FAMOUS User's Guide

Contents

WELCOME TO FAMOUS

Welcome to FAMOUS, the *Faculty Administrative Management Online User System*. As the principal users of FAMOUS, Faculty Roster representatives employ this web-based application to maintain a variety of information on faculty with appointments at their medical schools, including: general information (basic demographics), contact information, appointment and rank history, education and training, and professional employment history.

WHAT IS FAMOUS?

FAMOUS is a web-based application, supported by an Oracle database, which provides the infrastructure for medical schools to participate in the AAMC's Faculty Roster.

Starting with the launch of FAMOUS in May 2002, Faculty Roster representatives from member medical schools have been able to readily update and access information on individuals with faculty appointments at their institutions. With the implementation of FAMOUS, Faculty Roster representatives no longer mail paper update forms to the AAMC for manual data entry, or rely on AAMC staff to prepare standard reports. FAMOUS provides representatives with direct and continuous access to data and reporting features, including benchmarking against historical data that is broken out by individual medical school or aggregated across medical schools.

FAMOUS offers a variety of data entry methods and reporting features. The application supports two batch updating processes: an electronic data exchange (EDE) from medical school-specific databases and an Update Wizard for modifying selected data elements in a spreadsheet mode. Faculty records may be viewed, added, or modified individually using the web-based data entry tool. Faculty Roster representatives can access a variety of reports, such as alumni reports, retention reports, promotion reports, and demographic reports. In addition, Faculty Roster representatives can download their institution's complete dataset to a flat file for manipulation outside the FAMOUS application.

Primary representatives and alternate representatives have full access to data management and reporting features, including access to person-specific faculty, chair, chief, and administrator information (such as birth dates and race/ethnicity). Faculty Roster representatives may authorize special representatives or other users to have access to only aggregate reports that show counts of individuals by particular breakouts which do not include personal information.

FAMOUS expands the capabilities of the Faculty Roster in several important ways. First, FAMOUS allows medical schools to maintain not only full-time faculty (both active and inactive) but also the same information on part-time, volunteer, and emeritus faculty (again, both active and inactive). Second, FAMOUS is integrated into other existing AAMC information systems. Because some FAMOUS data fields will be linked with information from other databases in some cases (for example, the AAMC's Student Records System for information on conferring the MD degree), FAMOUS users need only to verify data, rather than to enter information from scratch. Third, FAMOUS supports some new data elements not previously included in Faculty Roster. These data elements increase the utility of the database for medical school management and research purposes.

Finally, in the past, data in most Faculty Roster fields had been overwritten as changes occurred. Now, FAMOUS maintains historical data over time.

AAMC, FACULTY ROSTER, AND FAMOUS

The AAMC initiated the Faculty Roster in 1966 as a continuously updated database aimed at assessing the intellectual capital of medical education by studying sources of faculty, circumstances of faculty training, movements of faculty among institutions, and reasons for faculty departure from medical academia.

As of 2020, the Faculty Roster has grown to contain records on roughly 185,000 active full-time faculty. More than 300,000 inactive faculty members are retained for the historical record or in case of reactivation. Medical schools, academic societies, federal agencies, and private organizations—as well as the AAMC—use the information in this database for management purposes, biomedical workforce studies, human resources planning, and recruitment. In addition, the NIH uses the Faculty Roster to help inform a variety of policy decisions.

Among the services that the Faculty Roster offers are the annual trend data tables entitled *U.S. Medical School Faculty* and *Faculty Roster Benchmark Reports*. *U.S. Medical School Faculty* information includes 20 tables that break out the number of full-time faculty in numerous ways, such as by rank and department. The password-protected reports in FAMOUS allow users to prepare customized aggregate statistics on faculty characteristics based on user-specified criteria, such as degree, department, rank, tenure status, sex, and race/ethnicity.

All of these Faculty Roster services are accessible to Faculty Roster representatives and authorized users through the FAMOUS application.

GETTING STARTED

Web Browser
FAMOUS is accessed using Internet Explorer (6.0 or higher) and Firefox. FAMOUS is not compatible with Chrome. If you would like to update/upgrade an older version of Internet Explorer, open your current browser, go to http://windowsupdate.microsoft.com, and follow the instructions to upgrade your web browser.

Logging into FAMOUS
1. Open Internet Explorer and enter this URL: https://services.aamc.org/famous
2. Enter your User Name and Password when prompted. User Names are not case sensitive, but passwords are. You may change your password at any time. If you have any problems regarding your User Name or Password, please contact AccountHelp@aamc.org.
3. You are now at the FAMOUS Welcome screen. From here, you can access all FAMOUS functionalities, including Help features. The Help button appears in the upper left-hand corner of the header on every screen, directly under the AAMC logo.

If you experience difficulties logging in to FAMOUS, you may have outdated information stored in your browser cache. Complete the following steps to clear your cache:
1. Click "Tools" on the browser menu bar.
2. In the Tools menu, click "Internet Options".
3. On the General tab in the Browsing History section, click the "Delete" button.
4. In the Temporary Internet Files section, click the "Delete Files" button. When it asks you if you are sure, click "Yes". When it is finished deleting the temporary files, close that dialog box.
5. You should still be on the General tab at this point. In the Browsing History section, click the "Settings" button. Where it says "Check for newer versions of stored pages:", make sure that "Automatically" is checked. Then click the "OK" button in that dialog box.
6. Click the "OK" button on the General tab in the remaining dialog box.
7. Close your browser.
8. Re-open your browser.
9. Use this exact URL to access FAMOUS: https://services.aamc.org/famous

If you continue experience problems logging in, please contact AccountHelp@aamc.org.

Logging out of FAMOUS
To prevent unauthorized individuals from using FAMOUS and possibly accessing confidential information, be sure to log out of FAMOUS at the end of each work session. The Logout button appears in the upper left-hand corner of the header on every screen, directly under the FAMOUS logo.

FAMOUS will automatically log users off after 30 minutes of inactivity.

Back Button
The Back button in your web browser has been disabled in FAMOUS. Do not use the Back button. Enabling the browser's back button puts you at risk of encountering error messages or losing the data that has been entered. At the bottom of most screens, hit Save or Save and Continue to commit your data to FAMOUS. Then, click on the navigation buttons and tabs within FAMOUS to move to different screens.

Active Buttons and Tabs

Navigation Buttons

Tabs

Home, Help, and
Logout links
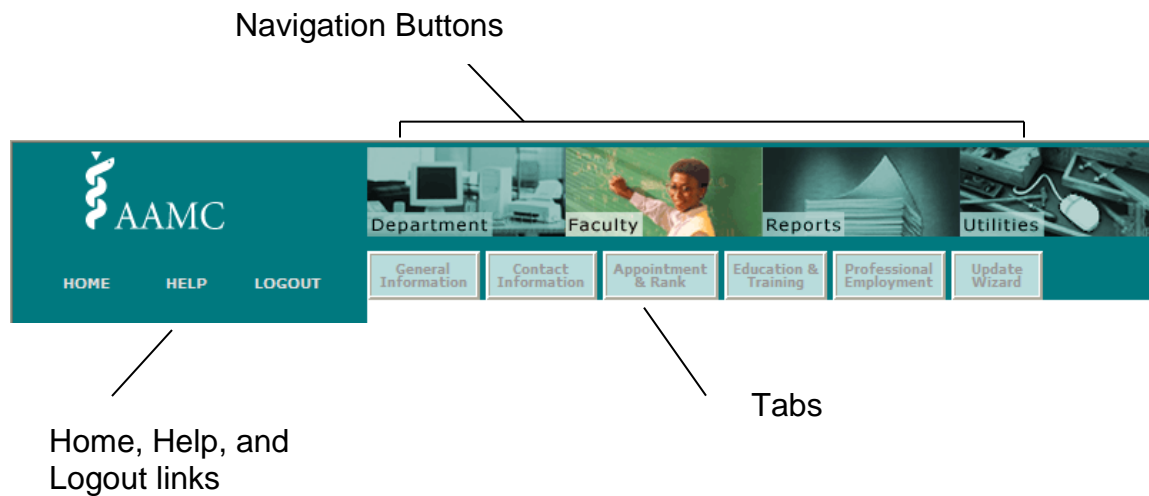
FAMOUS supports different user roles with associated access to data and functionality. Buttons and tabs are active based upon your FAMOUS user role. Some tabs described below will not be available to all users. If you are unable to click on a particular tab or button, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

