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Logging in

Use your NET-ID and password to log in:

1. go to http://myrbs.business.rutgers.edu/faculty-staff
2. Scroll down to Faculty Resources
3. Click on Faculty Reporting System

Faculty & Staff Resources

Find helpful resources specific and exclusive to faculty and staff needs.

For information relevant to the entire RBS community—such as information on facilities, academic integrity or commencement—visit our Community Resources page.

Faculty Resources

Learn more about RBS-specific teaching support and resources.

- Faculty Reporting System
- Resources for Ph.D. Faculty
- Teaching Excellence Center
Navigation Information

- To add a new record, select the **Add New Item** button.

- Click “Save” button after entering a record.

- To delete a record, select the appropriate check box, then select the **Delete** button.

- To edit or view a record, click anywhere in the record row on the summary screen.

- To go back to the activities screen, click the **<** icon.

**Note**: Your Digital Measures administrator may have added records to the system for you. All records can be viewed, but some cannot be edited or deleted. If revisions are needed to the records, please contact Mala at rbsfrs@business.rutgers.edu.
# Core Screens for Data Entry

## AACSB Required Fields

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td>• Degree&lt;br&gt;• Is this a terminal degree?&lt;br&gt;• Institution&lt;br&gt;• Emphasis/Major&lt;br&gt; • Highest Degree you have earned?&lt;br&gt;• Year Completed&lt;br&gt;• Degree gained outside of US?</td>
</tr>
<tr>
<td><strong>Contracts, Fellowship, Grants and Sponsored Research</strong></td>
<td>• Type&lt;br&gt;• Title&lt;br&gt;• Sponsoring Organization&lt;br&gt;• Awarding Organization is?&lt;br&gt; • AACSB Classification&lt;br&gt;• Amount&lt;br&gt;• Overhead Charge?&lt;br&gt;• Current Status&lt;br&gt;• Date</td>
</tr>
<tr>
<td><strong>Intellectual Contributions</strong></td>
<td>• Journal Article&lt;br&gt;• Book/Book Chapters/Textbook/Conference Proceeding&lt;br&gt;• Other Intellectual Contributions</td>
</tr>
<tr>
<td>Screen Name</td>
<td>Required Fields</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Academic, Government, Military and Professional Positions | • Experience Type  
• Organization  
• Title/Rank/Position  
• Employment Status  
• Were you a member of the Board of Directors?  
• Was/is this your own company?  
• Start/End Date³ |
| Awards and Honors                    | • Award or Honor Name  
• Organization/Sponsor  
• Purpose  
• Scope  
• Date Received³ |
| Consulting                           | • Consulting Type  
• Client/Organization  
• Are you a principal or partner?  
• Compensated or Pro Bono?  
• AACSB Classification⁴  
• Start/End Date³ |

³ Dates are very important on each screen. A record cannot be saved without entering a date field.
⁴ AACSB Classification is a critical field. A record is counted in AACSB accreditation reports only if this field has a value.
| Professional and/or Executive Training | • Professional/Executive Training Type  
          • Client/Organization  
          • Compensated or Pro Bono?  
          • Start/End Date³ |
|---------------------------------------|-------------------------------------------------|
| External Connections and Partnerships | • Type  
          • Organization  
          • Date³ |
| Faculty Development Activities Attended | • Activity Type  
          • Start/End Date³ |
| Licensures and Certifications       | • Title of Licensure/Certification  
          • Licensure/Certification Status  
          • Date Obtained/ Qualified Through³ |
| Media Contributions                 | • Media Type  
          • Media Name  
          • Date³ |
| Professional Memberships            | • Name of Organization  
          • Scope of Organization  
          • Start/End Date³ |

**Teaching**

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>Required Fields</th>
</tr>
</thead>
</table>
| Academic Advising                    | • Advising Scope  
          • Academic Year  
          • Description of Advising Activities |
| Directed Student Learning (e.g., theses, dissertations) | • Involvement Type  
          • Student Name  
          • Stage of Completion  
          • Date Started/Completed³ |
| Non-Credit Instruction Taught        | • Instruction Type  
          • Audience  
          • Sponsoring Organization  
          • Academic or Professional?  
          • Start/End Date³ |
| Curriculum Development               | • Course Name  
          • Date³ |

