

## Go-Live Checklist for Faculty

Last updated 7-14-2019

Launched in July 2019, the Feinberg Faculty Portal is designed to support faculty throughout their careers at Feinberg, providing a central location for managing your professional activity and accomplishments. If you entered data into the former faculty profile database, your data have been transferred into the Feinberg Faculty Portal. However, the old and new systems did not align perfectly, so review your data and make updates as necessary.

### General Review of Data

1. Review data and consider whether activities should be re-located to a new section that is more appropriate or whether records should be edited to better align with new fields.
  - Click on the **Profile** and **Activities** links in the left navigation menu, and then click on the sections contained in those pages to view data. Sections known to need your attention are outlined below.
  - Alternatively, you can generate a copy of your CV to facilitate data review. Do this by selecting **Vitas & Biosketches** from the left navigation menu and then clicking the **view icon** beside the CV you wish to generate.

### Profile Sections Needing Attention

2. **Interests:** You can now enter your research interests, teaching interests, clinical interests, and service interests separately, which helps users of the Find Colleagues feature identify collaborators. All interests imported from the legacy database have been classified as research interests, so update as appropriate.
3. **Skills:** This new section is searchable across Feinberg using the Find Colleagues feature, but searching will return no results until faculty start using the section. Consider listing your skills.

### Activities Sections Needing Attention

4. **Honors and Awards:** By default, all the records entered in this section display on your public faculty profile, but you can choose to hide individual honors/awards from display by answering “No” in response to the field “Display publicly on faculty profile?”
5. **Quality Improvement Initiatives:** This new section is searchable across Feinberg using the Find Colleagues feature, but searching will return no results until faculty start using the section. Consider adding relevant activity.
6. **Education:** The legacy database did not contain your undergraduate degree. You may add it so that it appears on your public faculty profile.
7. **Postgraduate Training:** Please review and update dates. The legacy database only stored the end year of your training period. The start month for all records was defaulted to January 1960.
8. **Certifications:** Please review and update dates. The legacy database had incomplete data on dates of certification; in many cases, the certification start date was defaulted to the start of your faculty appointment.
9. **Hospital / Clinic Appointments:** Please review and update dates and positions. The legacy database had incomplete data about dates on staff at hospitals; in many cases, the hospital start date was defaulted to the start of your faculty appointment. Additionally, the position field is new and was defaulted to Attending Physician, but update as necessary.
10. **Publications and Scholarly Works:** Journal articles, books, and chapters are imported through a data feed from a system that is overseen by the Galter Health Sciences Library. Data imported from the library source system are locked for editing, but you have access to edit additional fields called “Activity Classifications” that are appended to the end of each record. For journal articles, you may need to change the activity classification called “Article Type,” for this controls which sub-header the articles appear under on your CV. All journal articles default to an article type of “Peer-reviewed Original Investigations” when imported, but you can change this value if it is not appropriate.