User Roles

Primary and Alternate Faculty Roster Representatives. The primary and alternate Faculty Roster representatives are considered FAMOUS "Super Users". These roles have access to person-level data for all faculty holding active or inactive appointments at their own medical school. These roles also have access to functionalities across all four navigation buttons.

Institution Report Users. Institution Report Users have limited access to the Reports navigation button, including access to aggregate reports at the national level and aggregate reports for his or her own medical school. This role does not have access to person-level data and may be appropriate for department administrators or other administrators/staff.

National Report Users. National Report Users have access to just aggregate reports at the national level under the Reports navigation button. This role does not have access to person-level data or institution-level data.

AAMC Faculty Roster Staff. Designated AAMC Faculty Roster staff members can access the full range of FAMOUS functionality, as well as records for faculty with appointments at all AAMC member medical schools.

Data Validation Rules
Refer to Appendix A for a list of data validation rules and checks built into the FAMOUS application.
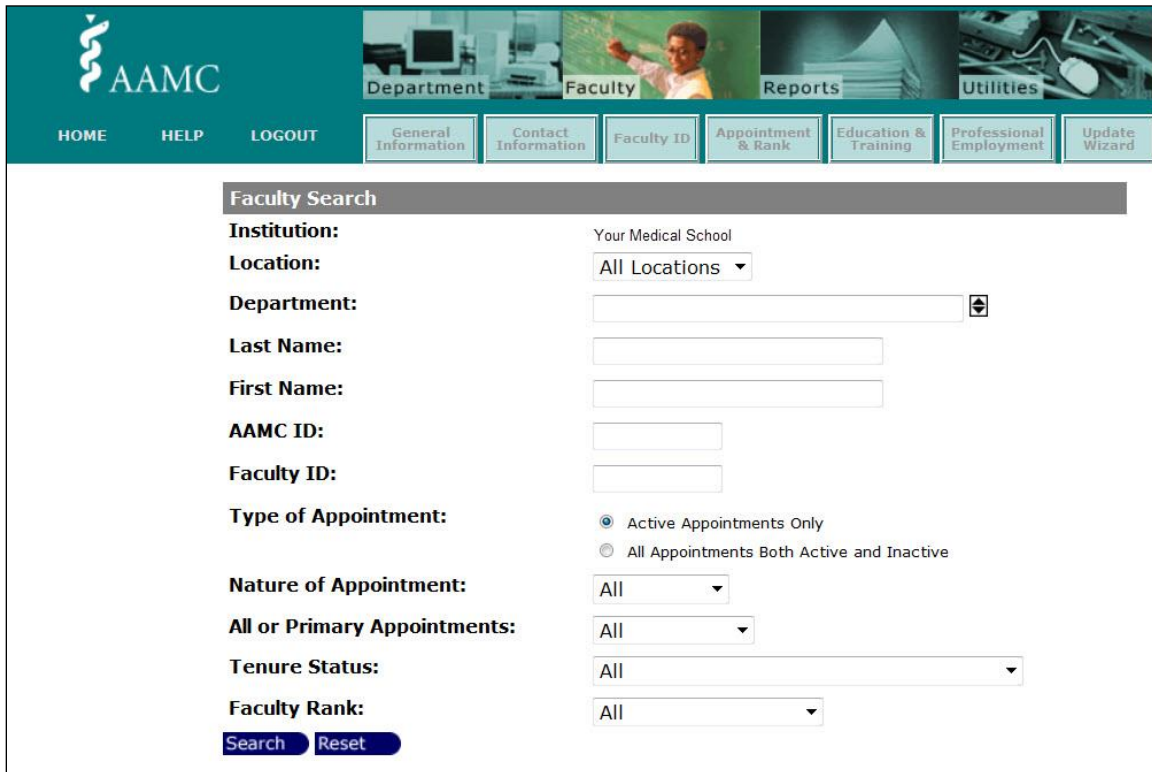
USING FAMOUS

To begin working with faculty records, log into FAMOUS and select the faculty navigation button at the top of the screen to conduct a faculty search.

FACULTY NAVIGATION BUTTON

Use the Faculty Navigation Button to search, create, update, and terminate faculty records.

Faculty Search

Q. How do I perform a Faculty Search?

To add a new faculty record or to view and modify an existing faculty record, a faculty search must be performed.

1. Select one or more faculty records within the medical school according to one or more of these criteria:
   a. **Location**. For medical schools with more than one campus, searches may be performed by location. The location field only appears when the medical school has multiple locations.
   b. **Department**. To search for faculty across the entire medical school, leave the Department field blank.
   c. **Last Name**. To search for multiple faculty members, enter last names separated by commas.
   d. **First Name**. Searching for multiple faculty members by first name is not supported by the application. You may search for a specific first name and one or more last names or a first name with no last name supplied.

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e. **AAMC ID**. To search for more than one faculty member, enter multiple AAMC IDs separated by commas.
f. **Faculty ID**. The Faculty ID is the unique employee identifier assigned by your medical school to each faculty member. Searching for multiple faculty members by Faculty ID is not supported by the application.
g. **Type of Appointment**. To search for faculty members who have ever had an appointment at your medical school, select All Appointments Both Active and Inactive. The default selection is Active Appointments Only.
h. **Nature of Appointment**. To search all four Nature of Appointment categories, select the All option.
i. **All or Primary Appointments**. The All option searches both Joint and Primary appointments.
j. **Tenure Status**. To search all four Tenure Status categories, select the All option.
k. **Faculty Rank**. To search all five Faculty Rank categories, select the All option.

2. After specifying one or more criteria, click the Search button at the bottom of the page to run the search.
3. Click the Reset button to return to a fresh search screen.

By not specifying any options on the Search page and running the search, the search will return all faculty with active faculty appointments in the entire medical school.

Faculty Search Results

FAMOUS lists the Faculty Search results alphabetically by last name. Results also show each faculty member's AAMC ID, Faculty ID, degree(s), and rank.

The Faculty Search Results page includes these options:
- **Search Again**. Click the Search Again link to return to the Faculty Search page while retaining your original search criteria.
- **Check Boxes**. Use the check boxes to refine the results of the Faculty Search. A checked box appears to the left of each faculty name in the results list. Check or uncheck boxes to select the faculty whose records you wish to view. To check or uncheck all names in the list, use the rectangular green box to toggle between Uncheck All and Check All.
- **Continue**. Click Continue to view or edit the records for the faculty members selected on the Search Results page.
- **New**. Select the New button to add a new faculty member to FAMOUS. The New button should be used only when the faculty member could not be located in the Faculty Search.