**Scholarship/Research**

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>Required Fields</th>
</tr>
</thead>
</table>
| Intellectual Property (e.g., copyrights, patents) | • Patent or Copyright  
          • Patent Title  
          • Patent/Copyright Number/ ID  
          • Patent Type  
          • Patent Nationality  
          • Date³ |
| Research Currently in Progress       | • Title  
          • Status |
**Service**

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>Required Fields</th>
</tr>
</thead>
</table>
| Department  | • Committee Name  
• Position/Role  
• Start/End Date$^3$  
• **Note:** Only enter if completed at Rutgers |
| College     | • Committee Name  
• Position/Role  
• Start/End Date$^3$  
• **Note:** Only enter if completed at Rutgers |
| University  | • Committee Name  
• Position/Role  
• Start/End Date$^3$  
• **Note:** Only enter if completed at Rutgers |
| Professional| • Organization/Committee/Club  
• Position/Role  
• **AACSB Classification$^4$**  
• Start/End Date$^3$ |
| Public      | • Organization/Committee/Club  
• Position/Role  
• **AACSB Classification$^4$**  
• Start/End Date$^3$ |
**Reports**

The following reports can be accessed by clicking the Reports Tab:

- AACSB Faculty Qualification Standards for 2013
- Scheduled Teaching by Faculty
- Vita

**Logging Out**

To log out, click on the person logo at the top right side of the screen and select log out.
Appendix I: Screen View
AACSB Required Fields

Edit Education

Degree
Explanation of "Other"
Is this a terminal degree?
Institution
Location of Institution
Emphasis/Major
Supporting Areas of Emphasis
Dissertation/Thesis Title
Honor/Distinction
Highest Degree You Have Earned?
Transcript
No File Stored
Choose File...
Year Completed
Degree gained outside of U.S.?
### Edit Contracts, Fellowships, Grants and Sponsored Research

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
<tr>
<td>Awarding Organization Is</td>
<td></td>
</tr>
<tr>
<td>AMSO Classification</td>
<td></td>
</tr>
</tbody>
</table>

### Investigators

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Investigator</th>
<th>People at Rutgers</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
<th>If a student, what is his/her level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST Faculty (Facultytest)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of investigator rows to add: 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Overhead Charge</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td></td>
</tr>
<tr>
<td>Award Letter</td>
<td>No File Stored</td>
</tr>
<tr>
<td>Current Status</td>
<td></td>
</tr>
<tr>
<td>Expected Date of Submission for Funding</td>
<td></td>
</tr>
<tr>
<td>Date Submitted for Funding</td>
<td></td>
</tr>
</tbody>
</table>

Note: For activities that were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet completely completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date of Funding</td>
<td></td>
</tr>
<tr>
<td>End Date of Funding</td>
<td></td>
</tr>
</tbody>
</table>
If contribution type is a journal article, then a new drop down field called Journal Name will appear before City and State of Journal/Publisher.
**Edit Presentations**

Presentation Type
Conference/Meeting Name
Conference Level
Sponsoring Organization
Location
Presentation Title
Session Title

**Presenters/Authors**
Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>People at Rutgers</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
<th>If a student, what is his/her level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST, Faculty</td>
<td>Faculty</td>
<td>test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of presenter/author rows to add: 1

Meeting Type

Explanation of "Other"

Academic or Non-Academic?

Was this peer-reviewed/referred?

Published in Proceedings?

Published Elsewhere?

Invited or Accepted?

