# Online Faculty Information System (OFIS)


# User Guide


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## Introduction

CMU developed the Online Faculty Information System (OFIS) to store accurate and up-to-date information about faculty activity. It is imperative that the university obtain and maintain accurate and timely information about faculty professional activities. This system provides that ability and complements other information and management systems, all of which support CMU's institutional planning, core values and priorities.

We know that you typically receive numerous requests for information about your scholarly activities, both from various CMU offices and from external sources. OFIS provides you some relief from having to continually reformat your data to respond appropriately to these often redundant requests. The system is also designed to facilitate departmental, college and institutional reporting to local, state and federal agencies and other constituencies. Finally, a major benefit of OFIS is that you now have the ability to print your database records in the form of curriculum vitae formatted to meet the requirements of any number of internal and external reports.

It is critical that your activity data be entered into the system accurately if these reports are to be of value. This *User Guide* is designed to quickly get you started and to provide detailed assistance with the use of OFIS features.

For further assistance, hands-on group workshops and demonstrations can be arranged. If interested, please email ofis@cmich.edu.

## Getting Started

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

- If you are unable to access the system, email ofis@cmich.edu. If you are a new faculty member your account will need to be activated.
- Some information such as Administrative Data, Personal and Contact Information, and Scheduled Teaching are automatically imported into the system. You do not need to enter this information.
- Do not key or paste titles into 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.

You are now ready to begin using CMU's Online Faculty Information System!

# Logging into the System

To access OFIS, log into your CMU account at [www.cmich.edu](www.cmich.edu). From there, got to My Account, and select OFIS (Online Faculty Information Database) from the list under Academics.



*NOTE*: When you click on the OFIS link you will be automatically logged into the system. If you are directed to a sign-on page, please contact [OFIS@cmich.edu](OFIS@cmich.edu). Your account will need to be activated.

## The Main Menu

Once you log in, you will see the following page:



The list shown above displays the categories that OFIS uses to organize faculty activity data. When you click on an item in the list, you come to a data entry screen. Within each screen, you must input the appropriate data from your CV.

## Entering Information

Within each data entry screen, you will need to enter each discrete item separately. For example, as the image below shows, when you click on *Intellectual Contributions*, you will see a screen with an ADD NEW ITEM button.  Select this button to enter each of your publications.



When you finish entering data on any screen, select either the SAVE or SAVE+ADD ANOTHER button. The SAVE button will save the entry you have completed and then return you to the previous screen. The SAVE+ADD ANOTHER button will save the entry you have completed and take you to a new blank page to add another of the same type of entry. Always ensure that you select one of these options so that your data are recorded in the system. If you decide you DO NOT wish to save your efforts, just CANCEL.



*Note:* You must complete all items with a red asterisk * in order to save your information. These items are necessary for the various reports in the system to function appropriately.

# Importing Data

You also have the option to import intellectual contributions from a variety of sources.
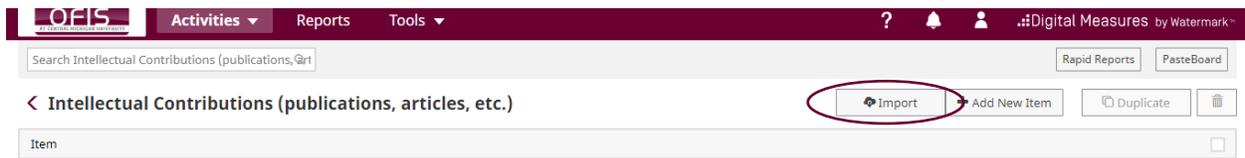


If you import from a BibTeX file you will first need to download the file from the original source. This link provides additional instructions from Digital Measures. The system will walk you through the steps to import from a Third Party such as Web of Science, Crossref, or PubMed.

# PasteBoard

OFIS has a feature called PasteBoard. This feature allows you to copy text from another document into your web browser and drag and drop the text into the proper field in the OFIS. In order to access the PasteBoard, simply click on the PasteBoard tab located in the top right-hand corner of the web browser screen.