Adding New Faculty

Q. How do I add a new faculty member to FAMOUS?
1. Search for the new faculty member by name across the entire medical school using the Faculty Search (refer to the Faculty Search and Faculty Search Results sections).
2. If the new faculty member does not appear in the Faculty Search Results, click the New button on the bottom left of the Faculty Search Results page.
3. After clicking the New button, enter **as much as identifying information as possible** about the faculty member. Entering sufficient identifying information helps ensure that FAMOUS can correctly match a new faculty member to any existing historical appointments at other medical schools. FAMOUS requires the following information: First Name, Last Name, Appointment Start Date, Department, Rank, Primary/Joint indicator, and Nature of Appointment. Items marked with a red asterisk are required fields. Refer to Creating a New Appointment below for instructions regarding appointment details.
4. Continue. Select Continue after entering the identifying information.

General Information Tab

FAMOUS goes directly to the General Information tab for the faculty member. If the faculty member already had a record in the FAMOUS database, the existing record can be reviewed and modified.

For faculty members who are new, FAMOUS establishes a record and assigns an AAMC ID. Any information entered into the New Faculty Search screen appears in the appropriate fields on the General Information tab. Additionally, any other information known by the AAMC about the "new" faculty member (such as MD degree year and institution) appears in the record.

You can now add data and review existing data in the record. FAMOUS restricts access to details associated with appointments at medical schools other than your own. (Refer to the Appointment and Rank History section for a complete explanation).

Layout of Faculty Screens

After running the Faculty Search, selecting the appropriate record or group of records, and then clicking Continue, FAMOUS activates the set of tabs in the header row, including: **General Information, Contact Information, Appointment and Rank, Education and Training, Professional Employment, and Update Wizard**.

Anchor Information

A box labeled Anchor Information appears beneath the HOME link in the upper left-hand corner of all Faculty screens. The Anchor Information lists the names of all faculty whose records are accessible within the Faculty screens, organized alphabetically by last name.

1. Scroll through the Anchor Information box using the up and down arrows in the scroll bar on the right; or
2. Navigate through this list by using the First, Previous, Next, and Last buttons that appear under the Anchor Information box.

Q. How do I access records of faculty members not listed in the Anchor Information box?
Initiate a new Faculty Search by selecting the Faculty navigation button at the top of the page.

General Information

The General Information tab records and displays basic demographics on each faculty member. This information includes:

1. **AAMC ID**. A unique 8-digit identifier assigned to every faculty member with a record in FAMOUS. The AAMC ID cannot be changed.
2. **Faculty ID**. Enter your medical school-specific Faculty ID for this individual.
3. **Name**. Make modifications to the faculty member's first name, last name, middle name, or suffix. There is also an option to include the individual's preferred first and middle names and previous last name.
4. **Sex**.

5. **Birth Date**.
6. **Current Citizenship**. Choose a country from the drop down menu.
7. **Birth Place**. Country and State/Province.
8. **Race/Ethnicity**. Select all applicable race/ethnicity categories.
9. **Optional Comment**. This confidential field is used at the discretion of the Faculty Roster representative.

If you enter new information or make any changes in the General Information tab, be sure to save your changes before going on to another tab.

Contact Information Tab

The Contact Information tab records and displays the faculty member's preferred mailing address. In most cases, FAMOUS automatically populates a general medical school mailing address in the record. The mailing address includes the following fields:

1. **Street Address**. The address will default to the address that is on file at the AAMC for your medical school when a new faculty member is added. If making modifications to the address, do not enter the name of the medical school or the department in this field—use only the street address.
2. **Room Number or Mail Stop**.
3. **City**.
4. **State/Province**.
5. **Zip**.
6. **Country**.
7. **Primary Email address**.
8. **Primary contact Method**. Mail, Email, or None.

It is important that the most up-to-date and accurate address information is in FAMOUS. If you notice an address field is incorrect, you can correct the information by clicking on the field that has the wrong information and retyping the information. **Make sure you save your changes before going on to another tab.**

Appointment and Rank History Tab

The Appointment and Rank History tab records and displays the individual's complete medical school appointment history. It contains all appointments of the types Faculty, Administrative, and Chair or Division/Section Chief and includes active (open) and terminated (inactive or previous) appointments. FAMOUS allows medical schools to report all full-time faculty appointments (refer to Appendix C for the definition of a full-time faculty member). FAMOUS also allows medical schools to maintain data on part-time, volunteer, and emeritus faculty appointments.

The AAMC requests that medical schools report Administrative, Chair, and Division/Section Chief appointments. Administrative Appointments include positions in the medical school dean's office such as Associate Dean for Student Affairs, Assistant Dean for Clinical Affairs, etc.

Appointment and Rank History Summary Table

A summary table appears at the top of the Appointment and Rank History screen. This table may Show Active (current) appointments or Show All (active and terminated) appointments. The total number of appointments held by the faculty member appears in the header row of the summary table. The summary table displays the following for each appointment:

1. **Type**. Faculty, Administrative, or Chair or Division/Section Chief.
2. **Institution**. The medical school of appointment.
3. **Department**.
4. **Rank**.
5. **Primary or Joint**. This field is used for faculty appointments only.
6. **NOA**. This field shows the nature of appointment for faculty appointments only.
7. **From**. Appointment start date.
8. **To**. Appointment end date.

Editing or Terminating an Existing Appointment

1. Click the link on the Appointment Type of the appropriate row in the Summary Table.
2. Details associated with that appointment appear beneath the Summary Table and may be modified.

You may only view and modify the details of the records associated with appointments at your medical school. For example, a user at Medical School A will not be able to view or modify the appointment details associated with a faculty member's previous appointment at Medical School B.

NOTE: When the Department, Division, Title, Rank, Primary/Joint Status, Faculty Track, Tenure Status, or Nature of Appointment is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).

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Q. How do I terminate an active appointment?
FAMOUS offers two options for terminating appointments. If a faculty member holds more than one active appointment but only one appointment must be terminated, enter the "To" (ending) date in the detail associated with that appointment record.

Alternatively, in order to terminate <u>all</u> active appointments when the faculty member is leaving the medical school:
1. Select the Terminate button located on the left-hand side of all Appointment and Rank History screens directly under the Anchor Information.
2. Enter the Effective Date of the Appointment: "To" date (ending date) of all active (open) appointments, regardless of type.
3. Next, enter the Termination Destination, defined as: medical school academic appointment; university; non-medical school appointment; medical practice (non-academic); government; private industry (for-profit or not-for-profit); retired from all professional activities; deceased; other; or unknown. If a faculty member simply resigns with no specified reason, select "other". The Termination Date and Destination are required.

Q. How do I save the new information to the database?
Click the Save button to commit the information to the FAMOUS database. After saving the data, the record will appear in the Summary Table.

Q. How do I delete an appointment?
1. If an appointment has been entered in error or should never have existed in FAMOUS, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org. Your Faculty Roster staff member will work with you to reconcile the appointments.
2. For appointments with minor problems, you can fix the problems by overwriting the incorrect fields and hitting the save button.

Q. How do I create a new appointment?
Once a new appointment is created or updated, a series of fields will need to be filled in or verified in order for the information in FAMOUS to be complete.
1. Click the New button at the bottom of the Summary Table.
2. FAMOUS will present a blank appointment detail screen.
3. Complete the fields to enter the new appointment.

Creating a New Appointment

After initiating a new appointment record (or modifying an existing record), **Appointment Type** is the first field that now needs to be completed. Appointment Types include: Faculty, Administrative, and Chair or Division/Section Chief.

FAMOUS defaults the detailed appointment screen to a faculty appointment. If Administrative or Chair or Division/Section Chief Appointment Type is selected, the screen will refresh with a new set of fields (questions) associated with that Appointment Type.

