




Office of the Executive Vice  
President for Academic Affairs

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**83 Somerset Street, New Brunswick, New Jersey 08901-1281**

MEMORANDUM

January 6, 2011

To: Full-time Faculty

From: Philip Furmanski 

Subject: Faculty Survey Participation with an offer to input CV

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We would like to get full participation in the newly improved University Faculty Survey (FS), our primary instrument for collecting the scholarly, creative, research, and service activities of faculty.

If you have used the FS before, please update your information anytime. Otherwise, to get you started, we would like to input your CV into the FS. **Please reply with your attached CV** and also indicate if you plan to fill out a reappointment or promotion form in the next year. If so, it will receive priority and you can generate your promotion form through the FS "My Reports" menu.

To access your new Faculty Survey, you will need your NetID username and password. The secure application works best with Internet Explorer and Firefox\* (Safari works but has a few minor issues with input screens).

Please copy this link into one of the above browsers: <https://surveys.rutgers.edu/facsurv>

The FS offers immediate benefits to each faculty member, including:

- An **entirely web-enabled process** involving a paperless data collection environment with continuous and secure access to personal data, so that each faculty member will be able to enter and revise their data at any time during the year. **Data from a CV can be pasted directly into the input screens** of the FS (**certain formatting is retained**, e.g. html links to full text publications, bold, italics, underline, super/subscript, bulleting, Greek letters, and special characters). **Customizable category captions** permits inclusion of additional types of information (e.g., add a header within a standard category to include special categories of activity or unique arrangements). Capability to move data between categories. An option to add a table is coming soon.

- A single point of data entry that allows faculty to use data entered in the FS for other university reporting needs, such as academic reappointments and promotions. A completed **official promotion form** can be produced anytime (see "My Reports" menu).
- Direct retrieval of individual data so that each faculty member will be able to retrieve a record of personal information from a variety of predefined formats for personal use (e.g. complete PHS 398 BioSketch used in NIH grants). Faculty can get a **permanent personal link to their customized CV in a secure PDF format** (follow the "My Resume" menu and choose options). **Create "My Web Page," a standardized personal profile web page.** Also, if you deposit your publications in the Rutgers Library RUcore digital repository project (<http://rucore.libraries.rutgers.edu>) a search box of all your full text PDF publications can be added to "My Web Page." See FS example here: <http://surveys.rutgers.edu/facsurv/html/RUcoreExample.html>
- **Accomplishment and Service Activity reports for deans and chairs** may be generated with data from the secure FS database. Administrators access these reports through a secure online interface.
- Integration with other data sources, e.g. **if the faculty member opts in, certain responses feed the searchable Rutgers Speakers Bureau and "Find an Expert" web sites** maintained by University Relations; list of courses from the Instructional Workload System, and Student Instructional Rating Surveys (SIRS) (currently not electronic); the Rutgers Library RUcore digital repository project mentioned above.

In completing the survey, faculty may agree to participate in the Media Experts and Speakers Bureau programs. The Media Experts Directory enables reporters to search for a faculty member or specialist with credentials in a news topic and then contact that person directly or through the Office of Media Relations: <http://ur.rutgers.edu/experts>. The Speakers Bureau enables community groups to identify a faculty member or specialist by area of interest or research, and then submit a request for that speaker for their event. <http://ur.rutgers.edu/speakers>

If you have any problems with accessing or completing your survey, please contact Richard Tedesco at Institutional Research 732-932-7305 x226 or [tedesco@instlres.rutgers.edu](mailto:tedesco@instlres.rutgers.edu). There is a complete manual on the web site (see 'Help'), in addition to mouseovers and help popups on the data entry screens (e.g. by clicking on category headers).

\* Firefox for the MAC, Windows, and Linux is available at <http://www.mozilla.com/firefox/all.html>)