

# Online Faculty Information System (OFIS) Usage Guidelines

*(Formerly Faculty Information Database Usage Guidelines)*

## **Preamble**

CMU has developed the Online Faculty Information System (OFIS) to store accurate and up-to-date information about faculty and their scholarly activity. Faculty are CMU's most important human resource, and it is imperative that the university obtain and maintain accurate and timely information about their professional activities. This system will complement existing information and management systems, all of which support CMU's institutional planning, core values and institutional priorities.

Presently, faculty receive numerous, and even repeated, requests for information about their scholarly activities. The OFIS should relieve faculty from having to respond to these often redundant requests. It is also designed to be comprehensive, useful and responsive in facilitating departmental, college and institutional reporting to local, state and federal agencies and other constituencies. Finally, faculty will have the ability to print their database records in the form of curriculum vitae, or for internal CMU reports.

A responsibility accrues to CMU insofar as it collects these faculty data. The university hereby announces its responsibility to: acknowledge the purposes for collecting such data; indicate the types of analyses and reports that will be produced using OFIS contents; and articulate the kinds of access that will be permitted to the database.

## **Purpose**

CMU is committed to quality decision-making based on accurate information. Modern database technologies can support collecting, storing and disseminating accurate and up-to-date information. Accurate information about faculty professional achievement and experience is an essential ingredient in: obtaining accreditation; identifying opportunities for scholarly collaboration; recruiting graduate and undergraduate students; and periodic reports of faculty scholarly work.

CMU is also committed to effective administrative practices. A second purpose behind developing the OFIS is to reduce the number of inquiries faculty members, departments and colleges receive regarding the same data about their professional activity. Presently, a request to report recent publications could come from six different sources in one academic year. Having one database could reduce the number of requests to one, at the same time increasing the timeliness and accuracy of the reports.

CMU is committed to sharing quality and useful information in a variety of formats. A third purpose of the OFIS is to create an accurate and timely record of faculty accomplishment that can be shared with various constituencies and the public through annual reports and department, college and university Websites and publications.

## **Acceptable and Unacceptable Use**

Faculty will be able to review, augment, update and delete their information at any time.

Information in the OFIS will be shared only for authorized purposes. Authorized purposes are:

1. identifying and categorizing scholarly interests as a basis for creating research teams and addressing funding opportunities
2. preparing reports for accreditation, and for departments, colleges and the university
3. university, college and departmental annual reports
4. aggregating data for institutional Key Performance Indicators (KPIs)
5. creating and updating department, college and university Websites
6. allowing faculty to create resume/vita or other summary documents for personal or professional use
7. annual updating of University Bulletins

If a complete CV for an individual faculty member is desired for dissemination outside the university, permission will be sought from that faculty member prior to dissemination.

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## **History:**

*Original: December 17, 2002*

*Revised: September 15, 2004*

*Deans committed to OFIS use for annual reporting: July 15, 2008*

*Guidelines Adapted for OFIS: October 8, 2008*

Unacceptable uses include commercial or partisan causes.

### **System Ownership**

Ongoing development, maintenance and oversight of appropriate use of the OFIS and its Web interface will be the responsibility of the Provost and his/her staff. Privileges to report from the database will be in line with these guidelines and given through the Provost's Office. A list of those who have been authorized to view and report from the database will be available from that office.

### **Review**

The accuracy of OFIS information is the responsibility of the individual faculty member. Periodic reminders will be made to update information, particularly prior to significant reporting activities such as regional or institutional accreditations, but faculty members should keep information up-to-date since OFIS records may serve as the basis for real-time display on some department or college Websites.

Units who report/publish from the OFIS are responsible for the accuracy of their work. If inaccuracies are identified, prompt attention will be given to correcting them. When a report is partial (e.g., only publications from the last five years), that fact should be clearly stated in the report.

### **Security Procedures**

CMU will provide appropriate security devices to prevent unauthorized access to or use of OFIS information.

### **Conditions Governing Access to the System for Reporting**

Faculty members will have access to reporting capabilities that will allow them to print a curriculum vitae based on their own information in the OFIS. Additionally, forms will be developed that faculty may use for internal processes that require database information.

Those using the OFIS for other reporting/publishing reasons must agree to the following conditions as a condition for reporting access:

1. commitment to rapidly correcting any misinformation and inaccuracies in reporting
2. clear communication regarding any partial reporting
3. commitment to accurately representing the nature and timeliness of the information
4. commitment to entertaining requests from faculty with unique privacy needs
5. notifying faculty prior to OFIS information use when it appears that information needed for a report has not been updated recently
6. clear indication of how to contact the author/originating unit of any report in which the information is used

### **Changes in This Policy**

Notification of significant changes in this policy will be made to all faculty members and academic administrators and staff. The current policy will be posted on the <http://academicaffairs.cmich.edu/ofis> Website.

**Catherine Riordan, Vice Provost for Academic Affairs**  
**October 8, 2008**

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