

## Rush Faculty Management System

### Instructions for Curriculum Vitae Functionality

The Faculty Management System is used for reporting purposes, to create and maintain electronic Curriculum Vitae (CV) for all faculty, for Annual Performance Review and for the recruiting and promotion processes. This document outlines how to use the CV functionality.

#### Signing into the Faculty Management System

To access the Faculty Management System from your Rush desktop, click on the icon on your desktop (see picture at right). The default browser is Internet Explorer. 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.



Once you have entered the URL or clicked the icon, you will sign in with your Rush email address and password or your user name (usually first letter of your first name and first 7 letters of your last name) and password.

Sign in with your organizational account



[Sign in](#)

If you are accessing the system outside of Rush, you may need to add the Rush domain to your user name EX: Rush\user name.

Please email Faculty Affairs if you have trouble accessing the system.

The page you will land on after signing in is the Faculty Summary page, the data here is driven from other pages. Go to the related data page to change/update this data. Navigate through the left navigation menu to fill in the information for your CV.

#### Pages in the Left Navigation Menu

Faculty Summary	Summary page. All data on this page must be edited on other pages. If there is an Action Section at the top of the page, this means the Faculty has an active workflow (APR, Promotion, etc.) and can click to link there to get into that workflow.
Personal Demographics	Some data may be pre-loaded. Faculty to confirm/update. Highest Degree Level field and Display Degree cannot be edited by Faculty. Request changes from Faculty Affairs.
Addresses & Contacts	Some data may be pre-loaded. Faculty to enter their office address and add any other information that should appear on the CV. Confirm or add your preferred email address.
Center/Institute	This page is only for faculty who are affiliated with a Center or Institute. Some data may be pre-loaded. Faculty to confirm/update.
Faculty Classification	For reporting purposes. Faculty to complete.

Documentation	Documents uploaded here by faculty or Faculty Affairs.
Curriculum Vitae	The CV will load as a PDF preview on this page. Select other document types from the dropdown.
Education	Some data may be pre-loaded. Faculty to confirm/update.
Leadership Training	Faculty to enter.
Academic Appointments	Cannot be edited by Faculty. Request changes from Faculty Affairs.
Non-Rush Academic Appointments	Faculty to enter.
Administrative Titles	Some Rush data may be pre-loaded. Faculty should contact Faculty Affairs if Rush Titles are incorrect. Faculty to enter non-Rush titles.
Employment	Faculty to enter.
Certification/Licensure	Some data may be pre-loaded. Faculty to confirm/update.
Board/Specialty	Some data may be pre-loaded. Faculty to confirm/update.
Hospital Privileges	For Physicians only. Some data may be pre-loaded. Faculty to confirm/update.
Honors and Awards	Faculty to enter.
Leadership Service/Leadership Positions	Faculty to enter.
Professional Society Memberships	Faculty to enter.
Teaching	Some data may be pre-loaded. Faculty to confirm/update.
Consulting Experience	Faculty to enter.
Community Service	Faculty to enter.
Clinical Excellence	Faculty to enter.
Committee and Administrative Services	Faculty to enter.
Funding History	Data may be preloaded from Link and/or Office of Research Affairs. Faculty to confirm/update.
Scientific and Scholarly Activities	Faculty to enter.
Scopus - Import Publications	Faculty to import their publications from Scopus.
Bibliography (Self Entered)	Faculty to enter.


### Viewing and Printing Your CV.

The CV report will follow the standard template for your college and all citations will use AMA style.

1. Navigate to the page called Curriculum Vitae on the left navigation menu.
2. After a few seconds, the CV will generate in PDF format. If the report appears small, click View Report to enlarge.
3. If you would like a different format, use the Output Type dropdown to select the format you want.
  - a. PDF format is the default display on the Curriculum Vitae page and can be printed or downloaded from the menu that appears when you hover over the page.
  - b. Excel or Excel 2007 format will open the Excel application and display the CV there.
  - c. Comma Separated Value format will load a banner at the bottom of the page and when you select Open from there, it will open in Excel.
  - d. Rich-Text Format will load a banner at the bottom of the page and when you select Open from there, it will open in Word. Rich-Text format has all the formatting for spacing, etc. in the CV and uses tables in Word to maintain this.

- e. HTML(Paginated), HTML (Single Page) and Text will display on the Curriculum Vitae page but cannot be printed or downloaded. You can use the Text version to copy and paste into Word without the table formatting that comes with the Rich-Text format.

