



RUSH MEDICAL COLLEGE • COLLEGE OF NURSING • COLLEGE OF HEALTH SCIENCES • THE GRADUATE COLLEGE

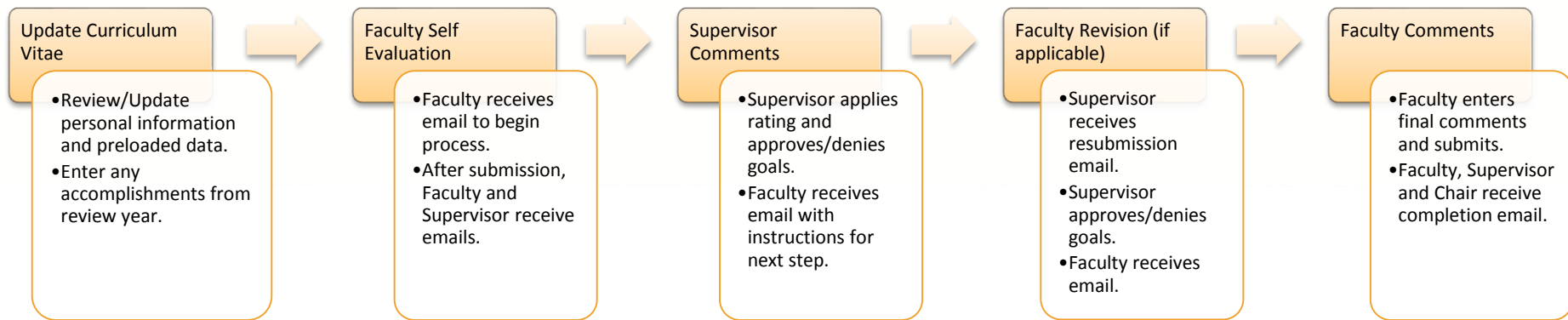
Faculty Management System (FMS) Demographics, Electronic Curriculum Vitae and Annual Performance Review

May 2018

High Level Workflow



RUSH MEDICAL COLLEGE • COLLEGE OF NURSING • COLLEGE OF HEALTH SCIENCES • THE GRADUATE COLLEGE

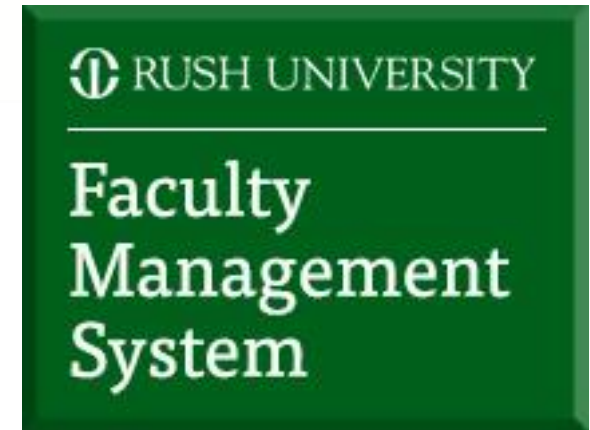


- The Faculty Management System has two components that faculty will use on a regular basis – Electronic CV and Annual Performance Review.
- The data in the CV feeds the accomplishment sections of the Annual Performance Review.

Accessing the Faculty Management System

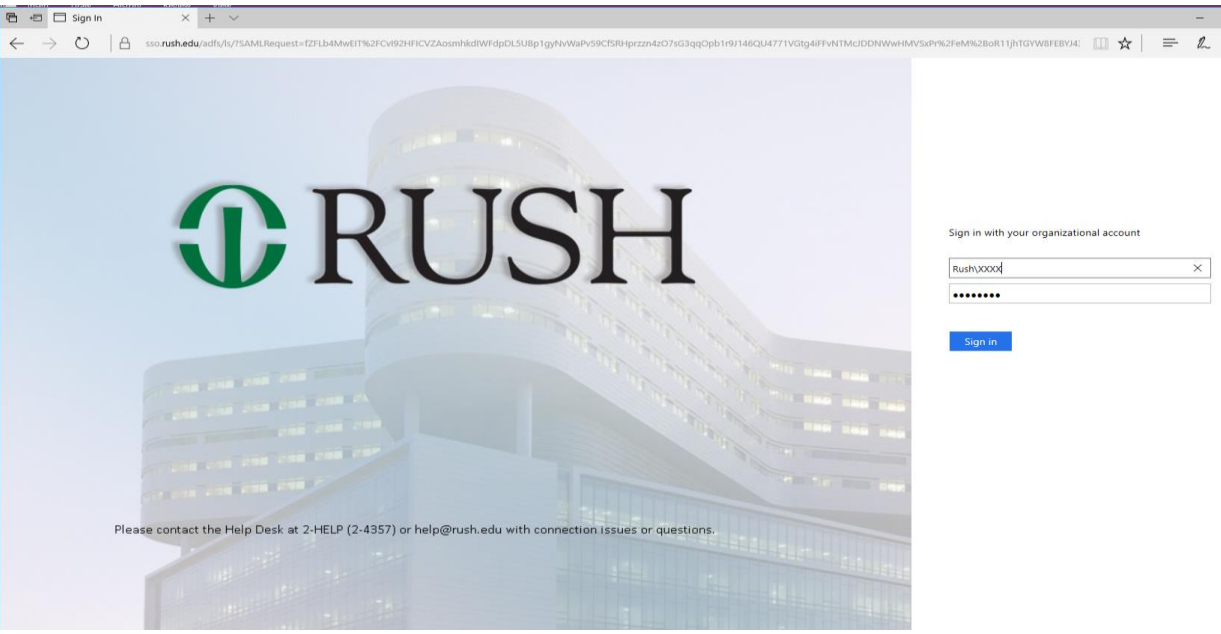
There are three ways to access the Faculty Management System

