Marquette FAD University Reports

A guide to university-level reports in the Faculty Activities Database (FAD)

In addition to department-level and college-level reports (e.g. Faculty Activities Reports), the FAD is also home to several reports that can be run at the university level. Currently, there are five university-level reports – Marketing and Communications, e-Publications@marquette, the Office of Research and Sponsored Programs (ORSP) Faculty Activities Report, the Community Engagement report, and the Corporate Engagement report. A brief description of each of these reports appears below.

Activities included on some university reports (Marketing and Communications, e-Publications@marquette, Community Engagement, Corporate Engagement) may be made available to audiences external to Marquette. For these reports, faculty with FAD accounts may choose to opt out and exclude their activities from these reports. Please click below for instructions on opting out of these reports.

How to opt out of university reports

Quick links to university report information, including information about what activities are included and how to generate each report:

1) Marketing and Communications
2) e-Publications@Marquette
3) Office of Research and Sponsored Programs (ORSP) Faculty Activities Report
4) Community Engagement report
5) Corporate Engagement report

Please email fad@marquette.edu with any additional questions.
1) Marketing and Communications

The University Marketing and Communications report, shared with the Office of Marketing and Communication (OMC) includes activities in the following sections of the FAD: Awards and Honors, Publications and Other Intellectual Contributions (published only), Presentations, Professional Service, and Public Service (only activities related to your position at Marquette). FAD entries shared in the report serve as a critical source of topics and background information for coverage in magazines created by OMC (including Discover, Marquette Magazine, and college magazines) as well as outreach to external media.

Note that OMC will not have direct access to faculty members’ information in the FAD. The FAD system administrator (OIRA) will extract and share the appropriate activities with OMC.

- **What do I need to do to make sure my activities are included in the Marketing and Communications report?**

  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. Remember to include a *month and year* with each activity.

  2. Run your own Marketing and Communications report to be sure that your information appears accurately. Please see [this tutorial](#) on how to run reports within the FAD.

Individuals with FAD accounts will receive an email notification from fad@marquette.edu two to three weeks prior to the date that activities will be extracted from the FAD for inclusion in the Marketing and Communications report.

For more information about the Marketing and Communications report, please contact Jennifer Russell, Senior Director of Marketing Projects, at jennifer.russell@marquette.edu.
2) e-Publications@Marquette

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

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

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

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. Remember to include a month and year with each activity.

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

Individuals with FAD accounts will receive an email notification from fad@marquette.edu two to three weeks prior to the date that activities will be extracted from the FAD for inclusion in e-Publications@marquette.

For more information about e-Publications@Marquette, please see epublications.marquette.edu.
3) Office of Research and Sponsored Programs (ORSP) Faculty Activities Report

Office of Research and Sponsored Programs (ORSP) Faculty Activities Report is generated using the FAD. This report will be used to help ORSP identify possible areas of future collaboration and funding opportunities.

The ORSP FAR includes activities in the following sections of the FAD: Awards and Honors, External Connections and Partnerships (activity type, organization name, and dates only), Media Contributions, Professional Memberships, Artistic and Professional Performances and Exhibits, Contracts, Grants and Sponsored Research, Intellectual Contributions, Intellectual Property, and Professional Service.

• What do I need to do to make sure my activities are included in the ORSP FAR?

ORSP will not publish or otherwise externally distribute information from this report. Therefore, there is no option to opt out of this report.

If a collaborative opportunity is identified by ORSP, ORSP will work directly with the faculty member and will NOT contact the organizations/individuals listed on the individual faculty activities reports.

The Office of Institutional Research and Analysis (OIRA), which administers the FAD, will run the ORSP FAR report once per year at the end of February, after all college-level Faculty Activities Reports are due, and submit the report to ORSP. ORSP will not have access to pull information directly from the FAD.
4) Community Engagement report

The Community Engagement report is shared with the Office of Community Engagement. It includes activities in the following sections of the FAD: Publications and Other Intellectual Contributions (published only), External Connections and Partnerships, all Service screens (Department, College, University, Professional, and Public). Only activities flagged as related to community engagement will be included in this report (see step 3, below).

The Office of Community Engagement will not have direct access to faculty members’ information in the FAD. The FAD system administrator (OIRA) will extract and share the Community Engagement report with the Office of Community Engagement.

- What do I need to do to make sure my activities are included in the Community Engagement report?

  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. Remember to include a month and year with each activity.

  2. For each activity that is related to community engagement in the sections listed above, select “Yes” from the drop down menu for the question that asks “Is this activity related to community engagement?”

  3. Run your own Community Engagement report to be sure that your information appears accurately. Please see this tutorial on how to run reports within the FAD.

Individuals with FAD accounts will receive an email notification from fad@marquette.edu two to three weeks prior to the date that activities will be extracted from the FAD and sent to the Office of Community Engagement.

For questions related to the Community Engagement report or the Office of Community Engagement, please contact Dr, Dan Bergen, Executive Director, Office of Community Engagement, at daniel.bergen@marquette.edu. Please email fad@marquette.edu with any additional questions.
5) Corporate Engagement report

The Corporate Engagement report is shared with the Office of Corporate Engagement and Partnerships. It includes activities in the following sections of the FAD: Teaching and Research Interests (from the Personal and Contact Information section), Consulting, External Connections and Partnerships.

Note that the Office of Corporate Engagement and Partnerships will not have direct access to faculty members’ FAD accounts. The Office has access only to extract this one report from the FAD.

- What do I need to do to make sure my activities are included in the Corporate Engagement report?

There is nothing you need to do to ensure that your activities are included in the Corporate Engagement report.

For questions related to the Corporate Engagement FAD report or the Office of Corporate Engagement and Partnerships, please contact Sumathi Thiyagarajan, Senior Director of Corporate Engagement, at sumathi.thiyagarajan@marquette.edu. Please email fad@marquette.edu with any additional questions.
How to Opt Out of University Reports

Faculty with FAD accounts may choose to opt out of university reports from which activity information may be made public. (*Compendium, e-Publications@marquette, Community Engagement, Corporate Engagement*).

Note that the sections of information included on these report, listed under each report title above, are sections generally found on public CVs or faculty websites.

To opt out of university reports:

1) Once you’ve logged into your FAD account, click on the red “Report Permissions” screen.

   ![General Information](image)

   ![Marketing and Communications Report](image)

   2) Check the check boxes for each report from which you would like to be **excluded**.

   Once you have opted out of a given report, your choice will be saved in the FAD and you will be excluded from that report going forward unless you choose to uncheck the check box on a future date.