In the example below, you simply highlight the text you want to move (for example the title), then you use your mouse to drag and drop the text into the *Title of Contribution* field. DO NOT drop the punctuation into the field because custom reports are designed to include whatever punctuation is appropriate.

**Example Data Field and Options**

## Intellectual Contributions

This section of the system is where your publication information is stored. Below is an example entry for an intellectual contribution. On the following page you'll find a more detailed description of this section.

The usefulness of the fields on this screen varies depending on the discipline and the individual faculty member. In general, however, the fields described below are required for every entry.



You need to select your GLOBAL ID under "People at Central Michigan University" to indicate that you are an author. If your co-author(s) are faculty at CMU select their GLOBAL ID from the drop down.

Note: Many of the reports defined in the system only include items with a status of either **Accepted/In Press** or **Published**. For example, if you want your entry to appear on your department's *Annual Report* from OFIS, you must select a status of either **Accepted/In Press** or **Published**. There is an *Intellectual Contributions* report that will list every single item that has been entered, regardless of the status indicated.

If you were a co-presenter, select ADD to insert additional names. If your co-author(s) is a student, indicate their level.
- If you had numerous student co-authors (too many to add) it is recommended to put the count of students, and their levels, in the abstract/synopsis section

# Notes for Specific Data Field Categories

## Awards and Honors

- You may choose to leave *Purpose* and/or *Scope* blank. If you do NOT select a value for either of these categories, your Award/Honor will be listed at the end of your vita. If you select a *Purpose*, your Award or Honor will appear in that specific section of your vita. For example, if you select 'Service-University', your Award or Honor will be grouped under all your University-level service items. You may want to experiment with different options to ensure your vita output meets your needs.

## Directed Student Learning

- This is a required field and reported annually by department. It includes the direction of student research, honors and thesis projects, masters and doctoral committees. This directed student learning is usually not part of a class and is often outside of load.

## Scheduled Teaching

- You will only be able to enter certain information in the *Scheduled Teaching* category. Most of the data included in this area will be imported from CMU's SAP enterprise system. However, if you would like to include additional details about any particular course you have taught at CMU, you are free to enter data into some additional fields.

## Artistic Performances and Exhibits

- Be sure to view all options in the drop-down menu for Type of Work and choose that which most closely matches your entry. Include the title, whether it was a refereed or juried work, whether it was invited or accepted, the scope, and the date. All other information is optional. Much of the additional information usually appears on vitae and is helpful for tenure and promotion decisions. If any students were coauthors be sure to include their name as well as choosing their student level from the drop-down menu. This information is very important when CMU reports student creative endeavors.

## Contracts, Grants and Sponsored Research

- This section of the system is where you record all your funded activities, whether the source is internal or external. The vita reports will group your activity in sub-sections labeled *Internal* and *External*. Only those items listed which indicate *Central Michigan University* as the Awarding Organization will be included in the *Internal* sub-section.
- By default, your name will appear under first investigator. If you collaborated, select ADD to insert additional names. If your colleague(s) is a student, ensure you indicate that.
- If the grant you're entering is NSF or NIH, you will want to use the intellectual contribution dropdown menu to select from those items you've already entered in OFIS. Those selected will then appear on the OFIS Biographical Sketch report that you will use to accompany your grant proposal.
- It is critical that you indicate current status.
- Enter the start and end years of funding at a minimum.
- If you are an NIH or NSF grant applicant, and required to show related publications/research activity on your *Biographical Sketch* (one of the vitae reports

available in the system), you will be able to select specific publications for each grant entered from a drop-down menu. This feature eliminates the need for you to manually enter (or cut and paste) this information. Once selected, these items will then print on the *Biographical Sketch* report. The *Biographical Sketch* reports will only compile if the Current Status is indicated as Currently Under Review or Not Funded.

