Compendium and e-Publications@Marquette

A guide to submitting your activities to Compendium and e-Publications through the Faculty Activities Database (FAD)

Beginning in fall 2012, faculty members will be able to opt-in to allow their scholarly activities entered into the FAD to be shared with Compendium and e-Publications, meaning that accomplishments now only need to be entered in one place.

Note that the Office of Marketing and Communication and e-Publications (the Raynor Memorial Libraries) will not have direct access to faculty members’ information in the FAD. The FAD system administrator will extract and share the appropriate activities with OMC and e-Publications.

Please see marquette.edu/oira/fad/ for more information about the FAD.

What do I need to do to make sure my activities are submitted to Compendium and e-Publications@marquette?

In order to give permission for your activities to be included in FAD reports generated for Compendium and e-Publications, you need to opt-in to these reports.

1. Enter any new activity information that does not appear in your account. Please see this tutorial or the FAD User Guide for more information on how to enter information into the system.

2. Click on the “Report Permissions” screen in your account. Read through the text for each report, and check each check box (one for Compendium, one for e-Publications) to allow your activities to be included in each report.

3. Run your own Compendium and e-Publications reports to be sure that your information appears accurately. Please see this tutorial on how to run reports within the FAD.

Which of my activities will be included in the Compendium and e-Publications reports?

The Compendium report includes activities in the following sections of the FAD: Awards and Honors, Intellectual Contributions (published only), Presentations, Professional Service, Public Service (only activities related to your position at Marquette).

The ePublications report includes activities in the following sections of the FAD: Intellectual Contributions (published only), Presentations (only those with the text of the presentation uploaded to your FAD account).

How will I know when reports for Compendium and e-Publications will be generated?

You will receive an email notifying you of an upcoming report so that you will have time to enter in any activities not yet in your account.

Please email fad@marquette.edu with any additional questions.