Effective Date of Appointment. "From" and "To" fields apply to the Faculty, Administrative, and Chair or Division/Section Chief Appointment Types. The "from" date is the start date of the appointment. The "to" date refers to the date that the appointment ended. Active (or open) appointments have no "To" (end) date. "From" is a required field for all appointment types. Future dates cannot be entered into these fields.

Institution. This field applies to the Faculty, Administrative, and Chair or Division/Section Chief Appointment Types. The institution is the medical school of appointment. You may not change the institution; you can only create and change appointments at your medical school.

Location. For medical schools with more than one campus, select the location of the appointment from the drop-down list.

Department. The department list is specific to the medical school. To report a change or correction to the department list, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

> **NOTE: When the Department is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Division/Section. This field applies to the Faculty and Chair or Division/Section Chief Appointment Types. Select the division/section of appointment from the division list, where applicable. To report a change or correction to the division/section list, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

> **NOTE: When the Division is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Faculty or Administrative Title. The title is the complete, official faculty or administrative title associated with the appointment. For example, a faculty member might have the title "Associate Professor of Clinical Pediatrics". For faculty who have had a change in title, please close their current appointment by entering an end date as the day before the new appointment. Then create a new appointment for the new title. Please remember to include the faculty member's faculty track, tenure status, and, if applicable, tenure date for their new appointment.

> **NOTE: When the Title is changed in an existing faculty appointment record, a pop-up window will appear ([click here to view](#)).**

Rank. The ranks accepted by FAMOUS include: Professor, Associate Professor, Assistant Professor, Instructor, and Other. If your medical school uses a different rank structure, select the rank that best describes the faculty rank. If you select Other, you must provide a description of the rank.

> **NOTE: When the Rank is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Primary or Joint Appointment. This field applies to the Faculty Appointment Type. FAMOUS defaults all faculty appointments to Primary if you do not specify a status. A faculty member may hold only one active primary faculty appointment per medical school. An appointment should be marked as "Primary" in FAMOUS only if the faculty member's primary appointment is held in the medical school (as opposed to other schools of the parent university, such as the School of Nursing, School of Pharmacy, etc.), an affiliated hospital (such as the VA hospital), or an affiliated clinical facility (such as laboratories or other institutions).

Faculty members may hold multiple active joint appointments at one or more medical schools. Joint appointments are defined as official appointments in a second medical school department (in addition to the primary appointment) or appointments in the medical school when a primary appointment is held in another school of the parent institution (such as the School of Nursing, School of Pharmacy, etc.). (Note that the Faculty Roster does not utilize information on joint appointments; joint appointments should only be entered if you plan to use FAMOUS to track these appointments).

> **NOTE: When the Primary/Joint appointment status is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Faculty Track. This field applies to the Faculty Appointment Type. The Faculty Tracks listed in the drop-down menu are specific to the medical school. The Faculty Roster representative may view his or her medical school's current Faculty Track list within the FAMOUS application using the Reference Data tab located under the Utilities navigation button (refer to the Utilities section for instructions). To make changes to the Faculty Tracks listed, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

> **NOTE: When the Faculty Track is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Tenure Status. This field applies to the Faculty Appointment Type. Tenure Status options include: Tenured; Not tenured, on tenure-eligible track; Not tenured, not on tenure-eligible track, and Tenure not available. Please use Tenure not available only if your medical school:

> 1) Does not offer tenure to any of its faculty, or
> 2) Offers tenure only to basic science faculty (in which case all clinical faculty should have a tenure status of "Tenure not available").

> **NOTE: When the Tenure Status is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Effective Date of Tenure. This field applies to the Faculty Appointment Type. The Effective Date of Tenure is associated with the Tenure Status field. Change this date whenever a change in Tenure Status occurs.

Nature of Appointment. This field applies to the Faculty Appointment Type. Nature of Appointment options include: Full-time, Part-time, Volunteer, and Emeritus. (Note that the Faculty Roster only utilizes information on full-time appointments; information on part-time, volunteer, or emeritus appointments should only be entered if you plan to use FAMOUS to track these appointments.)

> **NOTE: When the Nature of Appointment is changed in an existing appointment record, a pop-up window will appear ([click here to view](#)).**

Part-time Effort. This field applies to the Faculty Appointment Type. Report Part-time Effort—equivalent to the percentage of full-time equivalent (FTE)—for faculty whose Nature of Appointment is Part-time. Report Part-time Effort as a whole number ranging from 0 to 100. FAMOUS only accepts Part-time Effort when the Nature of Employment is Part-time. (Note that the Faculty Roster only utilizes information on full-time appointments; information on part-time appointments should only be submitted if you plan to use FAMOUS to track these appointments.)

Employment Location Type. This field applies to the Faculty Appointment Type. Employment Location Type options include: School-based, Hospital-based, VA-based, and Other. The default Employment Location Type is School-based.

Employment Location. This field applies to the Faculty Appointment Type. For hospital-based, VA-based, or Other Employment Location Types, indicate the actual physical location of appointment using the search menu with this item. Do not specify an Employment Location when the Employment Location Type is School-based.

Endowed Appointment. This field applies to the Faculty Appointment Type. Indicate whether the position is endowed, regardless of the extent of the endowment.
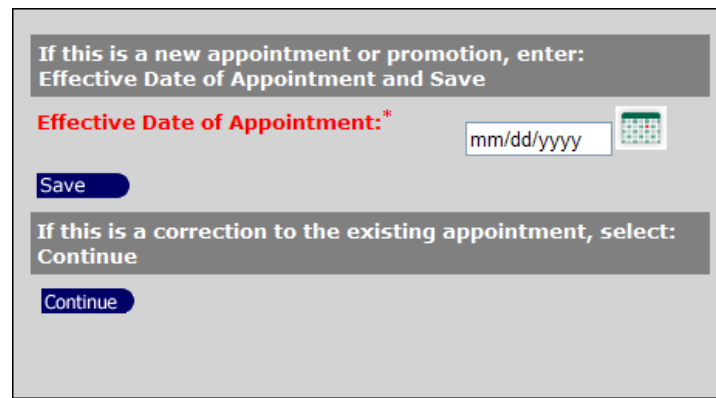
Endowed Appointment Title. This field applies to the Faculty Appointment Type. Enter the title of the endowed position.

Administrative Title. This field applies to the Administrative Appointment Type. Enter the complete, official title associated with Administrative Appointment.

Administrative Appointment Type. This field applies to the Administrative Appointment Type. If the administrative appointment is for a Director, set the Administrative Appointment Type to Director. Otherwise, the Administrative Appointment Type should be left blank.

Type of Chair. This field applies to the Chair or Division/Section Chief Appointment Type. Type of Chair options include: Acting Chair, Assistant/Associate Chair, Chair, Co-chair, Interim Chair, or Division/Section Chief. It is not advisable to have a Department or Division/Section with more than one active Chair or Division/Section Chief. However, to accommodate co- and dual chairs of departments, FAMOUS accepts multiple active Chair and Division/Section Chief appointments within every Department and Division/Section. An open faculty appointment must exist for the faculty member before a Chair or Division/Section Chief appointment may be created.

NOTE: When the Department, Division, Title, Rank, Primary/Joint Status, Faculty Track, Tenure Status, or Nature of Appointment is changed in an existing faculty appointment record, the following pop-up window will appear.