AACSB Classification

Abstract/Synopsis (30 Words or Fewer)

Presentation

Date

No File Stored

Choose File...
## Edit Academic, Government, Military and Professional Positions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Type</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Title/Rank/Position</td>
<td></td>
</tr>
<tr>
<td>Employment Status</td>
<td></td>
</tr>
<tr>
<td>Were you a member of the Board of Directors?</td>
<td></td>
</tr>
<tr>
<td>Meeting times a year if serving on board of directors of for profit organization</td>
<td></td>
</tr>
<tr>
<td>Was/Is this your own company?</td>
<td></td>
</tr>
<tr>
<td>Description for Professional Positions (30 Words or Fewer)</td>
<td></td>
</tr>
</tbody>
</table>

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>

## Edit Awards and Honors

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award or Honor Name</td>
<td></td>
</tr>
<tr>
<td>Organization/Sponsor</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>Scope</td>
<td></td>
</tr>
<tr>
<td>Description/Explanation (30 Words or Fewer)</td>
<td></td>
</tr>
<tr>
<td>Date Received</td>
<td></td>
</tr>
</tbody>
</table>
Edit Consulting

Consulting Type

Explanation of "Other"

Client/Organization

Location

Are you a principal or partner?

Compensated or Pro Bono?

Number of Days Spent Per Year

AACSB: If this activity contributes to professional practice standards or public policy, provide a classification

Brief Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

Edit Professional and/or Executive Training

Professional/Executive Training Type

Explanation of "Other"

Client/Organization

Location

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date
Edit External Connections and Partnerships

Type
Organization
City
State
Contact Information
Description
Date

Edit Faculty Development Activities Attended

Activity Type
Explanation of "Other"
Conference Name, if attended
Conference Type, if attended
Title
Sponsoring Organization
City
State
Country
Continuing Education Program
Name, if attended
Master Level Course Name, if attended
Online Course Name, if taken
Number of Credit Hours
Approx. Number of Hours Spent Per Year
Description (30 Words or Fewer)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date
<Edit Licensures and Certifications>

Title of Licensure/Certification
Licensure/Certification Status
Sponsoring Organization
Scope
Description
Date Obtained
Qualified Through

<Edit Media Contributions>

These are references to faculty's scholarly work.
Media Type
Media Name
Description
Date

<Edit Professional Memberships>

Name of Organization
Abbreviation of Organization
Leadership Position Held
Scope of Organization
Description of the Organization
Start Date
End Date

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
Teaching

< Edit Academic Advising

Advising Scope

Academic Year

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Approx. Number of Hours Spent for the Year

Description of Advising Activities

< Edit Directed Student Learning (e.g., theses, dissertations)

Involvement Type

Explanation of "Other"

Student Information

Student Name

Student First Name

Student Last Name

Select the number of student name rows to add: 1

Student's Home Department

Course Prefix and Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Comments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Date Started

Date Completed
Edit Non-Credit Instruction Taught

Do not enter consulting, conference, presentations, or professional training in this section.

Instruction Type
Explanation of "Other"
Audience
Sponsoring Organization
Number of Participants
Academic or Professional?
Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date

Edit Curriculum Development

Course Name
Course ID
Was this course approved by curriculum committee?
Delivery Method
Date Entered in Curriculum
Date First Taught
### Scholarship/Research

**Edit Intellectual Property (e.g., copyrights, patents)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patent or Copyright</td>
<td></td>
</tr>
<tr>
<td>Patent Title</td>
<td></td>
</tr>
<tr>
<td>Patent/Copyright Number/ID</td>
<td></td>
</tr>
<tr>
<td>Patent Type</td>
<td></td>
</tr>
<tr>
<td>Patent Nationality</td>
<td></td>
</tr>
<tr>
<td>If Patent Cooperation Treaty, List Nations</td>
<td></td>
</tr>
</tbody>
</table>

**Inventors**

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Rutgers</td>
<td></td>
</tr>
<tr>
<td>TEST, Faculty</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name/Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
</tbody>
</table>

