

Process for Entry of A&S CV Data into the Faculty Database System

Objectives

- Clarify the roles of:
 - departmental managers
 - project manager
 - data entry staff
 - template builders
 - faculty
- Streamline processes to create as little duplicative effort as possible
- Maximize utility of FDS
- Minimize error in publication

Roles

- **Departmental manager:**
 - is the liaison responsible for facilitating the process internal to the department
 - together with the chair (and project manager for support), is the contact for all configuration changes / customizations
 - collects CVs and passes them along to project manager
 - alerts project manager of any faculty out of email contact
 - notifies departmental faculty mailing lists that CV data entry project is beginning using canned wording provided by Project Manager
 - Asks faculty to contact Departmental Manager if there are any concerns about the process.
- **Project manager:**
 - responsible for working with the chair and departmental manager to customize the FDS classes, categories, types and Annual Report form to meet the academic needs of the department
 - supervise the data entry
 - coordinate efforts of the template builders
- **Data entry staff:**
 - Enter data from CV's received from Project Manager one at a time
 - notify faculty before beginning that they will soon start
 - notify faculty as soon as they have completed and ask them to review and offer any assistance
 - copy relevant department manager and project manager on every email.
- **Template builders** work with web liaison in the department and notify the departmental manager and/or project manager if the requests of the web liaison require any content or group configuration changes.
- **Faculty** review their own CV entries for accuracy and receive information on display, upload, and download options as desired.