

Document on Access to and Use of Marquette University Faculty Success Information and Reports

1. Overview

The Marquette University Faculty Success system (hereafter referred to as “Faculty Success”) is a database that facilitates the collection, maintenance and reporting of accurate information about faculty’s professional activities and achievements associated with their research, teaching and service.

The Provost’s Office has invested resources in Faculty Success believing it will serve the needs of the university in several ways including preparing annual faculty activity reports, third-year reviews, promotion and tenure dossiers, and institutional and discipline-specific accreditation reports; helping faculty identify opportunities for collaboration; submitting material to *e-Publications@marquette* and for college marketing; recruiting prospective undergraduate and graduate students; and generating CVs and faculty webpages.

Implementation of Faculty Success will reduce the number of requests faculty, departments and colleges receive for the same data about professional activities and increase the accuracy and consistency of reported information. Faculty Success has been customized to meet the unique needs of each college and school and faculty have the ability to update information at any time from any location with web access.

This document delimits who has access to this information and the extent to which that information and reports based on the database can be accessed by internal and external constituents.

2. Implementation, Maintenance and Use

The collection and presentation of activities calls for clear guidelines associated with access and use. Delineating these guidelines fosters collaboration and trust among the institutions’ many stakeholders and creates a fair and open environment through which information is kept current and accurate and is shared appropriately. It is important faculty experience the positive and beneficial aspects of Faculty Success and concurrently feel secure knowing the information is being used appropriately.

Maintaining the accuracy of information in Faculty Success is the responsibility of individual faculty members. Faculty should be mindful to keep information up to date since Faculty Success will serve as the basis for real-time displays of faculty web pages. Individual faculty, or parties appointed or approved by those individual faculty, are solely responsible for updating and maintaining their individual data, and for reviewing the accuracy of these data.

Periodic reminders will be sent to update information, particularly prior to significant reporting periods such as at the end of the year when annual faculty reports are due or when information may be gathered for other purposes such as accreditation reports.

3. Information and reports in Faculty Success will be directly available to individuals inside Marquette University as indicated in the table below.

PERSONS/ROLES:	REPORTS:
Individual Faculty Member	His or her own CV (curriculum vitae) and webpages His or her own annual faculty activity report
Department Chairperson	Department faculty annual activity reports Department faculty individual CVs Department-level statistical reports Statistical reports for departmental distribution
Dean (and Dean's designates)	College/school faculty annual activity reports College/school faculty individual CVs Department and college-level statistical reports Statistical reports for college distribution
Provost (and Provost's designates)	All university faculty annual activity reports All university faculty individual CVs Department, college and university-level statistical reports Statistical reports for university distribution

Personal and potentially identifying information other than name, academic rank and position, and on-campus contact information will not be shared with anyone outside Marquette University without the consent of the individual faculty person.

The decision to release potentially identifying information to individuals outside Marquette University will be made by individual faculty members on an "opt out" basis. Faculty will need to log into Faculty Success and click an "opt out" box for a particular report. Examples include releasing information for Marquette's e-*Publications@marquette* and participating in multi-university arrangements designed to share information for the purpose of identifying potential collaborators.

Other types of reports produced for the purpose of university external reviews and accreditation requirements or for comparing individual departments or colleges to those at peer institutions, or produced for any other unit on campus other than those specified above will be produced with the cooperation of the pertinent departments and colleges and will be reviewed by the Marquette University Faculty Success Advisory Committee (see description below).

4. Oversight

The Marquette University Faculty Success Advisory Committee (hereafter referred to as the Advisory Committee) serves as a liaison between the Provost's Office and Marquette faculty. The Advisory Committee will make recommendations concerning Faculty Success to the Provost.

The primary administrator of Faculty Success (currently the Senior Vice Provost for Faculty Affairs) will convene the Advisory Committee once a semester or more as necessary. The Advisory Committee will focus on issues including, but not limited, to:

- (1) New applications of Faculty Success.
- (2) Procedures for submitting and requesting information to and from Faculty Success; and
- (3) Questions of fair use related to Faculty Success.

The Advisory Committee is comprised of representatives from each college and school, typically an administrator with access to faculty from whom feedback, advice, and recommendations may be sought. In addition, the Faculty Success primary administrator (see above) as well as an individual from the Office of Institutional Research and Analysis (OIRA) will serve on the Advisory Committee. Finally, other individuals deemed to be in a position to help advance use of Faculty Success may be invited to serve on the Advisory Committee.

Updated: March 2024