

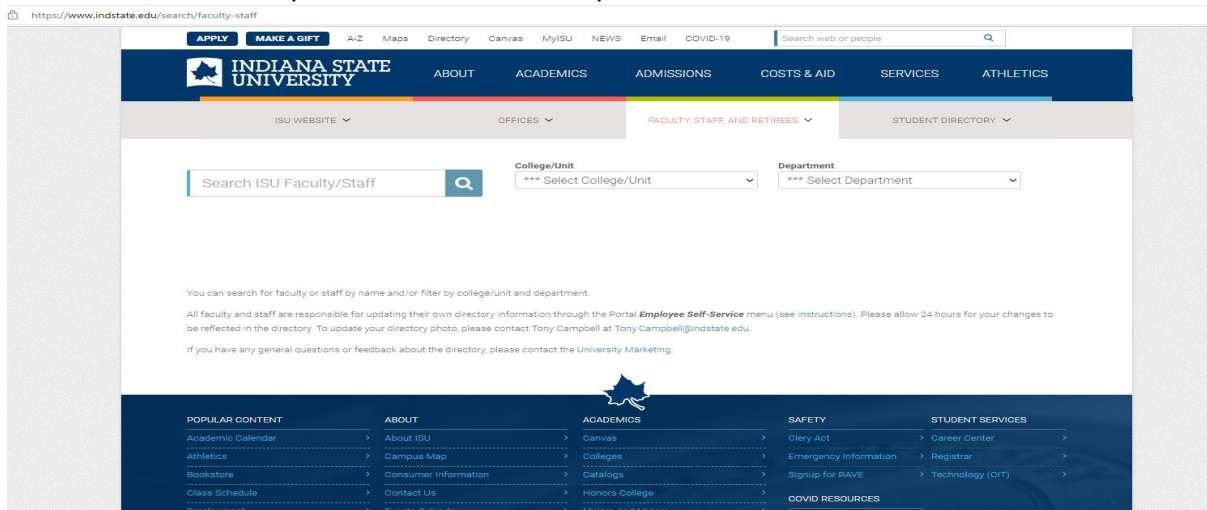


ACADEMIC AFFAIRS INDIANA STATE UNIVERSITY

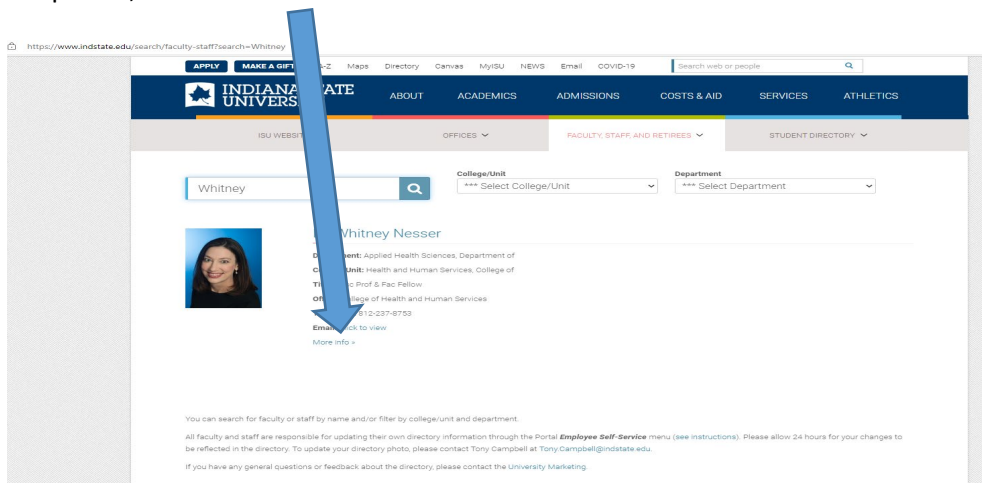
Faculty Guide: Faculty Activity Database (FAD) How to update/create web “Directory” profile

