Updating Your Annual Report in the Faculty Database

Open a web browser and go to http://fds.duke.edu/

Click the Login button.

FACULTY DATABASE ARTS & SCIENCES AND TRINITY COLLEGE

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Faculty Database Login

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(**Login**)

You can also login using the FDS Custom Login.

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To log in, enter your NetID and Password. These should be the same as you use to log into your Duke e-mail account (for an address ending in @duke.edu).

Duke University NetID Services

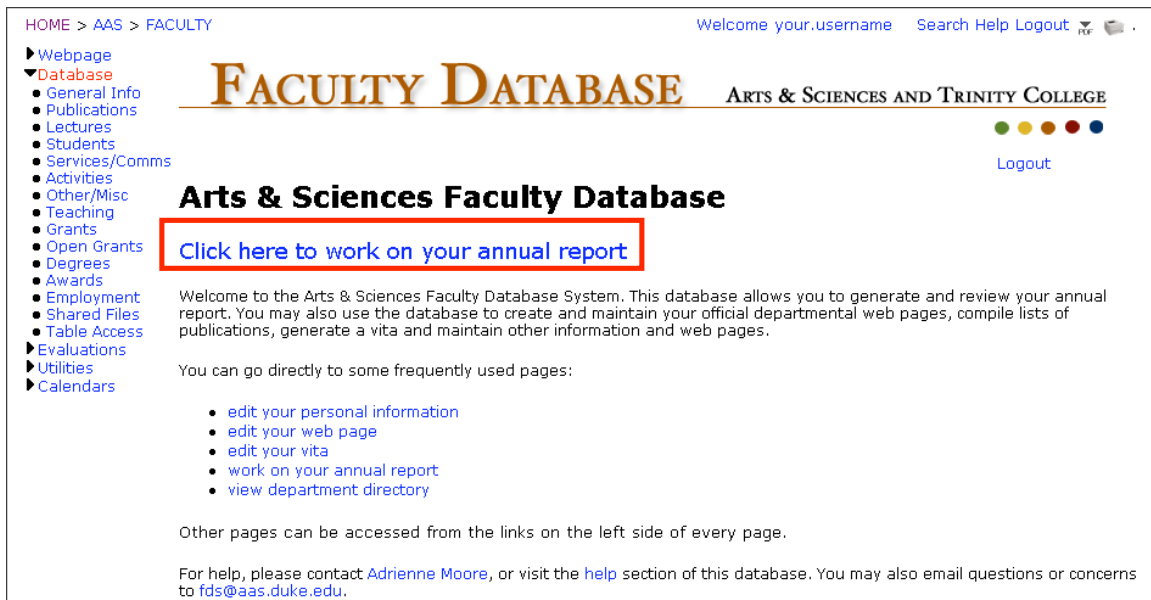Please identify yourself to NetID service fds at host fds.duke.edu.

Please enter your NetID and password:

NetID: [   ]
Password: [   ]

[Enter]

Don't know what a NetID is? Not sure if you have one? Find out.

Once you have logged in, you will see a Welcome screen. To work on your annual report, click the *"Click here to work on your annual report"* link at the top of the Welcome screen.

This link will take you to your annual report form. Once there, you can update the information that will be available to your chair as the basis for your annual evaluation.

Any information already entered in the database will appear in the relevant section of the annual report.

You can add new information to any category by clicking the *"new"* link beside it. You can edit an existing entry by clicking the *"edit"* link beside it.

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FACULTY DATABASE

ARTS & SCIENCES AND TRINITY COLLEGE

Logout

2003 Annual Report For Your Username

* Click here to indicate that this report is ready for the chair to review.
* Click here for the dean's view of this report.

1. Research

- **A short statement summarizing your recent research and describing your future research plans.** new
  - ○ *(Research Summary and Plans for 2003 updated 2003/12/01)* edit
    This is indeed a short statement.
- **Publications in 2003** new
- **Publications in the previous 4 years** new
  Books: new
  1. Y. Username, *A Book of Moderate Distinction*, edited by N. Editor (July, 2002), A. Press. edit
  Papers Published: new
  1. Y. Username, *Masterpiece* (June, 2002), A. Nother Press. edit
- **Invited Lectures in 2003** new
  1. Lecture on the Meaning of Life, winter, 2003 edit
- **Invited Lectures in the previous 4 years** new
- **Grant support available in the last 3 years** new
- **Grant proposals submitted in the last 3 years** new

When you add or edit an entry, always be sure to click the "Update" button on the form to save your entry and return to the annual report page.

Add a new publication for Your Username

Type:	Papers Published ▾ not web? ☐ not recent? ☐ not vita? ☐ **Update**
Authors:	Y. Username
Title:	
In Journal:	Volume: Number: Pages:

When you are finished updating your annual report, you must indicate that you are ready for the chair to review it. Do this by clicking the link at the top of the annual report page: "*Click here to indicate that this report is ready for the chair to review.*"

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2003 Annual Report For Your Username

* Click here to indicate that this report is ready for the chair to review.
* Click here for the dean's view of this report.

Once you have indicated the report is ready for the chair, this text will change to read *"This report is ready for the chair to review. Click here to mark it "not ready", if you choose."*

In lieu of the CV requested by the A&S Deans as part of the evaluation process in previous years, the deans will also have access to some of the information in the database. To see which information will be available to the deans, click the *"Click here for the dean's view"* link. For more details, see the Faculty Database Privacy Statement: http://fds.duke.edu/help/fds/privacy.html

Frozen Reports

Once you have indicated that your report is ready for review, and the chair is ready to begin work on the evaluations, he or she will take a "snapshot" of your annual report. This snapshot is called a "frozen report." Once the chair has made a frozen report, you will be able to view this snapshot. A new *Frozen Reports* link will appear in the links down the left-hand side of your Annual Report page. Click this link to view your frozen report.

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The frozen report is a static view of your annual report which won't change even if you continue to update your annual report. If you notice any problems with the frozen report, you can make the necessary updates to your annual report, then contact the chair and ask to have your annual report "re-frozen."

Getting Help

If you run into any difficulties while working on your annual report, you can get help in two ways:

1. Contact your department's Faculty Database manager: the name of your department's manager appears on the first screen you see after you log in.

2. Send e-mail to fds@aas.duke.edu.

Entering Complete Curriculum Vitae Information

The Dean's Office has offered to provide funding to support the entering of complete CV data for any department that requests this help.

Faculty will still need to provide the information (via a current CV, for example) and it will be important for individuals to check the accuracy of all data entered.

To get this process underway, the departmental manager should contact fds@aas.duke.edu .

Faculty Database System Privacy Statement

The FDS Privacy Policy is available via the Help Menu (on the upper right-hand menu when you are logged into the system.) This statement provides a detail of what information is readable and modifiable by whom, and stipulates the process by which any changes in the policy may be made.