiring and onboarding at a new institution, through professional development, to applying for, and achieving, promotion or tenure. FIS removes time-consuming tasks of administrative paperwork, compiling reports, and more, allowing faculty members to focus on what they do best: research, teaching, and service.
- The powerful FIS recently adopted by your institution provides an intuitive application for faculty members to easily enter historic and ongoing activities, leverage institution CV templates, build personal CV templates as needed, and download or print current CV information quickly.



### Log in

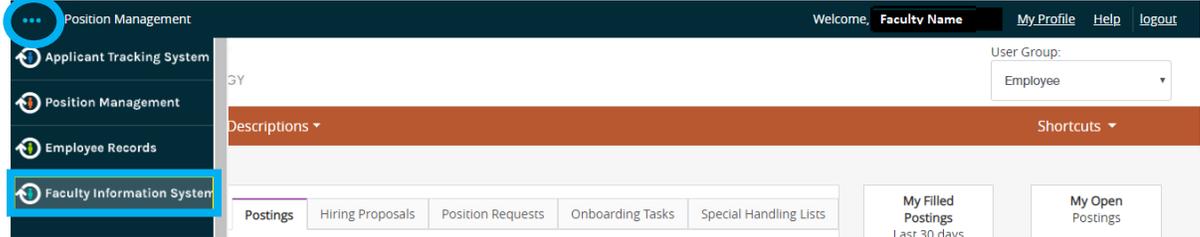
To access PeopleAdmin, you will need your MyIIT portal username and password. You should visit <https://my.iit.edu/>:



Once logged in, visit the drop down menu and select the PeopleAdmin Performance and Recruiting icon

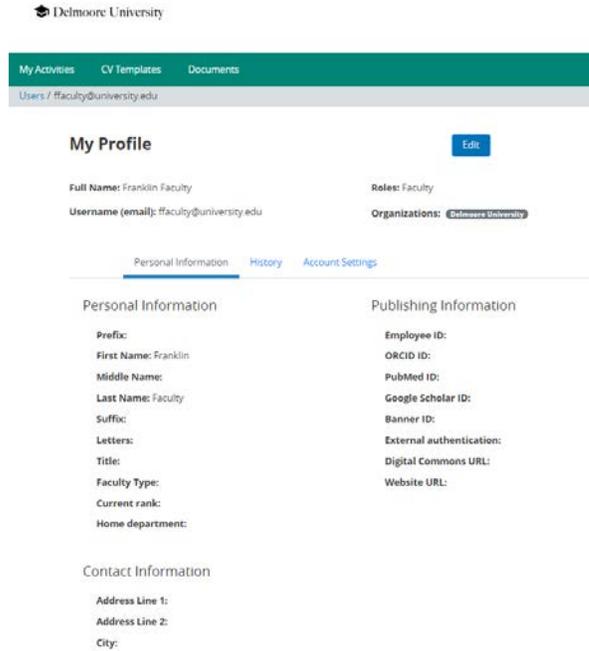


- Navigate to Faculty Information System (if not taken there directly):



