PENNSTATE

Office of the Executive Vice President and Provost of the University   (814) 865-2505
                                                                             FAX: (814) 863-8583

The Pennsylvania State University
201 Old Main
University Park, PA 16802-1589

Faculty Activity Insight System (FAIS)

Overview

The Pennsylvania State University Faculty Activity Insight System (hereafter referred to as "FAIS") powered by Digital Measures (hereafter referred to as "DM"), is a web-based faculty activity reporting solution that facilitates the collection, maintenance and reporting of accurate information about faculty members' professional activities and achievements associated with their teaching, research, and service.

The Provost's Office has invested resources in FAIS to serve the needs of the University including the preparation of annual faculty activity reports, tenure and promotion dossiers, other dossiers, institutional and disciplinary-specific accreditation reports, faculty web profiles, CVs, and biosketches for grant applications.

FAIS reduces the number of requests faculty, departments, and colleges receive for the same data about professional activities and increases the accuracy and consistency of reported information. FAIS has been customized to meet the unique needs of each college, and campus. Faculty members have the ability to update information at any time from any location using their PSU Web Access ID.

Security and Privacy

DM takes every precaution to protect faculty data and personal identity in every component of their solutions. Faculty members can be assured that the following conditions will be met.
- Information exchanged between a faculty members' computer and DM's servers are always transferred over an encrypted connection to prevent unauthorized exposure.
- DM's servers are located in tier four DuPont Fabros datacenters in Elk Grove Village, Illinois (primary datacenter) and Reston, Virginia (disaster recovery datacenter) that have these features
  - Locked, caged server rooms protected by armed security guards who are present at all times
  - Servers are firewalled and located behind intrusion detection systems
  - Redundant fire suppression and climate control systems
  - Redundant power and Internet connections
- Secure nightly backups are stored at an three additional geographically-dispersed locations
- DM is compliant with the Family Educational Rights and Privacy Act (FERPA) and Section 508 of the Rehabilitation Act

- DM is registered and certified with the United States Department of Commerce as compliant with the Safe Harbor Principles in effect between the European Union and the U.S.
- Personal information will never be released, sold, or shared by DM with parties other than Penn State and parties that they use to provide technical services. When they must share data with these parties, they establish legally-binding confidentiality agreements and non-disclosure agreements to protect the shared data.

Maintenance and Use

Maintaining the accuracy of information in FAIS is the responsibility of each faculty member. Faculty should keep information up-to-date since FAIS will serve as the basis for real-time displays on some department or college websites and will contribute to the creation of tenure and promotion dossiers, and other dossiers. Individual faculty, or parties delegated by the faculty member, are solely responsible for updating and maintaining their own data, and for reviewing the accuracy of these data.

Periodic reminders may be sent to update information, particularly prior to significant reporting periods such as due dates for annual faculty activity and accreditation reports.

Information and reports in FAIS will be directly available to individuals inside Penn State as indicated in the table below.

Persons/Roles	Reports
Individual faculty member (and individual faculty member's designate/s)	All available reports using his or her own data including CVs, biosketches, annual faculty activity reports, tenure and promotion dossiers and other dossiers
Department Head (and Department Heads designate/s)	Department-level individual CVs Department-level annual faculty activity reports Department-level tenure and promotion dossiers, and other dossiers Department-level statistical reports
Dean/CAO/Chancellor (and Dean/CAO/Chancellor's designate/s)	College/campus individual CVs College/campus annual faculty activity reports College/campus tenure and promotion dossiers, and other dossiers College/campus-level statistical reports
Provost (and Provost's designate/s)	University individual CVs University annual faculty activity reports University tenure and promotion dossiers, and other dossiers University statistical reports

Reports produced for the purpose of University external reviews and accreditation requirements or for comparing individual departments or colleges to those at peer institutions will be produced with the cooperation of the pertinent departments, campuses, and colleges. University level accreditation reports do not contain individual faculty member data. Other accrediting agencies requirements vary.

SRTE data is uploaded to FAIS separately and is available only to the persons/roles as listed above. SRTE data is not used in accreditation reports.

Oversight

The Penn State FAIS Oversight Committee (hereafter referred to as the Oversight Committee) serves as a liaison between the Provost's Office and University faculty. The Oversight Committee will make recommendations relating to FAIS to the Provost. The Oversight Committee is made up of representatives of all colleges and campuses using the FAIS system. Faculty members wishing to make suggestions for enhancements and improvements should contact their Oversight Committee representative.

The Oversight Committee meets bi-monthly and focuses on issues including, but not limited, to:
- new applications
- customization of reports for Penn State use
- procedures for submitting and requesting information to and from the system
- questions of fair use

The current Oversight Committee members are listed below:

College / Campus / Department	Name
Administrative Information Services (AIS)	Nicole Gampe Cheryl Seybold
Academic Affairs	Katryn Boynton
Penn State Erie, The Behrend College	Rhonda Steg Amy Wittman
College of Communications	Elaine Files
College of Education	Kelly McClure
College of Information Sciences and Technology	Karen Brewster
College of Health and Human Development	Amy Mitchell
College of the Liberal Arts	Nicola Kiver (Committee Chair) Faye Maring
College of Nursing	Lori Propst
Office of Planning and Institutional Assessment (OPIA)	Nick Warcholak
Smeal College of Business	Ginger Breon Stephanie Ironside
University College	Kathy Barr
University Libraries	Sandy Confer

Last updated: 10/3/14