September 14, 2017

Dear Colleagues,

I write to update you on an important Faculty Data project that will be coming this semester.

For many years faculty have had to personally maintain their CVs and record of their professional accomplishments on their office (or personal) computer. These records are often called for during accreditation visits, both programmatic and institutional, as well as for other submission purposes, such as for grant proposals, Wheeler Awards, Faculty Development Leaves, etc. Indeed, the university is required by our accreditor, the Higher Learning Commission (HLC), to have current copies of CVs as well as academic transcripts on hand for immediate review during any accreditation visit. As you may imagine, it is difficult to fulfill this requirement without asking for updated CVs from the faculty each and every year.

Thus, the Provost Office began working with the Faculty Committee and the Deans’ Offices to explore software solutions that would allow faculty to easily record and maintain their professional teaching, research, and service activities and have the information automatically available for accreditation and other reporting requirements. In these systems, faculty data is stored in a database format, providing ready use of any field in customizable ways. For example, for those who may have to complete self-study reports for accreditation, the software will quickly identify faculty areas of expertise, years of experience, or courses taught and pull this information out in report form. In addition, these software solutions are usually connected to journal databases which make it easy to find and insert publication citation information into your record, minimizing the need to type every new publication into your CV to keep it up to date. It quickly became evident during our exploration that this software will also allow faculty to swiftly and easily assemble their professional information in a variety of formats and can be used to submit annual reviews, as well as dossiers for tenure and promotion. These systems are intended to help us input, store, and retrieve faculty professional data and will have no impact on the procedures and requirements for college merit review and tenure and promotion.

We have identified two vendors with robust software products for review. The vendors and their scheduled times are:

- **Interfolio – product name: Enterprise Faculty Technology Suite**
  Tuesday, September 19 – 2:00 to 4:00 pm in McDonald Library room 130

- **Digital Measures – product name: Activity Insight**
  Thursday, September 21 – 3:00 to 5:00 pm in McDonald Library room 130

Our intention is to have each vendor present the general overview and ease of use information that most apply to faculty during the first hour or so, to be followed by a deeper dive into the nuts and bolts of product functionality in the second hour. All are invited to attend one or both sessions as they are interested and able. We greatly desire your input and feedback. Once the vendor is selected, representatives will be on campus to work with us on identifying the data fields specific to Xavier’s needs. We will have the opportunity to add data fields that serve very focused faculty reporting needs. We will share more on this opportunity as our selection and implementation process progresses.

Yes, it is one more piece of software to learn and use, which is why we need your input on its usability. We truly believe that this system will provide ease and utility to faculty even as it provides solutions to issues the institution has long struggled with.

Should you have any questions or concerns, please do not hesitate to contact me.

Peace,

Steve