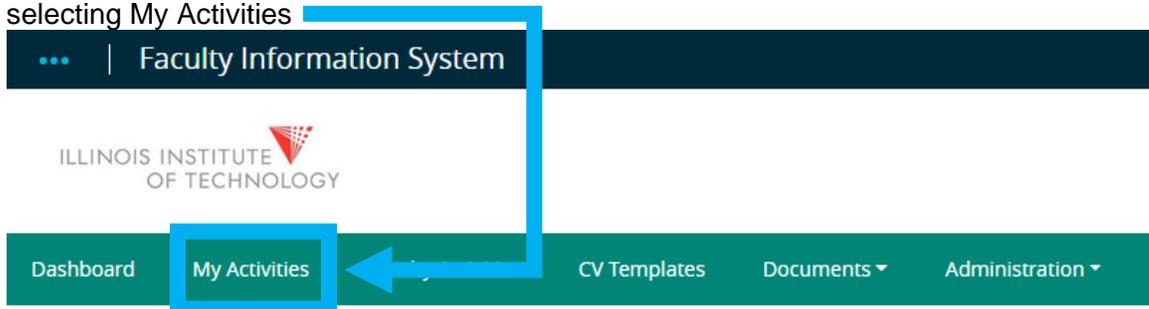
## User Profile

- The Faculty Information System builds the Faculty Profile. The Faculty Profile is meant to be a professional representation of the faculty member. Basic information is populated by the institution and faculty members are free to edit their user details to reflect their professional identity.
  - For example, if a faculty member's legal name is "Patricia Jones", and they have published their professional work under the name "Tricia Jones, Ph.D.", the faculty member's account should reflect "Tricia Jones, Ph.D.". This will ensure that as faculty members engage with this product, they are representing their professional identity.
- Edit Contact Information
  - The user profile includes the Personal and Contact details which may be populated on a CV or be used to aid in system administration and support.
- Personal and Publishing Information
  - Provide your faculty member ID to other popular research and publication systems to easily sync data and keep your activities up to date.
- History
  - Changes to your account are kept in the history tab. This provides information to help you keep track of changes and troubleshoot as needed.
- Account Settings
  - Additional settings to aid in the administration of your account:
    - Last Logged In date
    - Sign in Count
    - User Since
    - Time Zone



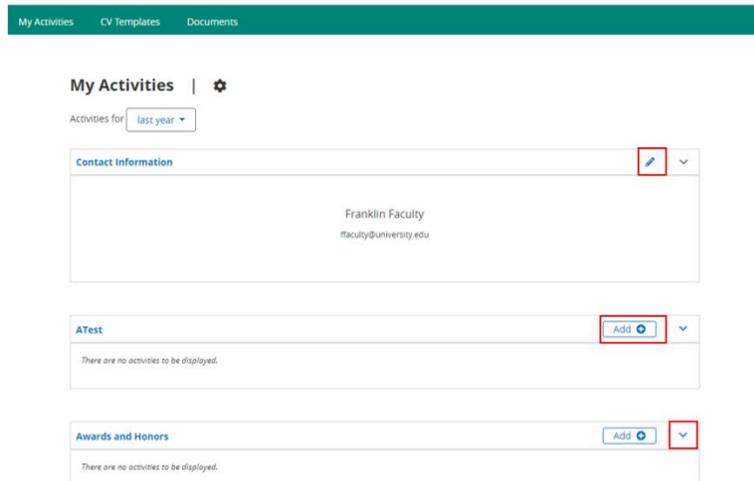
## Activity Management

- What are activities?
  - Activities are individual entries which can represent the online digitization of a faculty member's CV. The online activity management tools allow faculty to manage their activities in one place, share details with their department and institution, and download/print in any format using the CV management tools (detailed later).
- Where can you view, add, and edit your activities? Directly from the home page by selecting My Activities

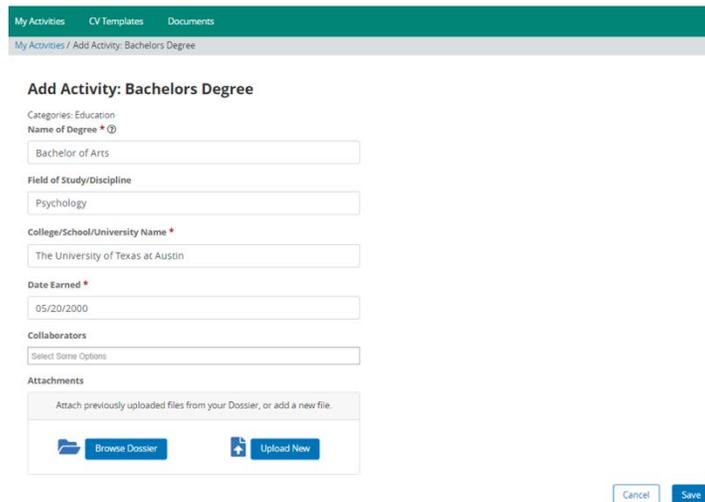


- Activity categories are set by your institution and fall in areas such as Education, Professional Development, Teaching, Research, and Service. Activity sub-categories help group activity types for clearer understanding of which activity entry form is most appropriate to use across different departments and include the common options such as:
  - Degrees earned
  - Certificates and licenses
  - Scheduled teaching and directed student learning
  - Program and course development
  - Publications