INTRODUCTION

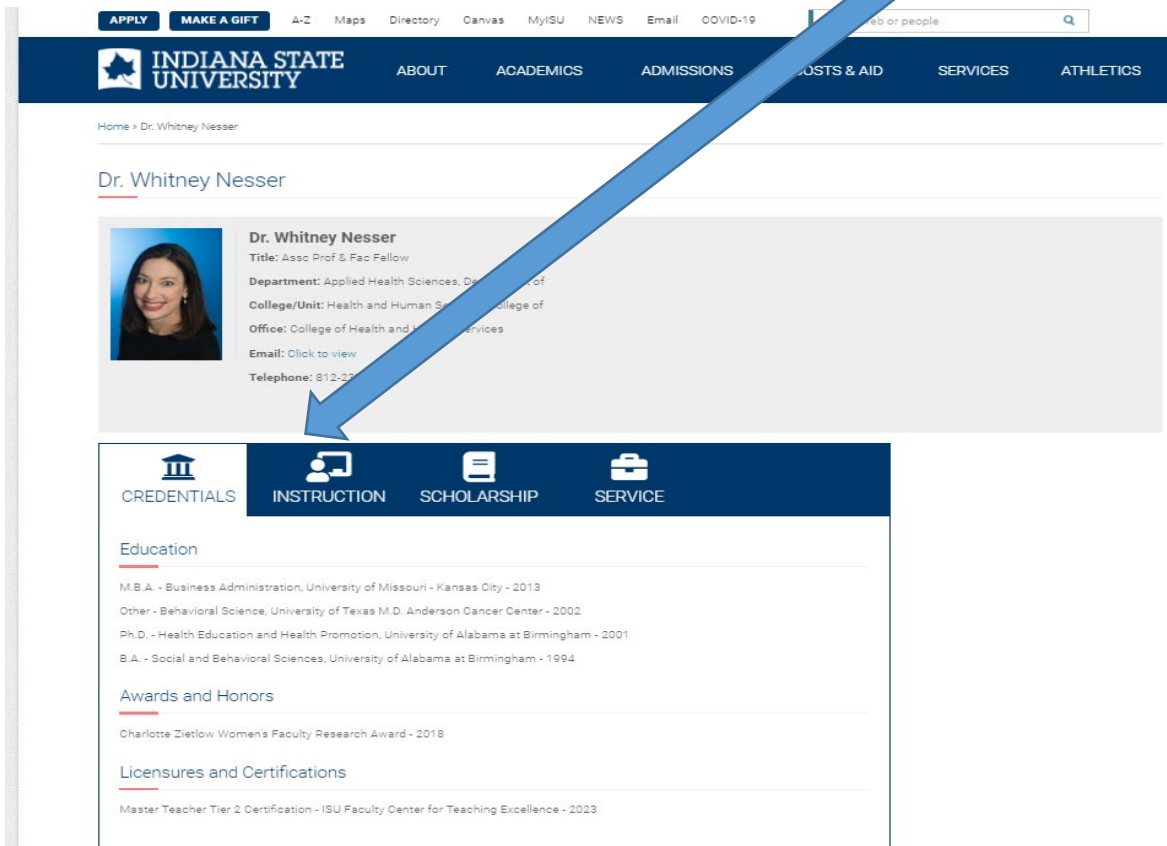
The ISU “directory” is where someone can search for a faculty/staff member. To update your own information, search for your name in the directory:



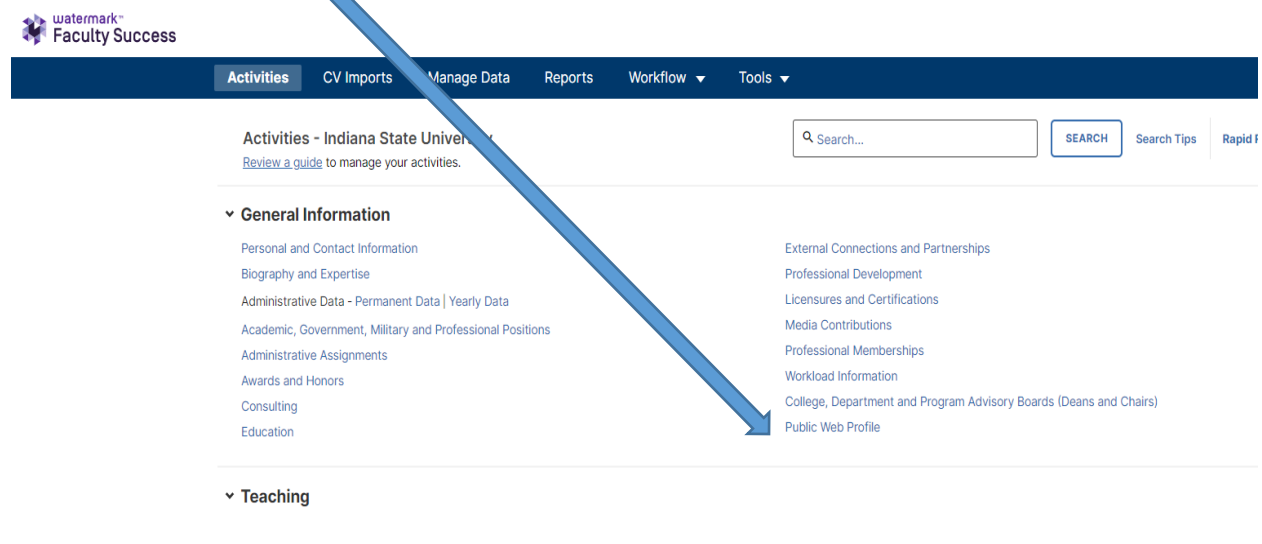
Once on your initial profile page, the contact information (Dept, Telephone, etc) must be updated by faculty through Portal Employee Self-Service. An instructions link is provided on the page. To view your full profile, click the “More info” link.



Once on your full profile link, there are **four main tabs with subheadings: Credentials, Instruction, Scholarship, Service**. Through FAD is how to update/populate these four tabs. The following pages show how to update tabs and subheadings.



The “**Public Web Profile**” link located in FAD “Activities” is where you select FAD entries from dropdown menus, with three exceptions: **Credentials-Education; Instruction-Teaching Interests; and Scholarship-Research Interests** are populated from other areas in FAD (shown on pages 3 and 4).



How to update CREDENTIALS– Education subheading

To update the **Education subheading**, under the FAD Activities tab, click on the Education link.

This is where information populates for the Education subheading and where you can add/update info.

watermark Faculty Success

Activities - Indiana State University
[Review a guide](#) to manage your activities.

Search... SEARCH Search Tips Rapid Report

General Information

- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education

- External Connections and Partnerships
- Professional Development
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- College, Department and Program Advisory Boards (Deans and Chairs)
- Public Web Profile

Teaching

How to update INSTRUCTION– Teaching Interests subheading

To update the **Instruction tab** (which only has a **Teaching Interests subheading**, under the FAD Activities tab), click on the Personal and Contact Information link.

Activities - Indiana State University
[Review a guide](#) to manage your activities.

Search... SEARCH Search Tips Rapid Report

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Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Teaching at Institutions Outside ISU
- Teaching Innovation and Curriculum Development

Once on the Personal and Contact Information page in FAD, scroll down to the section that shows **“Teaching Interest(s)”**. Whatever is typed in this box will populate in your ISU directory full profile.

Edit Personal and Contact Information

Teaching Interest(s)

B I U x² x₂ ↻ ⌂ ↵

Health, Gerontology, Music, Death, and Quality of Life

Research Interest(s)

B I U x² x₂ ↻ ⌂ ↵

Quality of Life, Gerontology, Music

Teaching Philosophy

Upload file here or paste text instead

How to update SCHOLARSHIP– Research Interests subheading

To update the **Research Interests** subheading, open FAD, click on the “Activities” tab, and then open the “Personal and Contact Information” link:

Activities - Indiana State University

[Review a guide](#) to manage your activities.

Search... SEARCH Search Tips Rapid Report

▼ **General Information**

- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
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- Public Web Profile

▼ **Teaching**

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Teaching at Institutions Outside ISU
- Teaching Innovation and Curriculum Development

Once on the Personal and Contact Information page in FAD, scroll down to the section that shows “**Research Interest(s)**”. Whatever is typed in this box will populate in your ISU directory full profile.

