

# FACULTY USER GUIDE TO RBS FACULTY REPORTING SYSTEM

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## Logging in

Use your NET-ID and password to log in:

1. go to <http://myrbs.business.rutgers.edu/faculty-staff>
2. Scroll down to Faculty Resources
3. Click on Faculty Reporting System

# Faculty & Staff Resources

Find helpful resources specific and exclusive to faculty and staff needs.





For information relevant to the entire RBS community—such as information on facilities, academic integrity or commencement—visit our [Community Resources](#) page.

## Faculty Resources

Learn more about RBS-specific teaching support and resources.

- [Faculty Reporting System](#) ←
- [Resources for Ph.D. Faculty](#)
- [Teaching Excellence Center](#)

## Navigation Information

- To add a new record, select the  button.
- Click “Save” button after entering a record. 
- To delete a record, select the appropriate check box, then select the  button.
- 
- To edit or view a record, click anywhere in the record row on the summary screen.
- To go back to the activities screen, click the  icon.
- **Note:** Your Digital Measures administrator may have added records to the system for you. All records can be viewed, but some cannot be edited or deleted. If revisions are needed to the records, please contact Mala at [rbsfrs@business.rutgers.edu](mailto:rbsfrs@business.rutgers.edu).

# Core Screens for Data Entry<sup>1</sup>

## AACSB Required Fields

Screen Name	Required Fields
Education	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Is this a terminal degree?</li> <li>• Institution</li> <li>• Emphasis/Major</li> <li>• Highest Degree you have earned?</li> <li>• Year Completed<sup>3</sup></li> <li>• Degree gained outside of US?</li> </ul>
Contracts, Fellowship, Grants and Sponsored Research	<ul style="list-style-type: none"> <li>• Type</li> <li>• Title</li> <li>• Sponsoring Organization</li> <li>• Awarding Organization is?</li> <li>• <b>AACSB Classification<sup>4</sup></b></li> <li>• Amount</li> <li>• Overhead Charge?</li> <li>• Current Status</li> <li>• Date<sup>3</sup></li> </ul>
Intellectual Contributions <sup>2</sup>	<ul style="list-style-type: none"> <li>• Journal Article               <ul style="list-style-type: none"> <li>○ Contribution Type</li> <li>○ <b>AACSB Classification<sup>4</sup></b></li> <li>○ Current Status</li> <li>○ Title of Contribution</li> <li>○ Journal Name</li> <li>○ Volume</li> <li>○ Issue Number/Edition</li> <li>○ Published Online First</li> <li>○ Is this publicly available?</li> <li>○ Date<sup>3</sup></li> </ul> </li> <li>• Book/Book Chapters/Textbook/Conference Proceeding               <ul style="list-style-type: none"> <li>○ Contribution Type</li> <li>○ <b>AACSB Classification<sup>4</sup></b></li> <li>○ Current Status</li> <li>○ Title of Contribution</li> <li>○ If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work</li> <li>○ Publisher</li> <li>○ Volume (if applicable)</li> <li>○ Issue Number/Edition (if applicable)</li> <li>○ Was this peer-reviewed/refereed (if applicable)</li> <li>○ Date<sup>3</sup></li> </ul> </li> <li>• Other Intellectual Contributions</li> </ul>

<sup>1</sup> Required fields must be entered. Other fields are optional.

<sup>2</sup> Fields may change by intellectual contribution type.

	<ul style="list-style-type: none"> <li>○ Contribution Type</li> <li>○ <b>AACSB Classification</b><sup>4</sup></li> <li>○ Current Status</li> <li>○ Title of Contribution</li> <li>○ Date<sup>3</sup></li> </ul>
Presentations	<ul style="list-style-type: none"> <li>● Conference Presentations <ul style="list-style-type: none"> <li>○ Presentation Type</li> <li>○ Conference/Meeting Name</li> <li>○ Conference Level</li> <li>○ Presentation Title</li> <li>○ Meeting Type</li> <li>○ Academic or Non-Academic</li> <li>○ Published in Proceedings</li> <li>○ Invited or Accepted</li> <li>○ <b>AACSB Classification</b><sup>4</sup></li> <li>○ Date<sup>3</sup></li> </ul> </li> <li>● Other Presentations <ul style="list-style-type: none"> <li>○ Presentation Type</li> <li>○ Presentation Title</li> <li>○ Meeting Type</li> <li>○ Academic or Non-Academic</li> <li>○ <b>AACSB Classification</b><sup>4</sup></li> <li>○ Date<sup>3</sup></li> </ul> </li> </ul>