1. Desktop Icon - When logged in at Rush, faculty have access to a green desktop icon called: “Rush University Faculty Management System”. The default browser is Internet Explorer
2. RUFaculty.rush.edu – If you would like to use a different browser or you are not at your Rush desktop, you can type RUFaculty.rush.edu into any browser.
3. Email Link – If you are doing your Annual Performance Review, you will receive an email with a link.

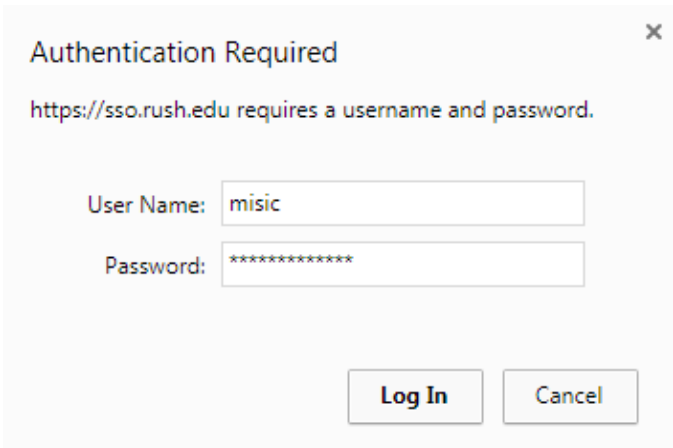


Access Page

You will need to sign in using your Rush credentials. Depending on the browser you use whether you are inside the Rush network, the format might be slightly different.



- UserID and password
- Rush\UserID and password
- Email address and password



Faculty Summary Page

Donny Test, MD

Editing Donny Test
[View Profile](#)

Current Actions

Event	Date	Status	Link
Annual Performance Review	2018-07-31	In Process	View in Workflow

Appointment

Department	Track	Current Rank	Eff	Hire	End	Retired	Status Type
Rush Medical College, Anesthesiology, Pain Management	Non-Tenure	Assistant Professor	07/01/2015	07/01/2015	n/a	n/a	Primary

Preferred Contact

Description	Phone	Email
Work email		donny@rush.edu
Office Phone	312-942-1111	

Assistant

Description	Phone	Email	URL
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Preferred Address

Office
1234 W Harrison
Chicago, IL, United States 60611

- When you use the icon or type RUFaculty.rush.edu, you will land on the Faculty Summary page.
- This page is a summary of information from other pages and cannot be edited.
- The Annual Performance Review can be accessed from the Current Actions at the top.



Summary

Faculty Summary

Personal Demographics

Addresses & Contacts

Faculty Classifications

Center/Institute

Documentation

Curriculum Vitae

-- Education

-- Leadership Training

-- Academic Appointments

-- Non-Rush Academic Appointments (Previous & Current)

Donny Test

Appointment

 Department	◆ Track
Pain Management	Non-Tenure

Preferred Contact

 Description	◆ F
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Curriculum Vitae

Curriculum Vitae
-- Education
-- Leadership Training
-- Academic Appointments
-- Non-Rush Academic Appointments (Previous & Current)
-- Administrative Titles
-- Employment
-- Certification/Licensure
-- Board/Specialty
-- Hospital Privileges
-- Honors and Awards

-- Leadership Service and Leadership Positions
-- Professional Society Memberships
-- Teaching
-- Consulting Experience
-- Community Service
-- Clinical Excellence
-- Committee and Administrative Service
-- Funding History
-- Scientific and Scholarly Activities
-- Scopus - Import Publications
--- Bibliography - Self Entered

Adding Entries into CV


Scientific and Scholarly Activities

Please add any current or previous Scientific and Scholarly Activities that you wish to display on your CV. Add new information by clicking on the + sign. Delete existing records by clicking the - sign.

