Getting started: Online Faculty Activities Database

A quick-reference sheet to help you get ready to submit your annual faculty activity report using the online faculty activities database

Marquette’s online Faculty Activities Database (FAD) allows faculty to track their accomplishments and professional activities and to generate reports online. This web-based activity reporting system allows for efficient and accurate production of up-to-date reports. The system is available to you any time and is accessible from any computer with an Internet connection.

Please see http://www.marquette.edu/oira/fad/ for more information about the online Faculty Activities Database.

Starting in fall 2011, the online Faculty Activities Database has generated electronic faculty activity reports, replacing the paper versions that faculty would submit in previous years. As in past years, those reports will form the basis for annual merit raises. It is a good idea to keep the information in your account current and complete. There are just a few steps that you should follow to prepare your annual report.

What do I need to do to finalize my annual faculty activity report within the system?

1. Enter any new activity information that does not appear in the system. Please see this tutorial or the FAD User Guide for more information on how to enter information into the system.

2. Review any data that has already been entered for you. See the FAD information upload schedule to learn more about what information is automatically loaded into the FAD for you, along with a list of corresponding upload dates.

3. Run your faculty activity report to be sure that your information appears accurately. Please see this tutorial on how to run reports within the system.

For any college-related inquiries regarding the FAD, please contact the FAD representative from your college/school (in the College of Arts and Sciences, please contact your department Chair). Please click here for a list of college contacts.

Please email fad@marquette.edu with any additional questions.