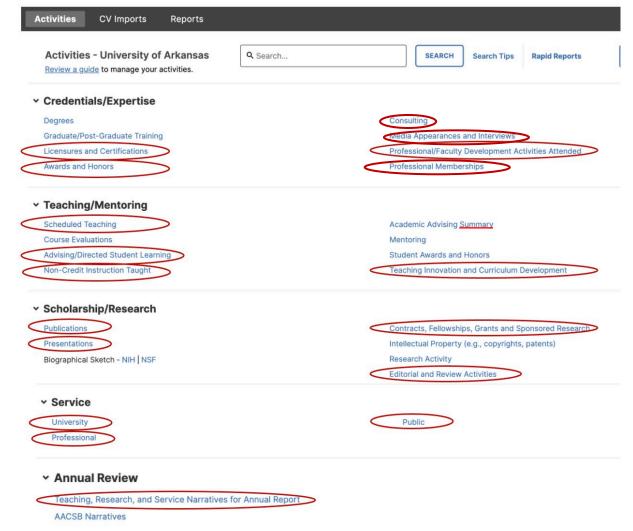# Faculty Information System Tip Sheet

The Faculty Information System (formerly DIGITAL MEASURES) is a comprehensive web-based tracking and measurement repository for faculty teaching, research, and service activities. This tip sheet points out activities that are **particularly helpful for shining a positive light** on you, your department, and the Walton College, especially for annual reporting requirements and AACSB reports. Not every box in the System needs to be completed, but make sure you update the following to the best of your ability.

A good rule of thumb is always, "If I would put it on my Vita, I should put it into FIS (the Faculty Information System)," but you might also consider adding "not-Vita-worthy" accomplishments. Utilize this system and its reporting capabilities to speak your narrative into existence!

You can access the Faculty Information System here:
https://its.uark.edu/administrative-services/faculty-information-systems/index.php

Please prioritize entries circled in the figure below:

Under Credentials/Expertise (At a minimum, please update the following)

Consulting
- Please make sure you include/update any consulting activities in which you engage (compensated or pro bono) in your field.

Media Appearances and Interviews
- Include applicable information if you have been interviewed or have interviewed someone or made a media appearance.

Licensures and Certifications
- Make sure these are up to date. These are reported for AACSB purposes.

Professional/Faculty Development Activities Attended
- No need to include every conference or CPE seminar attended. However, please include any activities that might be required, expected, or out of the ordinary, such as participation in distinctive events such as the Deloitte Trueblood Seminars, Specialized IT Training, Teaching Academy Week, University Tour of Arkansas.

Awards and Honors
- Please make sure you include/update any awards, recognitions, or honors received.

Professional Memberships
- Please enter/update your memberships within professional organizations, associations, and societies. (Leadership positions or specific activities performed will be entered under "Service" below.)

Under Teaching/Mentoring (At a minimum, please update the following)

Scheduled Teaching
- Most of the "needed" information should already be pre-populated. However, **PLEASE be sure to upload a syllabus and schedule for each course section.** We often need to have copies of these for student inquiries several years into the future.

Course Evaluations – These are automatically uploaded into FIS; excluding comments submitted by students.

Advising/Directed Student Learning
- Update any information related to Honors and/or Master's Thesis and/or Ph.D Dissertation Advising/Committee involvement, including roles and dates.
- Note that these are important markers for our AACSB Reports.

Non-Credit Instruction Taught
- Include any Executive Education and CPE Instruction **you taught**.

Teaching Innovation and Curriculum Development
- Include teaching effectiveness and teaching and/or process improvement efforts. Examples include course development or revision, teaching-related workshops, presentations, cases, or poster sessions **that you taught/led**.

Under Scholarship/Research (At a minimum, please update the following)

Publications
- Include/update any accepted articles.
- No need to list every working paper/submission/or revision status. However, please do include/indicate any newly-initiated submissions or resubmissions.

Presentations
- Include any invited presentations, including paper title and location.
- Note that for peer-reviewed conference presentations, it would be helpful to include any of your papers that were included in the conference **regardless of whether or not you were the primary presenter.**

Contracts, Fellowships, Grants and Sponsored Research
- Include all grants and sponsored research.

Editorial and Review Activities
- Please include any Editorial or Review Roles**. No need to list every paper reviewed;** however, it is important that we identify which journals we are currently impacting.

Under Service (At a minimum, please update the following)

University
- Include general descriptors of any programs or student groups that you advise. Note that these are important markers for our AACSB Reports.
- Update the University, College, and Department committees, task forces, etc. on which you served.

Public
- Please provide information about any public community service activities or committees. These help us provide distinct markers of our IMPACT for AACSB purposes.

Professional
- Please list any professional academic service provided (professional association committees, conference organizing, conference reviews, etc.).

Under Annual Review (At a minimum, please update the following)

Teaching, Research, and Service Narratives for Annual Report
- Please complete the text boxes in this section to narrate your research, teaching, and service activities for the year in review.

* Be sure to make good use of summary sections.
* Be sure to update dates and status of your activities, for example your service activities and publications.

**If you would like to check your entries for accuracy and how they display, utilize the "Rapid Reports" option at the top of the page. There are multiple individual section reports to choose from in the "Report" dropdown field.