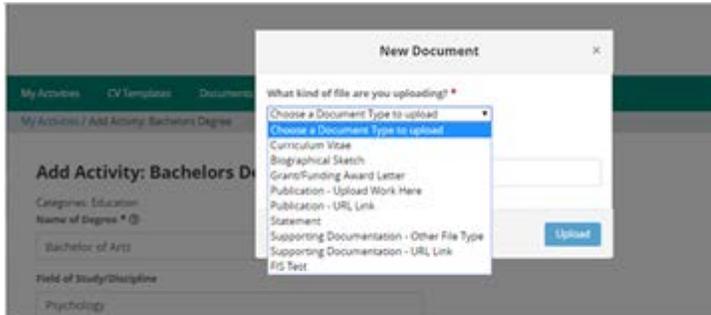
- Presentations
- Intellectual property
- Research, grants, and fellowships
- Institutional service
- Professional service
- Awards
- Honors
- Etc.



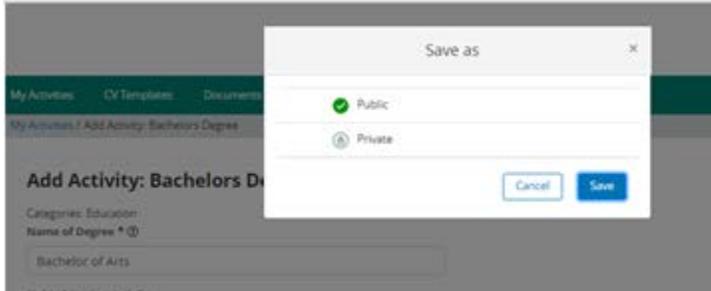
- Use the arrow icon to expand or collapse a section
- Edit an existing activity using the pencil icon
- Add an activity using the 'Add +' icon



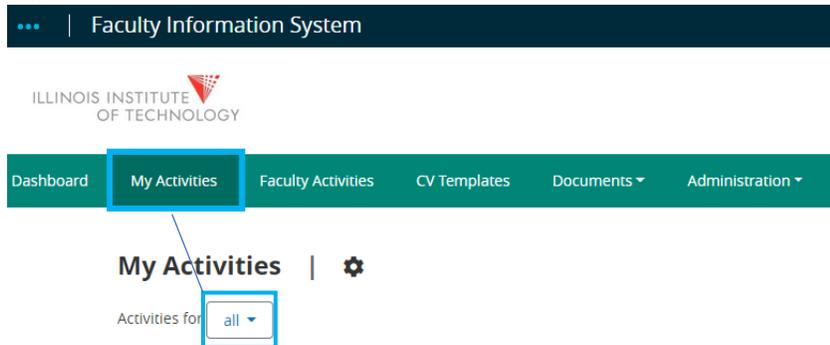
- When adding an activity, you may directly link a document from your online Dossier by selecting 'Browse Dossier'.



- Alternatively, you may add a document directly using the ‘Upload Now’ icon. Any document you upload to an activity will also be saved to your Dossier for future use.
- Save the activity using the ‘Save’ button. You will be prompted to indicate whether the activity is Public or Private.
  - Public activities are visible and reportable to the institution. Most activities should be saved as Public, so that the institution can recognize faculty for their accomplishments and report as needed. Public activities have a green check mark icon to indicate that this activity is public.
  - Private activities are not visible and not reportable to the institution. Activities which are saved as private are meant to allow faculty to personalize their CVs with supplemental information as needed. Private activities have a lock icon to indicate that this activity is Private.