Q. Is this a new appointment or promotion?
If this is a new appointment (e.g., if a faculty member has had a change in any of the fields listed above), enter the Effective Date of the Appointment in the pop-up window. FAMOUS will automatically create a new faculty appointment that replicates the existing data from the previous appointment but uses the new faculty appointment information and effective date of appointment. The previous appointment is also "closed" using the day before the new appointment start date as the previous appointment's "To" (end) date.

For example, if an Associate Professor in the Surgery department received tenure on July 1, 2018, entering "07/01/2018" as the Effective Date of Appointment would replicate the existing data from the previous appointment at the lower tenure status but would change the tenure status and the effective date of appointment. The previous appointment at the lower tenure status would automatically be closed with an end date of 6/30/2018.

Q. Is this a correction to the existing appointment?
If so, click Continue in the pop-up window. The corrections will be entered into the existing appointment record. Click the Save button to commit the correction to the FAMOUS database.

Education and Training Tab

The Education and Training tab records and displays:
1. **Earned Advanced Degrees**.
2. **Graduate Medical Education in the U.S.** You may only view Graduate Medical Education records. This information comes from the AAMC GME Track.
3. **Post-doctoral Research in the U.S.** (minimum of 6 months duration).
4. **Specialty/Subspecialty and U.S. Board Certification**.

Each section above has a summary table that shows every record for the individual faculty member.

Q. How do I delete an Education and Training record?
1. Check the box in the row in the summary table for the record you want to delete (the column with the trash can icon).
2. Select the Delete button at the bottom of the table.
3. FAMOUS will ask if you are sure that the item(s) should be deleted. Click Yes.

Q. How do I enter a new Earned Advanced Degree, Post-doctoral Research Experience, or Specialty/Subspecialty and U.S. Board Certification?
Click the New button at the bottom of each table. This initiates a new Earned Advance Degree, Post-doctoral Research, or Specialty/Subspecialty and U.S. Board Certification record.

Q. How do I edit an existing record in any of the Education and Training summary tables?
1. Select the link on the record in the table (located in the left-hand column of the Summary Table).
2. Details associated with that record will appear beneath the Summary Table and can then be modified.

Reminder: After adding or modifying an existing record, click the Save button to commit the information to the Faculty Roster database.

Q. How do I enter an Earned Advanced Degree?
1. If the faculty member has one or more Earned Advanced Degrees, review the information already provided by FAMOUS (FAMOUS presents MD degree information on faculty members who receive MD degrees from U.S. MD-granting medical schools) and/or enter the new degrees in this section. If the information already in FAMOUS is correct, move to the next section. If it is incorrect, click on the degree field and type in the correct information.
2. Fill in the Field of Study. For MD and MD-equivalent degrees (including DO, MBBS, and MBChB), Field of Study defaults to Medicine and cannot be changed.
3. Fill in the Country of the Institution that conferred the degree.
4. Fill in the Institution that conferred the degree. FAMOUS allows you to report specific institutions only in the U.S. and Canada—you cannot report institution for degrees earned outside of the U.S. and Canada.
5. Enter the year the faculty member received the degree.

Q. How do I enter Post-doctoral Research experience? (Refers to programs in the U.S. only.)
1. If there was no Post-doctoral Research in the U.S., check the box to indicate that the faculty member did not complete any Post-doctoral Research experiences of at least 6 months duration in the U.S. Then proceed to the Specialty/Subspecialty and U.S. Board Certification section.
2. If the faculty member has Post-doctoral Research experience, enter in the dates of the program (in the format mm/yyyy).
3. Enter the Field of Study.
4. Fill in the Institution of the Post-doctoral Research experience/program.

Q. How do I enter Specialty/Subspecialty and U.S. Board Certification?
1. If there is no Specialty/Subspecialty and U.S. Board Certification, check the box to indicate that the faculty member has no self-designated American Board of Medical Specialties (ABMS) field and holds no U.S. Board Certifications. Proceed to another tab.
2. If the faculty member has a Specialty/Subspecialty, indicate that specialty from the drop-down menu. Specialties listed include only American Board of Medical Specialties (ABMS) fields.
3. Indicate if the faculty member holds U.S. Board Certification in each Specialty/Subspecialty.
4. Enter the Original Certification Year.
5. Enter the recertification year, if applicable. Update after each recertification.

Professional Employment History Tab

The Professional Employment History tab records and displays previous Professional Employment experiences, excluding education, training, and faculty appointments at U.S. medical schools. (Report all previous faculty appointments at U.S. MD-granting medical schools in the Appointment and Rank History tab.) The Summary Table shows every previous Professional Employment experience recorded for the faculty member.

Q. How do I delete a Professional Employment History record?
1. Check the box in the row of the record you want deleted (Check-boxes are located on the far right hand side of the summary table underneath the trash can icon.)
2. Select the Delete button at the bottom of the table.
3. FAMOUS will ask if you are sure that the item(s) should be deleted. Click Yes.

Q. How do I enter a new employment history experience?
1. Select the "New" button located at the bottom of the summary table.
2. FAMOUS will present a blank detailed Professional Employment History screen. Fill in the new information.

Q. How do I edit an existing professional employment history experience?
1. Select the link on the "From" date of the appropriate row in the table.
2. Once selected, the details associated with that record appear beneath the summary table.
3. Modify all necessary data fields.

Remember to click the "Save" button after each change. After saving the data, the record will appear in the summary table.

Update Wizard Tab

The Update Wizard tab offers a way to report terminations across multiple faculty records simultaneously. Essentially, the Update Wizard presents a spreadsheet-like view of several fields related to faculty appointments across numerous faculty records.

Use the Update Wizard to report periodic changes efficiently across a group of faculty records, instead of accessing each record individually.

Go to the Update Wizard tab and click the Termination Wizard link. Once the Termination Wizard is selected, a spreadsheet appears containing the names of all faculty who are shown in the Anchor Information section. To revise the list of faculty in the Anchor Information box, conduct a new Faculty Search (by selecting the Faculty Navigation button).

The Update Wizard should be used only terminating individuals who have left the medical school. The Termination Wizard closes **all** active appointments held by each faculty member (including chair, division chief, and administrative appointments). Use this Update Wizard as an efficient way to report changes in appointment status, for example, at the end of a contract year when numerous faculty appointments/contracts have expired.

NOTE: To terminate a single appointment, use the Effective Date of Appointment: To field located on the Appointment and Rank History tab. (see page 13)

Termination Update Wizard presentation. For each faculty member with an active faculty appointment listed in the Anchor Information, the Update Wizard displays: Name and Department of Primary Faculty Appointment in a table or spreadsheet-like view. Faculty members are listed alphabetically by last name.

NOTE: If a faculty member only has an open joint appointment, no department information is displayed on the Termination Wizard screen.

Global Selection. Information entered in Global Selection applies to the entire list of faculty. To specify different criteria for each faculty member use the Termination Wizard fields. Once information has been entered into Global Selection, the same information will populate for each individual faculty member.

Termination Update Wizard fields. Termination Date and Termination Destination may be reported through the Termination Wizard. The Termination Date is equivalent to "Effective Date of Appointment: To" (ending date) associated with all active (open) appointments, regardless of appointment type. Both fields are required.

Remember to click the Save button to save your changes to FAMOUS.

DEPARTMENT NAVIGATION BUTTON

Reports Tab

The Reports tab under the Department navigation button presents a set of standard reports on faculty with active primary appointments in a specified department. Medical school-wide reports are not available from the Department navigation button. Use the Reports navigation button for medical school-wide reports.

Available reports under the Department navigation button include:
1. **Faculty by Department**
2. **Faculty Count by Department and Rank**
3. **Faculty Count by Department and Sex**
4. **Database Change Report**
5. **Sex and Race/Ethnicity**

Q. How do I create a specialized report under the Department navigation button?

A brief description of each report is included on the outer reports page.

