

FACULTY DATA COLLECTION

Quick Reference Guide

WHO SHOULD USE THIS DATA COLLECTION?

Anyone who wants to use Faculty data for operational support or historical analysis, for things such as:

- Tracking progression of a Provost Staff Conference (PSC) or Provost Staff Committee Sub-conference (PSCS) action on faculty appointments or promotions
- Comparing data between the Faculty Information System and Payroll/PennWorks
- Retrieving a list of graduate group members and chairs
- Viewing the appointment history for a faculty member
- Viewing faculty members' educational history (institutions and degrees)

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE FACULTY DATA COLLECTION?

There are a great many business questions that can be addressed using the **Faculty Data Collection**, from the simple to the complex. For example:

- What PSC and PSCS actions have been processed for my school, with what outcomes, in the past two years?
- How many assistant professors in my school have been promoted this year?
- What are the leave balances for faculty in my school?
- How many individuals have a mandatory review coming up next year?

COLLECTION DESCRIPTION

The **Faculty Data Collection** is a subset of the University's Data Warehouse and contains biographical information about faculty and academic support staff, information on their appointments, leaves of absence, and graduate group and committee memberships.

- **Refreshed nightly**, Monday through Friday. (Biographical and job data from the Payroll is refreshed daily.)
- **Data sources:** Faculty Information System (FIS) and the Payroll and Salary Management systems.
- **Data tables/elements:** Documentation for a *Table* includes the explanation, common uses, primary keys, indexed data elements, and related tables for a table. Documentation for the table's *elements* specifies the definition, list of values, format, and the possibility of null values for each data element in the table. For further information, see <https://www.isc.upenn.edu/faculty-data-collection#Tables-and-Data-Elements>

DATA INCLUDED IN THE FACULTY DATA COLLECTION

- **Faculty Information System Universe (FIS)** – access to the Faculty data, in conjunction with person data from the employee and employee general information from the Salary management collection;
 - The FIS universe objects are grouped into two major classes referring to **Faculty** and **Actions**.
 - **Faculty:** includes [data that originated from FIS](#), as well as [elements sourced from Payroll](#) (stored in the EMPLOYEE and EMPLOYEE tables).
 - **Actions:** a number of [classes](#), each providing additional detail about an action or its related elements.
 - For more detailed information and diagrams <https://www.isc.upenn.edu/faculty-data-collection>

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FACULTY DATA COLLECTION TIPS & CAUTIONS

- Name, gender, ethnicity, and other attributes may be entered into FIS before the individual is entered into the Payroll system. Once the individual has been entered into Payroll, these common data elements will not be updated in FIS.
- The faculty name columns in the [FIS_ACTION](#) table store name elements (prefix, first, middle, last, suffix) as they were displayed for a particular action; these values may change over time. To find the current name for a faculty member who has no Penn ID, join to [FIS_FACULTY](#); for faculty members with Penn ID, join to EMPLOYEE_GENERAL.
- The TENURE_STATUS, TENURE_STATUS_DATE and TENURE_PROBATION_DATE data elements in the FIS_ACTION table contain the most tenure information applicable to a particular action for a faculty member. For the most currently available tenure information for that faculty member, refer to the similarly named columns in the FIS_FACULTY table.
- Addresses stored in the [FIS_ADDRESS](#) table may differ from (and pre-date) those entered and maintained in the Payroll system.
- Addresses stored in the [FIS_EMAIL](#) table may differ from (and pre-date) those entered and maintained in the University's online directory.

FIS DATA SECURITY

The only two offices that may disclose faculty data **outside** the University are the Office of the Provost and Institutional Research & Analysis. If you do not work for those offices and you receive a request for data to be sent outside the University, refer the requester to the Office of the Provost.

Within the University, faculty data may be disclosed *only if it is needed to do the business of the University, and only to those who need to know the information in order to do their jobs*. If you are not sure whether to fulfill a request for faculty data, contact the Office of the Provost.

ADDITIONAL FIS DATA COLLECTION INFORMATION

- Those who wish to access the Faculty data collection must submit the [Faculty Data Warehouse Access Request eForm](#).
- Individuals wishing to access Graduate Group information should submit that [eForm](#).

FOR ADDITIONAL HELP WITH FIS DATA COLLECTION

- Send email to da-staff@isc.upenn.edu (Enterprise Information & Analytics staff).