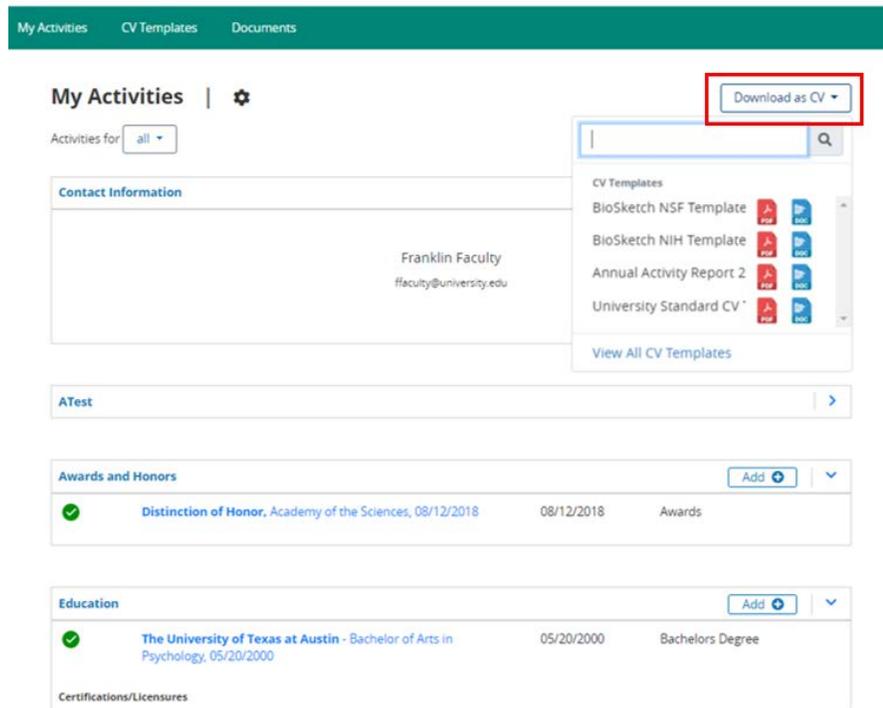


- Search – if you want to view your Activity entries after saving, you can do this by visiting clicking on My Activities and changing ‘Activities for’ drop down menu to ‘all’:



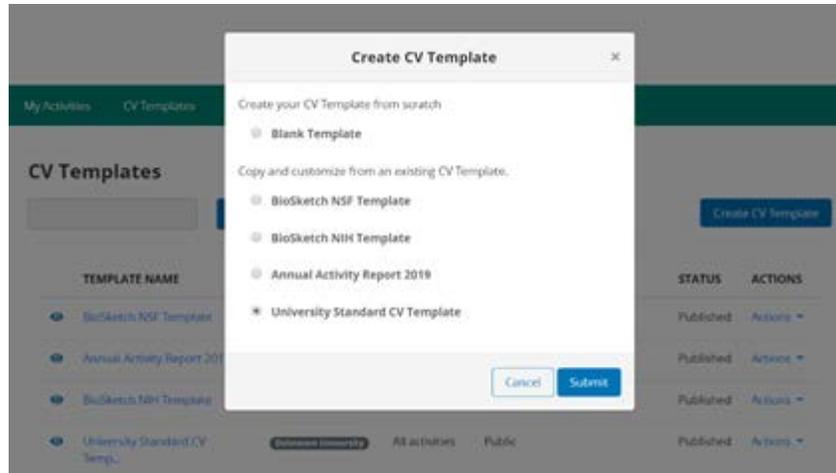
## CV Management

- The innovative and powerful CV Template Management tool allows faculty members to leverage institution templates pre-loaded into the system or create and save their own template for exporting activity data to download or print.
- There are a couple of ways to download your activities in a CV template. If you already know what template you want to use, you can use the quick button "Download as CV" at the top of your My Activities page. If you want to preview and peruse all available templates, select 'CV Templates' from the navigation bar.
- Use CV template
  - You can use a CV Template at any time from the My Activities page.
  - Click "Download as CV" to select the CV Template you would like to use. Click on either the red .PDF or the blue .DOC icon to download your file in the desired format.
  - If you would like to see all templates, preview, or create a new one, click "View All CV Templates".