### CV Entry Tips

- There are several different types of dates in the system. Some require only a year. Others require a full date (mm/dd/yyyy). If you do not know exact date, put in 1/1/XXXX. Do NOT enter only a year in a full date field. It will default to the Dec 31 of the previous year. All dates displayed on your CV will be years. When no end date is entered, the CV report will display “to present”.
- Some dropdown menus are quite extensive. Type in the full description to find the selection you need. Most dropdowns have an “Other” option.
- Many pages display multiple lines of data in a Summary Grid. Columns in Summary Grids can be sorted using the  symbol to the right of the column label. To sort more than one column, sort the first column and then hold shift while clicking additional column headers.
- On some Summary Grids, there is an Active checkbox. Unchecking an item, deactivates it from displaying on the summary page or the CV, but keeps the data in the database.
- You are not impacting other people when you enter your data. For example, if you enter another faculty member’s name as a co-author on a publication, the citation for that publication will only appear on your CV. The other author must enter the publication as well.

### CV Functionality FAQs

*Q: What is the purpose of my record in the Faculty Management System?*

A: The Faculty Management System is used for reporting purposes, to create and maintain electronic Curriculum Vitae (CV) for all faculty, for Annual Performance Review and for the recruiting and promotion processes.

*Q: Can you access the system outside of Rush?*

A: Yes, the system can be accessed outside of Rush through any operating system by typing RUFaculty.rush.edu into a browser.

*Q: Is there a preferred browser?*

A: No, you may use any browser. Please note that depending on your browser the log-in page may appear slightly different. For example, Google Chrome will require you to enter your username as Rush\username.

*Q: Does any of our information become public?*

A: No, all information is secured and for internal use only.

*Q: Who has access to my CV?*

A: Faculty Affairs, Your Supervisor, Department Chair, Department Administrator and Dean.

*Q: Can you fill out one section or page at a time?*

A: Yes, make sure to save each data entry page.

*Q: What data has been pre-loaded?*

A: We have attempted to load data that exists in other systems so that you only need to confirm and update this information to make sure it displays as desired on their CV. Data that you may see pre-loaded includes:


- Academic and Administrative appointments.

- Rush teaching data for the last year for course directors only.
- Some demographics information, board certifications, licenses, education and hospital affiliations.
- Grant data from Link (awarded) and Office of Research Affairs (Pending)

*Q: Is my publication data pre-loaded?*

A: No, but there is functionality on the “Scopus – Import Publications” page that allows you to import your publications from Scopus.

### **Scopus – Import Publications Instructions.**

1. Author Search
  - a. Last name is required.
  - b. Adding first name or at least first initial is recommended especially if you have a common name.
  - c. If you know your Scopus ID, use that. You will still have to put in your last name.
  - d. Affiliation is less useful since Rush has multiple affiliation IDs. It might be useful if you have a very common name and do not know your Scopus ID.
2. Click “Search”. If you have a common name, this could take a few minutes.
3. Review the list of authors that is returned. You can sort by using the  symbols at the top to group names or affiliations together to see more clearly.
4. Click “Details” in the far-right column of an author entry to have a new browser tab open Scopus to review/confirm the correct author has been found.
5. If you make a mistake and want to start completely over, click “Clear All Authors”. This will clear all authors and related citations.
6. When you find your author(s), click the “Import” radio button(s) on the left to map the authors that you would like to get citations for and click “Ignore” for the rest.
7. Tip: If there are a lot to ignore, use the radio button right next to the word Ignore at the top to select all to ignore. Then change just the ones you want to import.
8. Click “Save Authors”. This will map any authors with the “Import” radio button selected and bring back all the citations in the section below. This can take a few minutes if there are lots of publications.
9. The authors with the “Ignore” radio button selected will be removed from the page. You can see them again by clicking the “Ignored” hyperlink on the top right of the Author Details section.
10. The other hyperlinks on the top right will show other views of the author data. “All” shows all authors ever returned from a search. “New” shows authors that do not have either the Import or Ignore radio buttons selected. “Mapped” shows the authors that have been imported.
11. Review the list of citations in the Citation section. Click “View” in the far-right column of a citation to open a new browser tab with the document details in Scopus.
12. Click “Import” for any you want to keep and “Ignore” for any that do not belong to you. Click “Save Publications”.
13. Do not click “Cancel” (next to Save Publications) unless you want to leave the page completely.
14. Only publications that have been imported/mapped will show up on the CV.