

OFIS Help

This page provides general help for the use of the Online Faculty Information System. If you have a specific question, you might find it useful to visit the [Frequently Asked Questions](#) page. And remember, at any time, you are welcome to send questions or comments to ofis@cmich.edu.

Before You Begin

You may find it useful to gather together the following information so that you'll have everything you need when you first login to OFIS:

- An electronic copy of your CV. This will make it possible for you to copy and paste from your CV to OFIS without having to re-key information.
- Information you might want to enter into the system that doesn't appear on your vita. One example might be a Curriculum and Instructional Support (CIS) workshop that you attended. This can be entered into the **Faculty Development Activities Attended** section of OFIS (see Main Menu descriptions below).

As you work within OFIS, there are a few things that are important for you to keep in mind:

1. There is no spell check feature. So, ensure anything you key or paste into the system has already been checked for spelling errors.
2. Do not key or paste titles into the OFIS fields with quotation marks around them. Such items will be appropriately formatted by the system. If you include quotes, you are likely to find that the reports will **also** provide them leading to double quotes.
3. All necessary punctuation will be supplied by the system depending on the needs of any given report.

Main Menu

Below are the links presented on the main screen with a description of the type of information that should be entered. Some of these items are more important than others, and some will be of value in only certain disciplines.

General Information

- [Personal and Contact Information](#) - **It is unnecessary for you to enter anything on this screen.** This screen holds information like your first and last name, office location, phone number, etc. The basic data are pre-populated from the CMU SAP system. In fact, there are very few fields that you are able to enter on this screen. However, it is important that you review the information for accuracy. If you find errors, please email ofis@cmich.edu with the field name, the information that is in error, and how it should be corrected.

You are free (but are not required) to enter information in any of the fields that are available to you. Note that the **Teaching Interest** and **Research Interest** fields allow reports

to be generated which may assist you and other faculty to find potential collaborators at CMU. If this is not a function that you find valuable, you may leave these two areas blank.

- **Administrative Data** - Permanent Data | Yearly Data – **Permanent Data: It is unnecessary for you to enter anything on this screen.** This screen holds information like your start date at CMU and dates when you attained various ranks. This information is pre-populated from the CMU SAP system. However, it is important that you review the information for accuracy. If you find errors, please email ofis@cmich.edu with the field name, the information that is in error, and how it should be corrected.

Yearly Data: It is unnecessary for you to enter anything on this screen. This screen holds information unique to each academic year, like your tenure status and rank. This information is pre-populated from the CMU SAP system. However, it is important that you review the information for accuracy. If you find errors, please email ofis@cmich.edu with the field name, the information that is in error, and how it should be corrected.

- Academic, Government, Military and Professional Positions - **It is unnecessary for you to enter anything on this screen.** This screen holds information unique to each academic year, like your tenure status and rank. This information is pre-populated from the CMU SAP system. However, it is important that you review the information for accuracy. If you find errors, please email ofis@cmich.edu with the field name, the information that is in error, and how it should be corrected.
- Administrative Assignments - **It may be useful for you to enter information on this screen.** For example, if you are temporarily appointed to an administrative post as Interim Associate Dean, this would be the screen where you record this information.
- Awards and Honors - **It is important that you enter information on this screen.** This information is usually a critical component of a complete CV. It is also something that you might find valuable for other purposes. Therefore, you **should** enter your data in this section.
- Consulting - **It may be useful for you to enter information on this screen.** If you have done consulting work, you may find it important to include information in this section.
- Education - **It is important that you enter information on this screen.** It is critical that you record your degrees and when and where you acquired them in this section.
- Faculty Development Activities Attended - **It may be useful for you to enter information on this screen.** This is where you would enter CIS workshops you've attended and/or other training and workshops in which you've participated.
- Licensures and Certifications - **It may be useful for you to enter information on this screen.** This is a section that only a few individuals have found of value. However, if you hold a license or certification in a relevant area, you may find it important to include information in this section.
- Media Contributions - **It may be useful for you to enter information on this screen.** This is a section that only a few individuals have found of value. However, if you been engaged in media-related activities, you may find it important to include information in this section.

- Professional Memberships - **It may be useful for you to enter information on this screen.** If you hold a membership in a relevant professional association, this is the section where you record that information.

Teaching

- Academic Advising - **It may be useful for you to enter information on this screen.**
- Directed Student Learning (e.g., theses, dissertations) - **It is important that you enter information on this screen.** This is the screen where you enter information regarding your work with students as, for example, a dissertation advisor or Plan B committee chair.
- Non-Credit Instruction Taught - **It may be useful for you to enter information on this screen.** If you have done teaching or training outside the typical course-for-credit model, that information is recorded here.
- Scheduled Teaching - **It is unnecessary for you to enter anything on this screen.** This screen holds information about the courses you teach at CMU. This information is pre-populated from the CMU SAP system. However, it is important that you review the information for accuracy. If you find errors, please email ofis@cmich.edu with the field name, the information that is in error, and how it should be corrected.
- Other Teaching - **It may be useful for you to enter information on this screen.** If you have done other teaching outside of the scheduled teaching or non-credit instruction, that information is recorded here.

Scholarly and Creative Activity

- Artistic Performances and Exhibits (e.g., music, new media, theater, video, visual art) - **It is important that you enter information on this screen.**
- Contracts, Grants and Sponsored Research - **It is important that you enter information on this screen.** This screen holds information about contracts and grants you've acquired since you've been at CMU.
- Intellectual Contributions (publications, articles, etc.) - **It is important that you enter information on this screen.** This is the section where you record your articles and other publication activity.
- Intellectual Property (e.g., copyrights, patents) - **It may be useful for you to enter information on this screen.** Should you hold any patents or copyrights, this is the place to record this information.
- Presentations - **It is important that you enter information on this screen.**
- Research Currently in Progress - **It may be useful for you to enter information on this screen.** If you would like to track the research in which you are engaged, and note your collaborators, you may use this section to do so.

Service

- Department - **It is important that you enter information on this screen.** Record service that you have been involved in that supports the activities of your academic department.
- College - **It is important that you enter information on this screen.** Record service that you have been involved in that supports the activities of your academic college.

- University - **It is important that you enter information on this screen.** Record service that you have been involved in that supports university-wide initiatives.
- Professional - **It is important that you enter information on this screen.** Record your service activities that have occurred outside the university, and which are associated with your professional focus.
- Public - **It is important that you enter information on this screen.** Record your service activities that have occurred outside the university which are focused on public or non-profit sector initiatives and/or involve government agencies at any level.