

Marquette University Faculty Activities Database

Overview

The Marquette University Faculty Activities Database (hereafter referred to as “Faculty Activities Database”) is a database that facilitates the collection, maintenance and reporting of accurate information about faculty’s professional activities and achievements associated with their research, teaching and service.

The Provost’s Office has invested resources in the Faculty Activities Database believing it will serve the needs of the university in several ways including preparing annual faculty activity reports, third-year reviews, promotion and tenure dossiers, and institutional and disciplinary-specific accreditation reports; helping faculty identify opportunities for collaboration; submitting material to *Compendium*; recruiting prospective undergraduate and graduate students; and generating CVs for grant applications.

Implementation of the Faculty Activities Database will reduce the number of requests faculty, departments and colleges receive for the same data about professional activities, and increase the accuracy and consistency of reported information. The Faculty Activities Database has been customized to meet the unique needs of each college and school and faculty have the ability to update information at any time from any location with web access.

Implementation, Maintenance and Use

The collection and presentation of activities calls for clear guidelines associated with access and use. Delineating these guidelines fosters collaboration and trust among the institutions’ many stakeholders and creates a fair and open environment through which information is kept current, accurate, and is shared appropriately. It is important faculty experience the positive and beneficial aspects of the Faculty Activities Database and concurrently feel secure knowing the information is being used appropriately.

Maintaining the accuracy of information in the Faculty Activities Database is the responsibility of individual faculty members. Faculty should be mindful to keep information up-to-date since the Faculty Activities Database may serve as the basis for real-time displays on some department or college websites and may contribute to the creation of promotion and tenure dossiers. Individual faculty, or parties appointed or approved by those individual faculty, are solely responsible for updating and maintaining their individual data, and for reviewing the accuracy of these data.

Periodic reminders will be sent to update information, particularly prior to significant reporting periods such as at the end of the year when annual Faculty Activity Reports are due or when information may be gathered for other purposes such as accreditation reports.

Information and reports in the Faculty Activities Database will be directly available to individuals inside Marquette University as indicated in the table below.

| PERSONS/ROLES: | REPORTS: |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual Faculty Member | His or her own CV (curriculum vitae) His or her own annual faculty activity report |
| Department Chairperson | Department faculty annual activity reports Department faculty individual CVs Department-level statistical reports Statistical reports for departmental distribution |
| Dean (and Dean's designates) | College/school faculty annual activity reports College/school faculty individual CVs Department and college-level statistical reports Statistical reports for college distribution |
| Provost (and Provost's designates) | All university faculty annual activity reports All university faculty individual CVs Department, college and university-level statistical reports Statistical reports for university distribution |

Personal and potentially identifying information other than name, academic rank and position, and on-campus contact information will be not shared with anyone outside Marquette University without the consent of the individual faculty person.

The decision to release potentially identifying information to individuals outside Marquette University will be made by individual faculty members on an "opt in" basis. Examples include releasing information for Marquette's *Compendium* Report and participating in multi-university arrangements designed to share information for the purpose of identifying potential collaborators.

Other types of reports produced for the purpose of university external reviews and accreditation requirements or for comparing individual departments or colleges to those at peer institutions, or produced for any other unit on campus other than those specified above will be produced with the cooperation of the pertinent departments and colleges, and will be reviewed by the Marquette University Faculty Activities Database Advisory Committee (see description below).

Oversight

The Marquette University Faculty Activities Database Advisory Committee (hereafter referred to as the Database Advisory Committee) serves as a liaison between the Provost's Office and Marquette faculty. The Database Advisory Committee will make recommendations about issues relating to the Faculty Activities Database to the Provost.

The primary administrator of the Faculty Activities Database (currently the Vice Provost for Undergraduate Programs and Teaching) will convene the Database Advisory Committee once a semester or more as necessary. The Database Advisory Committee will focus on issues including, but not limited, to:

- new applications of the Faculty Activities Database,
- procedures for submitting and requesting information to and from the Faculty Activities Database, and
- questions of fair use related to the Faculty Activities Database.

The Database Advisory Committee is comprised of up to three (3) faculty members (appointed by the Academic Senate) and up to three (3) department chairs (appointed by the Dean's Council) as well as representatives from the Office of the Provost, the Office of Institutional Research and Assessment, and others who may be invited to serve in a non-voting ex-officio manner. Membership will be three-year terms with the possibility of re-appointment.

To see a list of current Advisory Committee members, please direct your browser to http://www.marquette.edu/oira/faculty-activities-database/documents/Advisory_Committee_Roster.pdf