Select the number of inventor rows to add: 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>If patent has been licensed, to whom?</td>
<td></td>
</tr>
<tr>
<td>If patent has been assigned, to whom?</td>
<td></td>
</tr>
<tr>
<td>Date Submitted to University</td>
<td></td>
</tr>
<tr>
<td>Date of Patent Application</td>
<td></td>
</tr>
<tr>
<td>Date Patent Approved</td>
<td></td>
</tr>
<tr>
<td>Date Licensed</td>
<td></td>
</tr>
<tr>
<td>Renewal Date</td>
<td></td>
</tr>
</tbody>
</table>

**Edit Research Currently in Progress**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

**Collaborators**

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Rutgers</td>
<td></td>
</tr>
<tr>
<td>TEST, Faculty</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name/Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Institution/Company</td>
<td></td>
</tr>
<tr>
<td>If a student, what is his/her level?</td>
<td></td>
</tr>
</tbody>
</table>

Select the number of collaborator rows to add: 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Research Type</td>
<td></td>
</tr>
</tbody>
</table>
Service

< Edit Department

Committee Name
Position/Role
Explanation of “Other”
Approx. Number of Hours Spent Per Year
Were you elected or appointed?
Was this compensated or pro bono?
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date

< Edit College

Committee Name
Position/Role
Explanation of “Other”
Approx. Number of Hours Spent Per Year
Were you elected or appointed?
Was this compensated or pro bono?
Served Ex-Officio?
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date
Edit Professional

Organization/Committee/Club
Position/Role
Explanation of "Other"
City
State
Country
Professional Association Level
Peer-Reviewed Journal Title (if serving as editor, associate editor, or on editorial board)
SBN/ISSN Number of Peer-Reviewed Journal
Impact Factor of Peer-Reviewed Journal
AACSB Classification of Peer-Reviewed Journal
Approx. Number of Hours Spent Per Year
Are you a principal or partner?
Were you elected or appointed?
Was this compensated or pro bono?
Audience
Served Ex-Officio?
Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
End Date
### Edit Public

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization/Committee/Club</td>
<td></td>
</tr>
<tr>
<td>Position/Role</td>
<td></td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Approx. Number of Hours Spent Per Year</td>
<td></td>
</tr>
<tr>
<td>Were you elected or appointed?</td>
<td></td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td></td>
</tr>
<tr>
<td>Served Ex-Officio?</td>
<td></td>
</tr>
<tr>
<td>AACSB: If this activity contributes to professional practice standards or public policy, provide a classification</td>
<td></td>
</tr>
<tr>
<td>Responsibilities/Brief Description (50 Words or Fewer)</td>
<td></td>
</tr>
<tr>
<td>Brief Description of Committee’s Key Accomplishments</td>
<td></td>
</tr>
</tbody>
</table>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>
Appendix II: FAQ

Q. What if I need help to enter data?
A. Send your updated CV to Mala Bhola at rbsfrs@business.rutgers.edu. Mala will enter data on your behalf.

Q. Who entered the information for me?
A. FRS Administrator entered prior and current data, however you can edit and make changes.

Q. Why FRS doesn't have any prior data before 2008?
A. The Faculty Reporting System Database tracked data since 2008.

Q. What if I can't log in?
A. Please make sure your NET-ID and password are correct. If you are experiencing problems, please contact your Campus Computing Help Desk:
Newark: 973-353-5083 (help@newark.rutgers.edu)
New Brunswick: 848-445-4357 (help@oit.rutgers.edu)

Q. Why can't I make changes to some screens?
A. Five screens are restricted and read only: Personal and Contact Information, Administrative Assignments within RBS, Permanent Data, Yearly Data, and Scheduled Teaching. If changes are to be made, please contact Mala at rbsfrs@business.rutgers.edu. Yearly Data and Scheduled Teaching screens are updated once a year in the Fall Semester.

Q. Why can't I save a record after entering?
A. You must enter required fields.

Q. Why can't I edit a record?
A. A co-author can enter your name while entering a record which links to your account. If you see a record with a lock sign , you are not able to edit this record. Please do not enter the same, as it will create a duplicate entry. If changes are to be made, please contact Mala at rbsfrs@business.rutgers.edu.