1.   Select the department from the anchor information on the left.
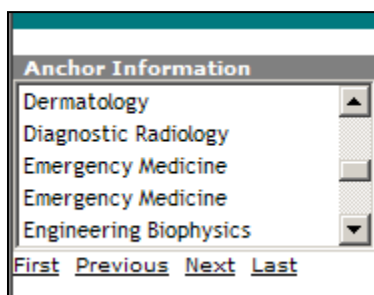
2.   Select a report by clicking on the name of the report.
3.   You will then be able to provide various criteria to specialize your report.

As an example, the filter criteria for the *Faculty by Department* report consist of:

Appointment Snapshot Date. The appointment snapshot date defaults to the current date. To create a list of faculty who were active on a particular date, use the calendar on the right or input the date directly into the appointment snapshot date field.

Faculty Track. To include only faculty within a particular faculty track, use the faculty track filter (see Appendix D for explanations of faculty track types). The default is to include all faculty track types.

Nature of Appointment. A list of only full-time active faculty in the department can be created by using the nature of appointment filter criteria and selecting full-time from the drop down menu. Other nature of appointment criteria include: part-time, volunteer, and emeritus. The default is to include all natures of appointment.

The report may also be sorted using various options. Use the drop down menu to select from available sorting choices.

4.   Click Continue to view the report in your web browser.

Once the report is created, FAMOUS gives you two options for additionally viewing the report:
   a) Print Version. Selecting the printer icon located beneath the FAMOUS logo in the upper left-hand corner of the screen opens the print selection menu.
   b) Download icon. Selecting the floppy disk icon located beneath the FAMOUS logo in the upper left-hand corner of the screen opens a window to save the report as a Comma Separated Values file (CSV) to be opened in Microsoft Excel.
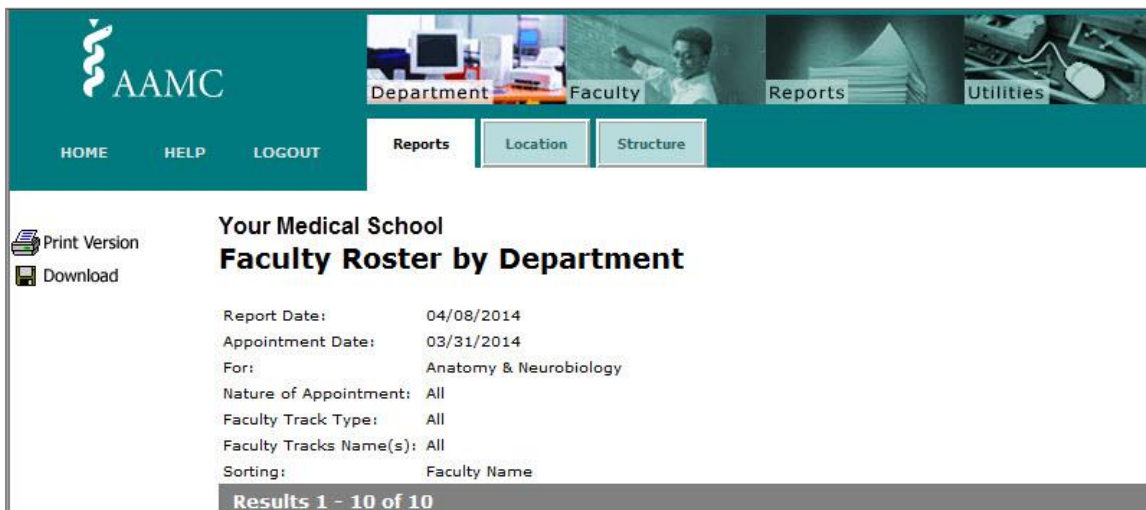
The resulting report repeats your specified criteria on the top half of the page and shows the list of faculty directly beneath the criteria. The results are returned one page at a time. To continue the results list, click Next. To see all results on one page, click Show All. To change the criteria used to generate the report, click Change Report Selection Criteria. You will be returned to the selection page.

Location Tab

For medical schools with multiple campuses, the Location tab indicates which departments exist at which location or campus. Faculty Roster representatives should review this information to be sure that each department at their medical school is associated with the correct campus(es).

Structure Tab
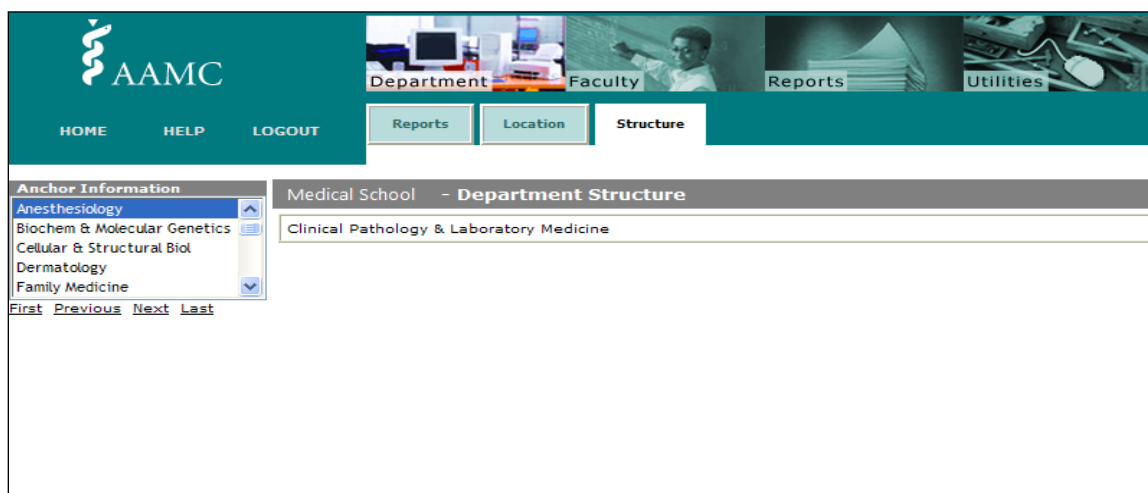
The Structure tab shows the divisions for each department in the Anchor Information. Faculty Roster representatives should review this information to be sure that each department displays the correct division(s).

To change the Department Name, Location, or Structure, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

REPORTS NAVIGATION BUTTON

The Reports navigation button presents a set of standard reports in four categories: Institution Reports, Chair Reports, National Reports, and Faculty Report.

Q. How do I create a specialized report under the Reports navigation button?
1. Choose from the four report categories by clicking the named tabs. Institution Reports is the default tab.
2. Click the link of the report you would like to generate.
3. Institution Reports and Chair Reports will provide an option to select report criteria. (Also see instructions for the Reports tab under the Department navigation button). National Reports and Faculty Report will be described below.
4. Click continue.

