



Process ID

FIS_01-FacultyJustification-DeansChairs

Process Name

FIS Faculty Justification for Deans and Chairs

General Description

This document describes how to provide faculty justifications in the Faculty Information System interface.

Related Documents

FIS_02-FacultyJustification-OIE

Submitting a Justification in FIS

1. Log in to FIS at <https://fis.kennesaw.edu>. (See Figure 1)

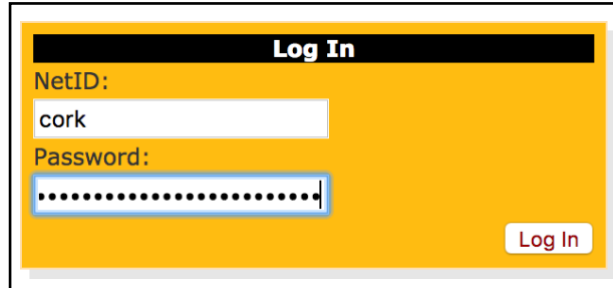


Figure 1 - FIS Login

2. After logging in, you will see options to search for a particular faculty member and the first page of the faculty listing alphabetically by last name. (See Figure 2)

No.	Name	KSU#	Status	Rank	Type	College/Division	Department	Date Modified	Show All / Print / Modified By
655	Abaidoo, Samuel	000152477	A	PROF	FT	College of Humanities and Social Sciences	Department of Sociology and Criminal Justice	5/30/2017 4:20:25 PM	cwooley
5014	Abaza, Hussein F.	000567407	A	ASOP	FT	College of Architecture and Construction Management	Department of Construction Management	6/12/2017 9:43:17 AM	asmit556
3220	Abbott, Stacey W.	000401943	A	PTINST	PT	Bagwell College of Education	Department of Inclusive Education	5/26/2017 5:14:52 PM	skang6
3352	Abbott-Lyon, Heather Lynn	000417517	A	ASTP	FT	College of Science and Mathematics	Department of Chemistry and Biochemistry	7/19/2017 1:35:36 PM	cwooley
5278	Abercrombie, Maria	000749731	A	PTINST	PT	Bagwell College of Education	Department of Elementary and Early Childhood Education	9/20/2017 3:08:34 PM	sbenne58
4042	Abernathy, John L.	000505587	I	ASTP	FT	Coles College of Business	School of Accountancy	5/9/2017 9:17:12 AM	jdarks1
5345	Abesol, Olesair	000713810	A	PTASTP	UE	Southern Polytechnic College of Engineering and Engineering Technology	Department of Civil and Construction Engineering	5/21/2015 1:17:59 PM	dpatric8
6319	Abikoye, Abolanle Kafayat	000492374	A	PTINST	PT	College of Science and Mathematics	Department of Ecology, Evolution, and Organismal Biology	8/16/2016 2:14:26 PM	asmit556
203	Abrams, Donna T.	000218388	I	PTINST	PT	College of Humanities and Social Sciences	Department of Sociology and Criminal Justice	5/24/2012 2:24:14 PM	cchesney
5918	Abrams, Renecha	000753485	A	PTINST	PT	WellStar College of Health and Human Services	WellStar School of Nursing	7/7/2016 1:31:11 PM	asmit556

Figure 2 - Faculty Listing

3. Find the appropriate faculty member and click on their faculty number.

No.	Name	KSU#	Status	Rank	Type	College
655	Abaidoo, Samuel	000152477	A	PROF	FT	Colleg
5014	Abaza, Hussein F.	000567407	A	ASOP	FT	Colleg

Figure 3 - Faculty No.

4. After clicking on the faculty no., their faculty record will open in a new window. Select the **Justification** tab. (See Figure 4)

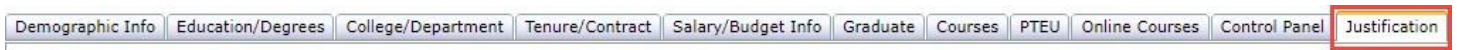


Figure 4 – Justification Tab

5. Select the **Edit** button for the course that requires a justification. (See Figure 5)

Instruction Level	Justification Descr	Justification	
UN ▼	Not Justified	View	<input type="button" value="Edit"/>
G ▼	Justified	View The faculty has 5 years of	<input type="button" value="Edit"/>
G ▼	Justified	View The faculty has 5 years of	<input type="button" value="Edit"/>

Figure 5 - Edit Justification

6. Type in a justification and click on **Update** to save the justification. (See Figure 6)

Undergraduate Not Justified

View

Type in Justification here...]

(Maximum characters: 4000)
You have characters left.

Figure 6 - Update Justification

7. Once the justification is saved, click on to proceed. (See Figure 7)
 - a. Verify the Justification Text has been updated.
 - b. Verify the Justification Description updated to “Pending”.

Justification Descr	Justification	Commands
Justified	View Meets Guidelines with a de	<input type="button" value="Edit"/>
Justified	View Meets Guidelines with a de	<input type="button" value="Edit"/>
Pending b	View Type in Justification here..	<input type="button" value="Edit"/>
Justified	View Meets Guidelines with a de	<input type="button" value="Edit"/>

Figure 7 - Justification Saved

8. To review an existing justification, click on the **View** link and a pop-up window will display. (See Figure 8)

Justification Descr	Justification
Not Justified	View <input type="text"/>
Justified	View Hussein Abaza should be
Justified	View Type in justification here

Figure 8 - View Justification

- a. Click **OK** to exit out of the justification view. (See Figure 9)

Justification of Faculty Qualifications

Type in justification here...

Figure 9 - Exit Justification View