FADS Faculty Query

my.med > FADS > Appointment Reports > Create Faculty Query > Create Filter

- ❖ Use the Choose Fields button to pick specific details for the query results
- ❖ Set the filter "is CHOP" to YES to get <u>CHOP ONLY</u>; leave blank to include both CHOP and NON-CHOP
- ❖ Click <u>download this data</u> to download the results into an Excel file

Example 1

*Potential candidates for promotion to **Associate Professor** on the AC track

Results will include all **AC** faculty at the <u>Assistant</u> rank with a start date **on or before 12/31/14**

Faculty Report - Create Your Own

This report allows you to make your own report of faculty members based on the filter that you specify and the fields that you want to include.
To make a report you first have to **create the filter**. To do this click the 'create filter' button. This will bring up a new screen where you can pick criteria for various fields.

The next step is to **choose the fields** you want to view. To do this click the 'choose fields' button. this will bring up a new screen with all the possible fields to display organized by category. Simply check the ones you want displayed and hit the 'pick fields' button.

Once the report is complete you may download it, view it on the screen (there may be more than one page), or modify your filter and fields.

Create Filter	Choose Fields
faculty status code = Active, title = Assistant Professor AC, appointment start date <= 12/31/2014, appointment end date IS NULL,	No Columns Specified

Example 2

*Potential candidates for promotion to **Professor** on the Tenure, CE, Research, and AC tracks

Results will include all **full-time** faculty (Tenure, C-E, Research, AC) at the <u>Associate</u> rank with a start date (either by appointment or promotion to that rank) **on or before 7/1/2015 (5 years)**

Faculty Report - Create Your Own

This report allows you to make your own report of faculty members based on the filter that you specify and the fields that you want to include.
To make a report you first have to **create the filter**. To do this click the 'create filter' button. This will bring up a new screen where you can pick criteria for various fields.

The next step is to **choose the fields** you want to view. To do this click the 'choose fields' button. this will bring up a new screen with all the possible fields to display organized by category. Simply check the ones you want displayed and hit the 'pick fields' button.

Once the report is complete you may download it, view it on the screen (there may be more than one page), or modify your filter and fields.

Create Filter	Choose Fields
faculty status code = Active, rank = Associate Professor, in fulltime faculty = Yes, appointment start date <= 12/31/2014, appointment end date IS NULL,	No Columns Specified