Institution Reports Tab
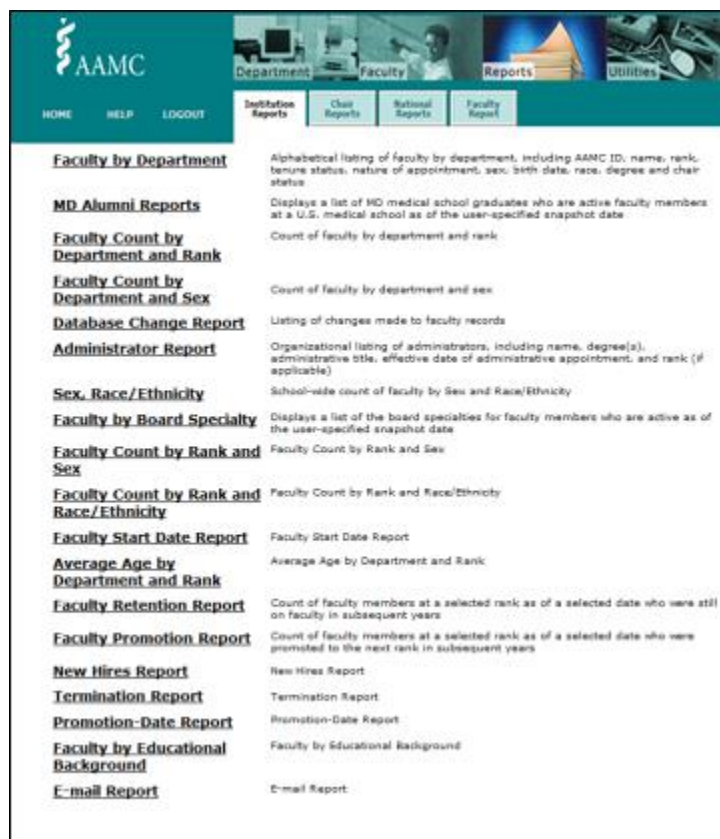
The Institution Reports tab includes reports on faculty appointments at your medical school. Only users designated as Primary or Alternate Faculty Roster representatives can access the Institution Reports showing person-level data. Other authorized users only have access to those Institution Reports that show aggregate counts. Unless otherwise noted, the Institution Reports are run on the "live" database, so they reflect the most current state of information in FAMOUS. Institution reports can be filtered to return appointments using various criteria, such as faculty with open appointments at a particular time (snapshot date), department type, department classification, faculty track, nature of appointment, and tenure status.

FAMOUS offers the following Institution Reports:

1. **Faculty by Department**
2. **MD Alumni Reports**
3. **Faculty Count by Department and Rank**
4. **Faculty Count by Department and Sex**
5. **Database Change Report (Institution Report)**
6. **Administrator Report**
7. **Sex and Race/Ethnicity**
8. **Faculty by Board Specialty**
9. **Faculty Count by Rank and Sex**
10. **Faculty Count by Rank and Race/Ethnicity**
11. **Faculty Start Date Report**
12. **Average Age by Department and Rank**

13. **Faculty Retention Report.** Due to the amount of processing time required to generate this report, the Faculty Retention Report reflects data that is generally refreshed daily.
14. **Faculty Promotion Report.** Due to the amount of processing time required to generate this report, the Faculty Promotion Report reflects data that is generally refreshed daily.
15. **New Hires Report**
16. **Termination Report**
17. **Promotion-Date Report**
18. **Faculty by Educational Background**
19. **E-mail Report**

Chair Reports Tab
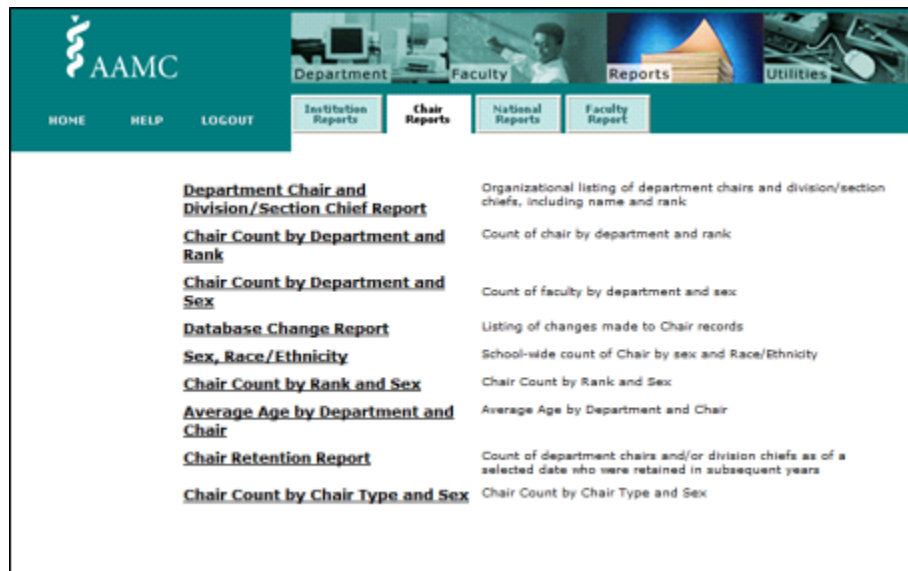
The Chair Reports tab includes reports on chair and division/section chief appointments at the medical school. Only users designated as Primary or Alternate Faculty Roster representatives can access the Chair Reports showing person-level data. Other authorized users only have access to the Chair Reports that show aggregate counts. Unless otherwise noted, the Chair Reports are run on the "live" database, so they reflect the most current state of information in FAMOUS. Chair reports can be filtered to return appointments using various criteria, such as snapshot date, type of chair, and department classification.

1. **Department Chair and Division/Section Chief Report**
2. **Chair Count by Department and Rank**
3. **Chair Count by Department and Sex**
4. **Database Change Report**
5. **Sex, Race/Ethnicity**
6. **Chair Count by Rank and Sex**
7. **Average Age by Department and Chair**
8. **Chair Retention Report.** Due to the amount of processing time required to generate this report, the Chair Retention Report reflects data that is refreshed daily.
9. **Chair Count by Chair Type and Sex**

National Reports Tab

The National Reports tab includes aggregate statistics on faculty across all U.S. medical schools. The reports include faculty holding active full-time appointments only. Use these reports for benchmark comparisons. All authorized FAMOUS users (including Faculty Roster representatives, department administrators, and other administrators/staff) can access National Reports.

NOTE: A few of the National Reports are not generated from the "live" FAMOUS database. Instead, the data are extracted from the database on December 31 of each year. This structure allows meaningful comparisons to be drawn across medical schools and over time without subjecting the reports to continuous changes as new data are reported in FAMOUS.

FAMOUS offers the following National Reports:
1. **Faculty Roster Benchmark Reports**. User-generated interactive reports reflecting the distribution of department chairs and full-time faculty, including rank, degree, age, race/ethnicity, and sex. These data are refreshed annually in January and are based on a December 31 snapshot of the Faculty Roster.
2. **U.S. Medical School Faculty Tables**. Distribution of full-time faculty by department, rank, degree, sex, race/ethnicity, and tenure status by year. This report provides a link to the U.S. Medical School Faculty tables published on the Faculty Roster public website (www.aamc.org/data/facultyroster). The three most recent December 31 snapshot years are available on the public website, and are refreshed annually in January. For the "live" version of the U.S. Medical School Faculty report going to 1966, please use the Faculty Report tab (see below).
3. **Faculty Retention Report**. Count of faculty members at a selected rank as of a selected date who were still on the faculty in subsequent years.

4. **Faculty Promotion Report**. Count of faculty members at a selected rank as of a selected date who were promoted to the next rank in subsequent years.
5. **Chair Retention Report**. Count of department chairs and/or division chiefs as of a selected date who were retained in subsequent years.
6. **Alumni Report – Faculty**. Counts of graduates, by medical school of graduation, who have become faculty members as of a selected snapshot date.
7. **Alumni Report – Chairs**. Counts of graduates, by medical school of graduation, who have become chairs as of a selected snapshot date.
8. **Faculty Track Report**. List of faculty tracks by medical school.