**General Information**

Screen Name	Required Fields
Academic, Government, Military and Professional Positions	<ul style="list-style-type: none"> <li>● Experience Type</li> <li>● Organization</li> <li>● Title/Rank/Position</li> <li>● Employment Status</li> <li>● Were you a member of the Board of Directors?</li> <li>● Was/is this your own company?</li> <li>● Start/End Date<sup>3</sup></li> </ul>
Awards and Honors	<ul style="list-style-type: none"> <li>● Award or Honor Name</li> <li>● Organization/Sponsor</li> <li>● Purpose</li> <li>● Scope</li> <li>● Date Received<sup>3</sup></li> </ul>
Consulting	<ul style="list-style-type: none"> <li>● Consulting Type</li> <li>● Client/Organization</li> <li>● Are you a principal or partner?</li> <li>● Compensated or Pro Bono?</li> <li>● <b>AACSB Classification</b><sup>4</sup></li> <li>● Start/End Date<sup>3</sup></li> </ul>

<sup>3</sup> Dates are very important on each screen. A record cannot be saved without entering a date field.

<sup>4</sup> AACSB Classification is a critical field. A record is counted in AACSB accreditation reports only if this field has a value.

Professional and/or Executive Training	<ul style="list-style-type: none"> <li>Professional/Executive Training Type</li> <li>Client/Organization</li> <li>Compensated or Pro Bono?</li> <li>Start/End Date<sup>3</sup></li> </ul>
External Connections and Partnerships	<ul style="list-style-type: none"> <li>Type</li> <li>Organization</li> <li>Date<sup>3</sup></li> </ul>
Faculty Development Activities Attended	<ul style="list-style-type: none"> <li>Activity Type</li> <li>Start/End Date<sup>3</sup></li> </ul>
Licensures and Certifications	<ul style="list-style-type: none"> <li>Title of Licensure/Certification</li> <li>Licensure/Certification Status</li> <li>Date Obtained/ Qualified Through<sup>3</sup></li> </ul>
Media Contributions	<ul style="list-style-type: none"> <li>Media Type</li> <li>Media Name</li> <li>Date<sup>3</sup></li> </ul>
Professional Memberships	<ul style="list-style-type: none"> <li>Name of Organization</li> <li>Scope of Organization</li> <li>Start/End Date<sup>3</sup></li> </ul>

## Teaching

Screen Name	Required Fields
Academic Advising	<ul style="list-style-type: none"> <li>Advising Scope</li> <li>Academic Year</li> <li>Description of Advising Activities</li> </ul>
Directed Student Learning (e.g., theses, dissertations)	<ul style="list-style-type: none"> <li>Involvement Type</li> <li>Student Name</li> <li>Stage of Completion</li> <li>Date Started/Completed<sup>3</sup></li> </ul>
Non-Credit Instruction Taught	<ul style="list-style-type: none"> <li>Instruction Type</li> <li>Audience</li> <li>Sponsoring Organization</li> <li>Academic or Professional?</li> <li>Start/End Date<sup>3</sup></li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>Course Name</li> <li>Date<sup>3</sup></li> </ul>

## Scholarship/Research

Screen Name	Required Fields
Intellectual Property (e.g., copyrights, patents)	<ul style="list-style-type: none"> <li>Patent or Copyright</li> <li>Patent Title</li> <li>Patent/Copyright Number/ ID</li> <li>Patent Type</li> <li>Patent Nationality</li> <li>Date<sup>3</sup></li> </ul>
Research Currently in Progress	<ul style="list-style-type: none"> <li>Title</li> <li>Status</li> </ul>