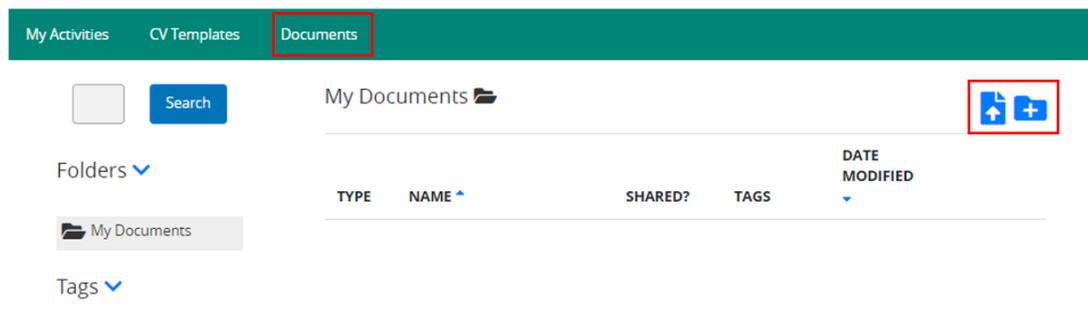


## Create CV template

- The easiest way to create a CV Template is to copy from an existing template, such as "University Template."
- Settings
  - Define the name of your template, who it should be shared with, the date range you would like to pull in, and whether we should only be pulling in public or private activities. (See difference between public and private settings above).

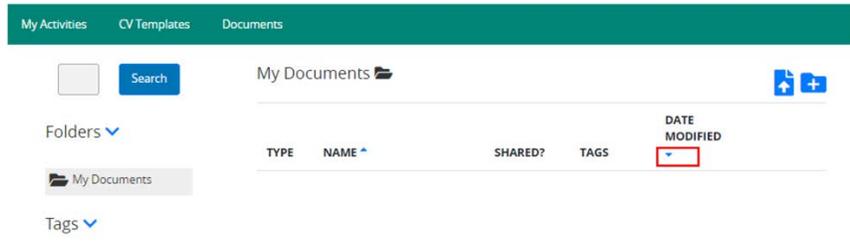


- **Heading**
  - The heading style you define here will appear at the top of your CV when it is downloaded. If you define font and style here, it will not apply to the rest of the body of the CV.
- **Structure**
  - Define Sections to place your activities in.
  - If you need sub-sections to group your activities, you can make sub-sections under a Section.
  - To pull in a specific type of activity information into this CV Template, click “Map Activities”.
  - When you map a specific type of activity form here, your information will populate in this section (or subsection) upon download.
- **Style & Format**
  - In Style & Format, you can choose the citation style used by the CV Template (as defined by your site administrator), the font style, font sizes, and line height. The settings made in this page apply to the body of the CV Template, not the header.
- **Review & Publish**
  - A preview will allow you to review what the CV template will look like. You can go back to different sections of the CV Template Builder to make changes.
  - When you Publish a template, it will be available for the organizations you shared it with. While the template is still in Draft, it will not be shared.
- **Build Dossier of Documents**
  - Create your personalized dossier – a secure and comprehensive space for faculty members to collect and organize achievements, involvement, and publications.



- Upload

- To upload a new file, click the upload icon in the top right. You can select a document from your computer and select what type of document it is.
  - Document Types are defined by your site administrator and have rules around them such as “Convert to PDF” or “Allow a URL instead of a document”.
- Add a new folder
  - To add a new folder, click the folder icon.
- View, sort, and filter using the arrow icons in each column.



- Tag
  - You can tag documents to group like documents together.
  - For example, if there is a document pertinent to an upcoming promotion packet, you can create a tag such as “2021 Promotion Material”. Later, you can view all documents with that tag to easily pull them up together. Between folders and tagging, faculty have robust tools for organizing their documents.



- Public and Private Documents
  - Public Documents are searchable by administrators. This allows administrators to quickly find relevant documents, aiding them in the identification of faculty for opportunities such as grants.
  - Private documents are only visible to the individual faculty member who uploaded it. These documents can be used in the promotion and tenure process later, or simply stored securely for future use.