

## FAQs - Faculty Information System (FIS)

### 1. How do I access my profile?

The FIS link is located on the my.unt.edu site. You will find the FIS link directly below the Digital Measures heading on the Faculty tab at my.unt.edu.

### 2. What if the FIS link doesn't pull up my profile?

If you are not being redirected to the FIS site, it is most likely due to the pop-up blocker setting. Instructions on how to change the pop-up blocker setting for the four most common browsers appear directly below the FIS link.

### 3. I'm a new instructor and I don't see the FIS link.

The hiring process may not be finalized or you may not have an existing or active account in FIS. Contact the FIS Team for assistance at [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu).

### 4. Where can I find the courses I teach?

Courses can be found in the *Teaching* section under *Scheduled Teaching*.

### 5. How do I upload a syllabus?

A syllabus can be uploaded by clicking on the associated course in *Scheduled Teaching* and scrolling down to "Syllabus for the course" and clicking on Choose File to browse and upload the syllabus.

### 6. Why don't my syllabus/CV/edits appear on [FacultyInfo.unt.edu](http://FacultyInfo.unt.edu)?

Changes in FIS may take up to 24 hours to post to the public site.

### 7. What are the posting requirements for compliance with TEC 51.974 (formerly H.B. 2504)?

Posting requirements can be found at *Compliance Requirements* on the menu on the left in FIS.

### 8. What action do I take if the Journal Name for the publication I am entering is not an option in the drop-down menu?

Contact the FIS Team at [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu) and provide the official Journal title.

### 9. Why does my CV/Annual Report display incorrectly or is incomplete?

This is most likely due to missing data in fields such as Role, Type, Status or Dates. Review and edit the data in the corresponding screen.

### 10. Where does the CV on [FacultyInfo.unt.edu](http://FacultyInfo.unt.edu) originate from?

The CV is auto generated and identical to your Vita report in FIS unless you have uploaded a CV in the *Personal and Contact Information* screen. If a CV is uploaded, it will appear on the public site. **The posting of the CV does not eliminate the need to enter and update your activities in FIS.**

**11. How do I upload a CV/photo?**

The CV can be uploaded on the *Personal and Contact Information* screen. A photo should be sent to the main office in your department. The FIS department liaison will submit the approved photo for upload.

**12. How do I manage information that is located within a legacy screen/field?**

Information in legacy screens/fields includes information that was transferred over from the old faculty profile system. There was no consistency in the data contained within these fields and therefore, the data could not be systematically placed into FIS. The legacy screens/fields are read only, which requires users to copy and paste the information into the appropriate fields using the “pasteboard” option.

**13. Are changes made to the FIS profile immediately reflected on the public site at [facultyinfo.unt.edu](http://facultyinfo.unt.edu)?**

No, changes made within FIS can take up to 24 hours to reflect on the public facing site. This include syllabus or other document uploads.

**14. I have many publications. Is there an alternative to manually inputting all of my publications?**

There are two options available. The first is the *import* feature located in the *Publications* section of *Scholarship/ Research/Creative Activities*. This feature will allow you to either import a BibTeX file or import through a third party service such as Crossref. Please contact the FIS Team for additional information regarding the process prior to the import. Second, a student worker can be assigned a proxy role for your FIS profile, allowing them to enter the data for you. To obtain a proxy role, please send an email to [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu) and provide the following student information: name, EUID, EMPLID, email address, college and department. Also, note that your request is for a proxy role.

**15. How many years of data must I enter to be in compliance with the April 30<sup>th</sup> deadline?**

To be eligible for merit in the 2017-18 academic year, data must be entered for the last 3 years (2015, 2016, 2017). However, to have a comprehensive FIS vitae, you will want to data as comprehensively as possible.

**16. Who do I contact for assistance?**

You may contact the FIS team by emailing [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu) or calling 940-565-2550.