	<ul style="list-style-type: none"> <li>• Research Type</li> </ul>
--	---

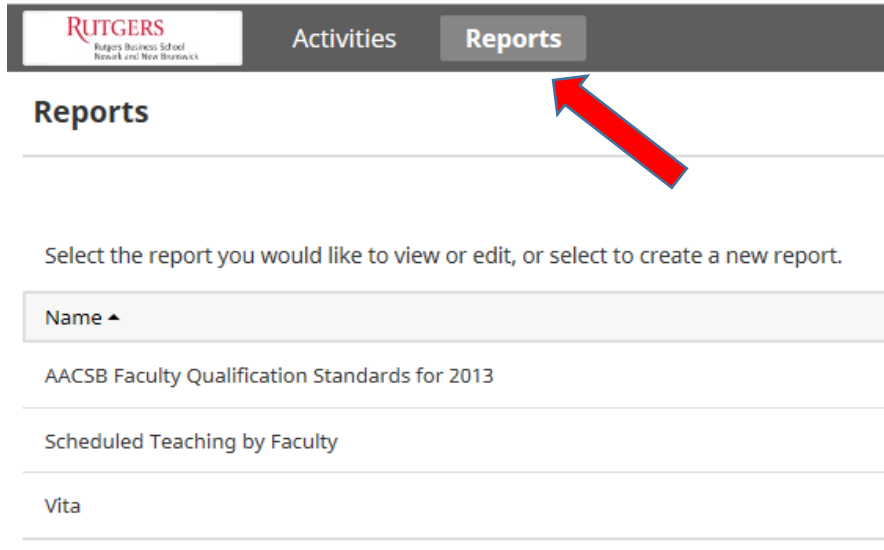
## Service

Screen Name	Required Fields
Department	<ul style="list-style-type: none"> <li>• Committee Name</li> <li>• Position/Role</li> <li>• Start/End Date<sup>3</sup></li> <li>• <b>Note:</b> Only enter if completed at Rutgers</li> </ul>
College	<ul style="list-style-type: none"> <li>• Committee Name</li> <li>• Position/Role</li> <li>• Start/End Date<sup>3</sup></li> <li>• <b>Note:</b> Only enter if completed at Rutgers</li> </ul>
University	<ul style="list-style-type: none"> <li>• Committee Name</li> <li>• Position/Role</li> <li>• Start/End Date<sup>3</sup></li> <li>• <b>Note:</b> Only enter if completed at Rutgers</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Organization/Committee/Club</li> <li>• Position/Role</li> <li>• <b>AACSB Classification</b><sup>4</sup></li> <li>• Start/End Date<sup>3</sup></li> </ul>
Public	<ul style="list-style-type: none"> <li>• Organization/Committee/Club</li> <li>• Position/Role</li> <li>• <b>AACSB Classification</b><sup>4</sup></li> <li>• Start/End Date<sup>3</sup></li> </ul>

## Reports

The following reports can be accessed by clicking the Reports Tab:

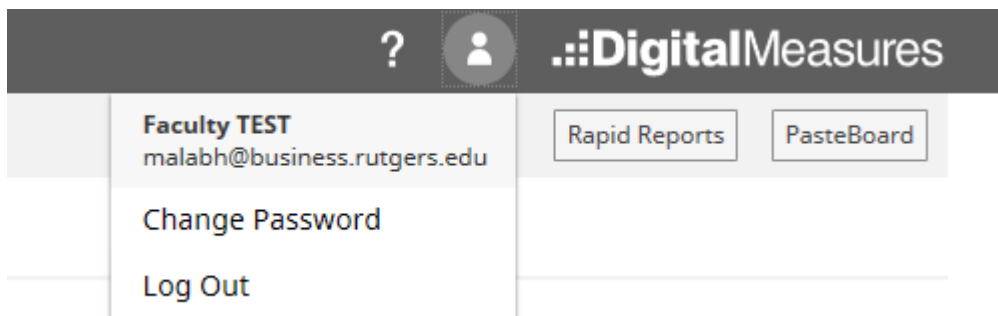
- AACSB Faculty Qualification Standards for 2013
- Scheduled Teaching by Faculty
- Vita