Patents

 Status	 Status Date	 Name/Description	 Hyperlink/URL	 Patent Number(s)	 A
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Presentations

 Type	 Presentation Date	 Presentation End Date	 Description	 Additor
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Click the green + icon to open data input pages

Adding Entries into CV

Edit - Scientific and Scholarly Activities

Patents

* Status

* Status Date

* Name/Description

Hyperlink/URL

Patent Number(s)

Additional Explanation

- Enter appropriate information
- * Denotes a required field
- Take care with entering dates, there are different types of date fields (i.e. 01/01/1900, YYYY)
- Click "Save" to go back to data summary page
- Click "Save & Add Another" to continue data entry

Adding Entries into CV

Scientific and Scholarly Activities

Editing Donny Test

[View Profile](#)

Please add any current or previous Scientific and Scholarly Activities that you wish to display on your CV. Add new information by clicking on the + sign. Edit existing information by clicking on the pencil. Delete existing records by clicking the - sign.

Status	Status Date	Name/Description	Hyperlink/URL	Patent Number(s)	Additional Explanation		
Awarded	01/01/1900	Test Patent					

- Pencil icon allows editing
- Red minus sign deletes the record

Accessing Annual Performance Review Pages

Click the “View in Workflow” link on the Faculty Summary page

[Current Actions](#)

Event	Date	Status	Link
Annual Performance Review	2018-07-31	In Process	View in Workflow

Click the link the in email you received

From: donotreplyfms
Sent: Monday, April 30, 2018 11:39 AM
To: Faculty Affairs
Subject: ACTION REQUIRED: FY18 Faculty Performance Evaluation Due

Dear Sally,

As was the case last year, the annual faculty performance review process will be completed using the Faculty Management System. All faculty will have a formal review conducted by a supervisor.

The first step in the review process is for each faculty member to complete a self-evaluation. Since the Faculty Management System now has a Curriculum Vitae (CV) component, the annual performance review pages have been enhanced to automatically populate with the achievements that have been entered in your Faculty Management System electronic CV. It is recommended that you begin your self-evaluation by updating your electronic CV with your accomplishments for the review year.

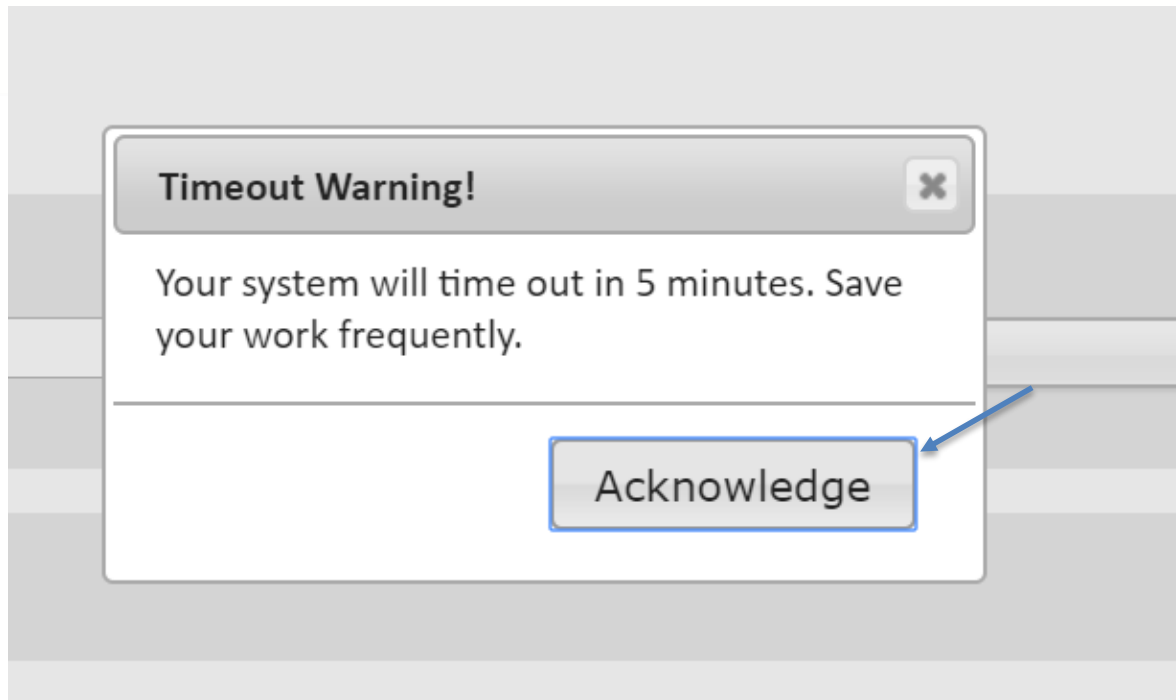
To begin your self-evaluation, please click on the CV link at the end of this email to access your CV pages and login using your Rush credentials to access the system. If you wish to go directly to your annual performance review, there is also a link for that below. You can always access your CV Faculty Summary page through the Faculty Management System icon on your desktop.

The deadline for completing all evaluations is July 1, 2018.

If you have further questions, please contact the Office of Faculty Affairs at Faculty_Affairs@rush.edu. Do not reply to this email.

[Annual Performance Review Link](#)
[CV Link](#)

Session Timeout!



Demonstration

Questions?