### Presentations

- At a minimum, describe the name of the conference/meeting at which you presented and if it was peer-reviewed/refereed.
- If you were the first presenter be sure to select your name under "People at Central Michigan University." If you were a co-presenter, select ADD to insert additional names. If your co-presenter(s) is a student, ensure you indicate that.
- Enter at least the year in which your presentation took place and the scope. You may be more specific if you choose.

### Service

- Service is required of all faculty. This is an important entry. Do not include any paid service external to CMU – paid service is consulting. Put your service entry in only one place. Enter the committee name, your role, a brief description of your participation on the committee, the accomplishments of that committee, and the dates of service. This explanation is required for all tenure and reappointment documents.

## Generating Reports

Once you have entered your information, you can review it easily by generating a report. The following steps will take you through the creation of a report.

To begin the process, log into OFIS. Next, select the Rapid Reports option from the top right of any data entry screen (see below). Select your parameters and then click RUN REPORT.
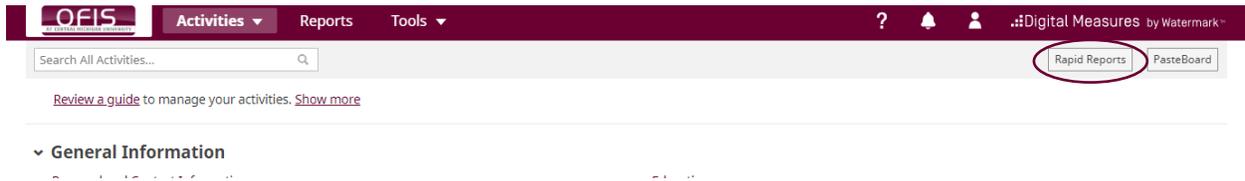


Select one of the report types:
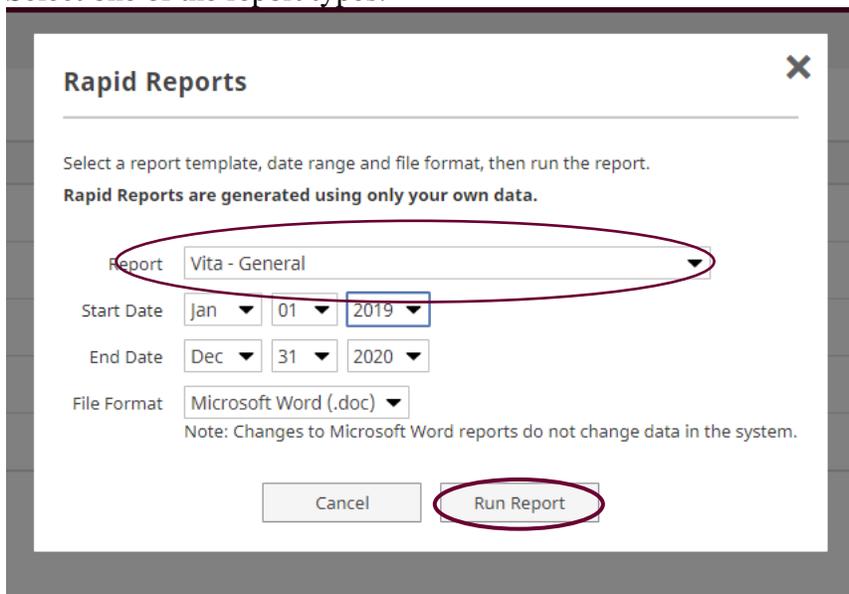


Choose your date range and select from one of the following file formats: Microsoft Word, Adobe PDF, or HTML. Once your parameters have been selected, click on RUN REPORT. You will next be prompted to Open or Save your file.

That's all there is to it!

## Conclusion

The Online Faculty Information System is dynamic and designed to meet the unique needs of Central Michigan University.  If you have ideas for enhancing the system, new report designs, or suggested improvements, please send them to [ofis@cmich.edu](mailto:ofis@cmich.edu). We welcome your input.