The screenshot shows the top navigation bar with the Rutgers Business School logo, 'Activities', and 'Reports' tabs. A red arrow points to the 'Reports' tab. Below the navigation bar, the page title is 'Reports'. A message reads: 'Select the report you would like to view or edit, or select to create a new report.' Below this is a search bar with the placeholder text 'Name ▲'. Three reports are listed: 'AACSB Faculty Qualification Standards for 2013', 'Scheduled Teaching by Faculty', and 'Vita'.

## Logging Out

To log out, click on the person logo at the top right side of the screen and select log out.



The screenshot shows the top right corner of the interface. It includes a help icon (?), a user profile icon, and the text 'DigitalMeasures'. Below the user profile icon is a dropdown menu with the following options: 'Faculty TEST' (with email 'malabh@business.rutgers.edu'), 'Change Password', and 'Log Out'. To the right of the dropdown menu are two buttons: 'Rapid Reports' and 'PasteBoard'.



# Appendix I: Screen View

## AACSB Required Fields

< Edit Education

Cancel

Save

Save + Add Another

Degree

Explanation of "Other"

Is this a terminal degree?

Institution

Location of Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Transcript No File Stored

Year Completed

Degree gained outside of U.S.?

< Edit Contracts, Fellowships, Grants and Sponsored Research

Cancel Save Save + Add Another

Type

Explanation of "Other"

Title

Sponsoring Organization

Awarding Organization Is

AACSB Classification

Investigators

Please either select a person from the drop-down list or enter their name in the input fields.

People at Rutgers	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
TEST, Faculty (Facultytest)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of investigator rows to add:

Amount \$

Overhead Charge

Abstract

Award Letter No File Stored

Current Status

Expected Date of Submission for Funding  .

Date Submitted for Funding  .

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date of Funding  .

End Date of Funding  .

## < Edit Intellectual Contributions

Ca

• Contribution Type

Explanation of "Other"

? AACSB Classification

Current Status

Title of Contribution

### Authors/Editors

Please order the authors in the order of authorship.  
Please order the editors in the order of editorship.  
Please either select a person from the drop-down list or enter their name in the input fields.

#### 1st Author

People at Rutgers	First Name	Middle Name/Initial	Last Name	Role
TEST, Faculty (Facultytest)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author

Select the number of author rows to add:

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Published Online First?

Web Address

DOI Number

Audience of Circulation

Is this journal founded within 3 years?

Was this self-published?

Is this publicly available?

Abstract/Synopsis

Full-text of this item

Expected Date of Submission  ,

Date Submitted  ,

Date Accepted

Date Published  ,

If contribution type is a journal article, then a new drop down field called Journal Name will appear before City and State of Journal/Publisher.

## < Edit Presentations

Cancel

Save

Save + Add Another

Presentation Type

Conference/Meeting Name

Conference Level

Sponsoring Organization

Location

Presentation Title

Session Title

### Presenters/Authors

Please either select a person from the drop-down list or enter their name in the input fields.

#### 1st Presenter/Author

People at Rutgers	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
TEST, Faculty (Facultytest)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of presenter/author rows to add:

+Add

Meeting Type

Explanation of "Other"


Academic or Non-Academic?

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

Invited or Accepted?