Edit Personal and Contact Information

Teaching Interest(s)

Health, Gerontology, Music, Death, and Quality of Life

Research Interest(s)

Quality of Life, Gerontology, Music

Teaching Philosophy

How to update ALL OTHER TABS AND SUBHEADINGS

To update **all the other tabs and subheadings** included in the directory full profile, click on the Public Web Profile link, located under FAD Activities:

The screenshot shows the 'Faculty Success' interface for 'Activities - Indiana State University'. The page has a dark blue header with navigation tabs: 'Activities', 'Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. Below the header, there is a search bar and a 'SEARCH' button. The main content area is divided into two columns. The left column is titled 'General Information' and lists various activity categories: Personal and Contact Information, Biography and Expertise, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, and Education. The right column lists: External Connections and Partnerships, Professional Development, Licensures and Certifications, Media Contributions, Professional Memberships, Workload Information, College, Department and Program Advisory Boards (Deans and Chairs), and Public Web Profile. A blue arrow points from the text above to the 'Public Web Profile' link.

Once you are on the **Public Web Profile link**, you can select the FAD entries that appear in the ISU directory:

The screenshot shows the 'Edit Public Web Profile' form. The form is titled 'Edit Public Web Profile' and has 'CANCEL' and 'SAVE' buttons. Below the title, there is a paragraph of instructions: 'Use this screen to select activities that will appear on your public-facing profile on the Indiana State University website. You may select up to five (5) activities for each category.' Below this, there is a note: 'Note that you cannot enter new records on this screen. Here, you can only select records that you have already entered elsewhere in Digital Measures.' The form is divided into two main sections: 'General Information' and 'Scholarship/Research/Creativity'. Under 'General Information', there are four categories: 'Award or Honor (1)', 'Consulting (1)', 'Licensures and Certifications (1)', and 'Artistic or Performance (1)'. Under 'Scholarship/Research/Creativity', there are four categories: 'Intellectual Contribution (5)', 'Presentation (5)', 'Contract, Fellowship, Grant or Sponsored Research (2)', and 'Artistic or Performance (1)'. Below these, there is a section for 'Service' with three categories: 'University Service (4)', 'Professional Service (3)', and 'Public/Community Service (3)'. At the bottom of the form, there is a small text: 'Original Source: Data Entry'.

To select which entries are included in the ISU directory, click the arrows to expand each section. Then click the dropdown menus to select the FAD entry to include in your ISU directory profile.

The screenshot shows the 'Edit Public Web Profile' interface. At the top, there is a navigation bar with tabs: 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. Below this, the page title is 'Edit Public Web Profile' with a 'CANCEL' button and a 'SAVE' button. The main content area is divided into sections: 'General Information', 'Award or Honor (1)', 'Consulting (1)', 'Licensures and Certifications (1)', 'Scholarship/Research/Creativity', and 'Intellectual Contribution (5)'. The 'Intellectual Contribution (5)' section is expanded, showing five rows. Each row has a title, a dropdown menu for 'Intellectual Contributions', and an 'Actions' button. The first row is '1st Intellectual Contribution' with a dropdown menu open, showing a list of entries: 'partial picture, without a frame: Measuring ...', 'Institutional Review Board Basics for Pedagogy Research August 2018', 'My Kaleidoscope Life: Interconnected roles as Teacher, Researcher, and Cancer Survivor 2020', and 'Quasi-experimental comparison of distance and face-to-face SBIRT training for'. The second row is '2nd Intellectual Contribution' with a dropdown menu open, showing 'Faculty Mentoring: Lessons Learned and Re...'. The third row is '3rd Intellectual Contribution' with a dropdown menu open, showing 'Faculty Mentoring: Lessons Learned and Re...'. The fourth row is '4th Intellectual Contribution' with a dropdown menu open, showing 'Faculty Mentoring: Lessons Learned and Re...'. The fifth row is '5th Intellectual Contribution' with a dropdown menu open, showing 'Faculty Mentoring: Lessons Learned and Re...'. Two blue arrows point from the text above to the 'Intellectual Contribution (5)' section and the dropdown menu.



A few important notes:

- The Public Web Profile dropdown lists (shown in screenshot above) are pulling directly from FAD entries. For example, the Intellectual Contributions are pulling entries from FAD Activities within Scholarship/Research/Creativity links.
- Once you update your Public Web Profile and other fields that pull from FAD for the ISU directory, it usually takes approximately 24 hours for the FAD information to update in the ISU directory.