 AACSB Classification

Abstract/Synopsis (30 Words or Fewer)

Presentation No File Stored

Date  ,

## General Information

### < Edit Academic, Government, Military and Professional Positions

Cancel

Save

Save + Add Another

---

Experience Type	<input type="text"/>
Organization	<input type="text"/>
Title/Rank/Position	<input type="text"/>
Employment Status	<input type="text"/>
Were you a member of the Board of Directors?	<input type="text"/>
Meeting times a year if serving on board of directors of for profit organization	<input type="text"/>
Was/is this your own company?	<input type="text"/>
Description for Professional Positions (30 Words or Fewer)	<input type="text"/>

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

### < Edit Awards and Honors

---

Award or Honor Name	<input type="text"/>			
Organization/Sponsor	<input type="text"/>			
Purpose	<input type="text"/>			
Scope	<input type="text"/>			
Description/Explanation (30 Words or Fewer)	<input type="text"/>			
Date Received	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

## < Edit Consulting

Cancel

Save

Save + Add Another

Consulting Type

Explanation of "Other"


Client/Organization

Location

Are you a principal or partner?

Compensated or Pro Bono?

Number of Days Spent Per Year

 AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Brief Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date   ,

End Date   ,

## < Edit Professional and/or Executive Training

Cancel

Save

Save + Add Another

Professional/Executive Training Type

Explanation of "Other"

Client/Organization

Location

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date   ,

End Date   ,

### < Edit External Connections and Partnerships

Cancel

Save

Save + Add Another

Type

Organization

City

State

Contact Information

Description

Date  ,

### < Edit Faculty Development Activities Attended

Cancel

Save

Save + Add Another

Activity Type

Explanation of "Other"

Conference Name, if attended

Conference Type, if attended

Title

Sponsoring Organization

City

State

Country

Continuing Education Program Name, if attended

Master Level Course Name, if attended

Online Course Name, if taken

Number of Credit Hours

Approx. Number of Hours Spent Per Year

Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date  ,

End Date  ,

### < Edit Licensures and Certifications

Cancel

Save

Save + Add Another

Title of Licensure/Certification

Licensure/Certification Status

Sponsoring Organization

Scope

Description

Date Obtained   ,

Qualified Through   ,

### < Edit Media Contributions

Cancel

Save

Save + Add Another

These are references to faculty's scholarly work.

Media Type

Media Name

Description

Date   ,

### < Edit Professional Memberships

Cancel

Save

Save + Add Another

Name of Organization

Abbreviation of Organization

Leadership Position Held

Scope of Organization

Description of the Organization

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date   ,

End Date   ,



## Teaching

### < Edit Academic Advising

---

Advising Scope	<input type="text"/>
Academic Year	<input type="text"/>
Number of Undergraduate Students Advised	<input type="text"/>
Number of Graduate Students Advised	<input type="text"/>
Approx. Number of Hours Spent for the Year	<input type="text"/>
Description of Advising Activities	<input type="text"/>

### < Edit Directed Student Learning (e.g., theses, dissertations)

Cancel

Save

Save + Add Another

---

Involvement Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>

#### Student Information

##### Student Name

Student First Name

Student Last Name

Select the number of student name rows to add:

+Add

Student's Home Department	<input type="text"/>
Course Prefix and Course Number	<input type="text"/>
Number of Credit Hours	<input type="text"/>
Title of Student's Work	<input type="text"/>
Stage of Completion	<input type="text"/>
Comments	<input type="text"/>

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Date Started	<input type="text"/>	,	<input type="text"/>
Date Completed	<input type="text"/>	,	<input type="text"/>

## < Edit Non-Credit Instruction Taught

Cancel

Save

Save + Add Another

Do not enter consulting, conference, presentations, or professional training in this section.

Instruction Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Audience	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Number of Participants	<input type="text"/>
Academic or Professional?	<input type="text"/>
Description	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet recently completed, specify the start date and leave the end date blank.

Start Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

## < Edit Curriculum Development

Course Name	<input type="text"/>			
Course ID	<input type="text"/>			
Was this course approved by curriculum committee?	<input type="text"/>			
Delivery Method	<input type="text"/>			
Date Entered in Curriculum	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
Date First Taught	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

## Scholarship/Research

### < Edit Intellectual Property (e.g., copyrights, patents)

Cancel Save Save + Add Another

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

#### Inventors

Please either select a person from the drop-down list or enter their name in the input fields.

Inventor			
People at Rutgers	First Name	Middle Name/Initial	Last Name
TEST, Faculty (Facultytest)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of inventor rows to add:

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Date Submitted to University   ,

Date of Patent Application   ,

Date Patent Approved   ,

Date Licensed   ,

Renewal Date   ,

### < Edit Research Currently in Progress

Cancel Save Save + Add Another

Title

Description

#### Collaborators

Please either select a person from the drop-down list or enter their name in the input fields.

Collaborator					
People at Rutgers	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
TEST, Faculty (Facultytest)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of collaborator rows to add:

Status

Research Type

## Service

### < Edit Department

Cancel

Save

Save + Add Another

Committee Name	<input type="text"/>
Position/Role	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Approx. Number of Hours Spent Per Year	<input type="text"/>
Were you elected or appointed?	<input type="text"/>
Was this compensated or pro bono?	<input type="text"/>
Responsibilities/Brief Description (30 Words or Fewer)	<input type="text"/>
Brief Description of Committee's Key Accomplishments	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet recently completed, specify the start date and leave the end date blank.

Start Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

### < Edit College

Cancel

Save

Save + Add Another

Committee Name	<input type="text"/>
Position/Role	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Approx. Number of Hours Spent Per Year	<input type="text"/>
Were you elected or appointed?	<input type="text"/>
Was this compensated or pro bono?	<input type="text"/>
Served Ex-Officio?	<input type="text"/>
Responsibilities/Brief Description (30 Words or Fewer)	<input type="text"/>
Brief Description of Committee's Key Accomplishments	<input type="text"/>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet recently completed, specify the start date and leave the end date blank.

Start Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

< Edit University

Cancel Save Save + Add Another

Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet recently completed, specify the start date and leave the end date blank.

Start Date  ,

End Date  ,

< Edit Professional

Cancel

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country

Professional Association Level

Peer-Reviewed Journal Title (if serving as editor, associate editor, or on editorial board)

SBN/ISSN Number of Peer-Reviewed Journal

Impact Factor of Peer-Reviewed Journal

AACSB Classification of Peer-Reviewed Journal

Approx. Number of Hours Spent Per Year

Are you a principal or partner?

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date  ,

End Date  ,

< Edit Public

Cancel Save Save + Add Another

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country


Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

 AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date   ,

End Date   ,

## **Appendix II: FAQ**

**Q.** What if I need help to enter data?

**A.** Send your updated CV to Mala Bhola at [rbsfrs@business.rutgers.edu](mailto:rbsfrs@business.rutgers.edu). Mala will enter data on your behalf.

**Q.** Who entered the information for me?

**A.** FRS Administrator entered prior and current data, however you can edit and make changes.

**Q.** Why FRS doesn't have any prior data before 2008?

**A.** The Faculty Reporting System Database tracked data since 2008.

**Q.** What if I can't log in?

**A.** Please make sure your NET-ID and password are correct. If you are experiencing problems, please contact your Campus Computing Help Desk:

Newark: 973-353-5083 ([help@newark.rutgers.edu](mailto:help@newark.rutgers.edu))

New Brunswick: 848-445-4357 ([help@oit.rutgers.edu](mailto:help@oit.rutgers.edu))

**Q.** Why can't I make changes to some screens?

**A.** Five screens are restricted and read only: Personal and Contact Information, Administrative Assignments within RBS, Permanent Data, Yearly Data, and Scheduled Teaching. If changes are to be made, please contact Mala at [rbsfrs@business.rutgers.edu](mailto:rbsfrs@business.rutgers.edu). Yearly Data and Scheduled Teaching screens are updated once a year in the Fall Semester.


**Q.** Why can't I save a record after entering?

**A.** You must enter required fields.

**Q.** Why can't I edit a record?

**A.** A co-author can enter your name while entering a record which links to your account. If



you see a record with a lock sign , you are not able to edit this record. Please do not enter the same, as it will create a duplicate entry. If changes are to be made, please contact Mala at [rbsfrs@business.rutgers.edu](mailto:rbsfrs@business.rutgers.edu).