Q. How do I generate a report using Faculty Roster Benchmark Reports?
1. Click Faculty Roster Benchmark Reports on the National Reports tab of the Reports navigation button. You will be directed to the reports generation site using a new browser window.
2. The Home screen appears with a list of top template reports. Choose a report to create. Templates may also be found using the Template Reports tab.

3. The report is created. The top right corner of the report shows a selection of options to print, download, or graph the report.

4. To modify the parameters of the report, click the Select Report Criteria button.


5. A dialog window will open with options to select a ranking, change selection year, highlight your institution on all reports, select a comparison group, select graph options, or choose medical schools used in the report. Once you have chosen your selection criteria, click Save.
6. Custom reports may also be created. Please see the instructions on the Custom Reports tab.

A report's selection criteria can be saved, allowing users to run the same report every time they log in without having to create it again.

Faculty Report Tab

The Faculty Report tab displays U.S. Medical School Faculty (USMSF) Tables that are generated from the "live" FAMOUS database. These tables are based on December 31 snapshots of each year and are available going back to 1966. Publicly-available versions of these tables are available on the Faculty Roster website for the three most recent years (see the National Reports tab above).
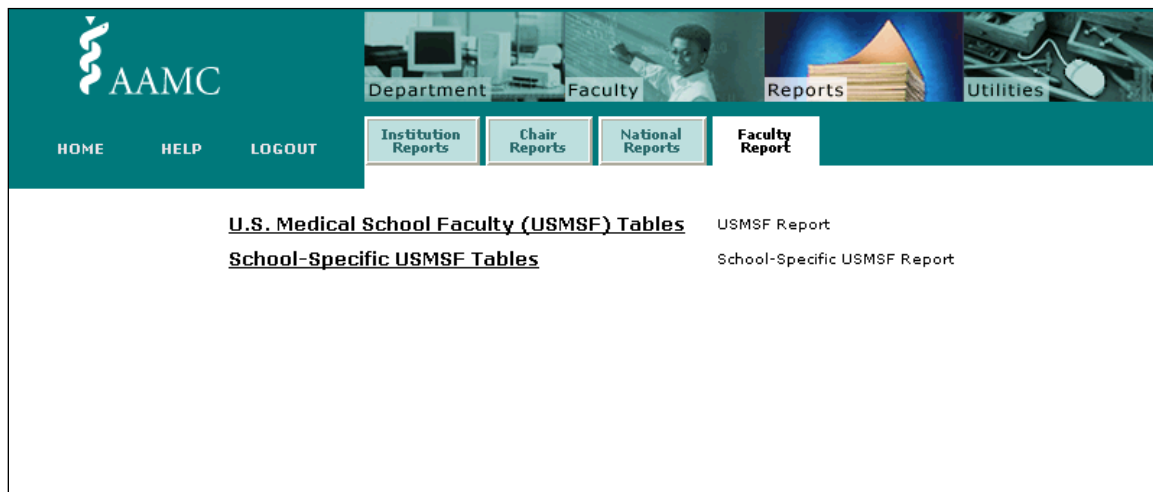
1. **U.S. Medical School Faculty (USMSF) Tables.**
2. **School-Specific USMSF Tables.**

Q. How do I generate a report using static U.S. Medical School Faculty (USMSF) Tables dating back to 1966?
1. Click U.S. Medical School Faculty (USMSF) Tables on the Faculty Report tab of the Reports navigation button.
2. Click the name of the report to be created. Table numbers are also provided as a reference guide.
3. The report is generated using the most recent report year.
4. To change the report year, select the year from the drop down menu. The report will automatically update.

UTILITIES NAVIGATION BUTTON

Data Exchange Tab
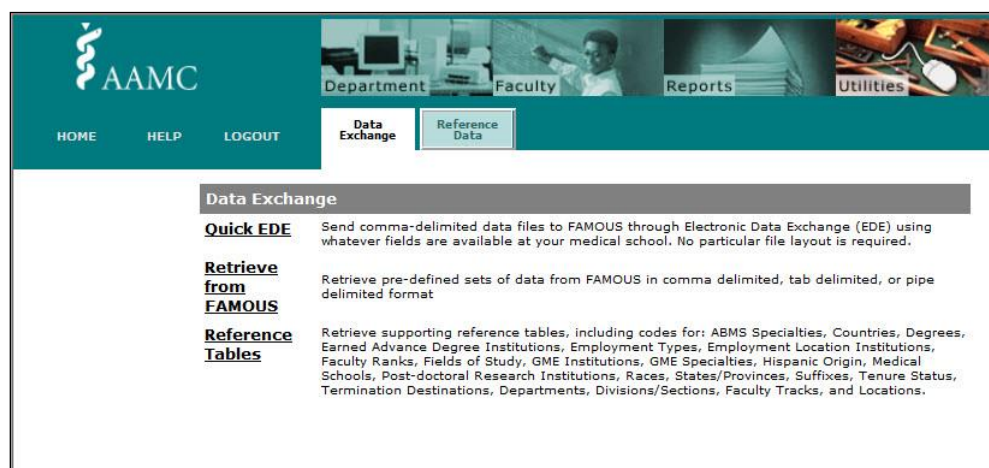
FAMOUS features utilities for sending data to the database in batch mode through electronic data exchange (EDE) and for retrieving data to be used outside the FAMOUS application.

Quick EDE. This is a security tool in FAMOUS that allows users to submit comma-delimited files through EDE. The file may be submitted with whatever fields are available at your medical school.

Below are the generally requested AAMC Faculty Roster fields:

1. Full Name—include middle name or middle initial and suffix, if applicable.
2. School-generated ID
3. Sex
4. Birth Date
5. Race/Ethnicity
6. Department
7. Rank—indicate full professor, associate professor, assistant professor, instructor, or other.
8. Effective Date of Appointment—include the date (mm/dd/yyyy) on which the faculty member attained the appointment that he or she currently holds at your institution.
9. Nature of Appointment—indicate full-time, part-time, volunteer, or emeritus (note that the Faculty Roster only utilizes information on full-time appointments; information on part-time, volunteer, or emeritus appointments should only be submitted if you plan to use FAMOUS to track these appointments).
10. Faculty Track—include your institution's unique set of faculty lines (e.g., traditional tenure, research, clinician educator, voluntary, etc.).
11. Tenure Status and Effective Date of Tenure Status—note that there are various tenure statues (such as nontenured due to being on a nontenure-eligible track). The effective date is the date of change to a particular tenure status, not the date of receiving tenure, per se.
12. Advanced Degree(s)—include the degree, year, institution, and country (U.S. versus non-U.S. is fine, if needed) for each degree.

13. Chair appointments—include the department, chair status (chair, acting, interim), and chair start date (mm/dd/yyyy).
14. Administrative Appointments—include positions such as associate deans, assistant deans, and division/section chiefs. Please describe the assistant/associate dean appointment title (e.g., assistant dean of finance and administration or associate dean of education), and start date in appointment (mm/dd/yyyy). For division/section chiefs, indicate an individual's department, division, and start date in appointment (mm/dd/yyyy).

Q. How do I upload a file to FAMOUS?
1. Format each date field in the Excel file you would like to upload as mm/dd/yyyy.
2. Save the Excel file as a CSV file.
3. Select the Quick EDE option.
4. Choose the Browse button to select the file name. The Browse button brings up the standard Windows menu for locating files.
5. Select the Continue button to begin the process of loading the file.

NOTE: A link to the file will appear on your Welcome screen in FAMOUS. Do *NOT* open the file. Opening the file will prevent AAMC staff from retrieving the file.

Retrieve from FAMOUS. Use Retrieve from FAMOUS to download the medical school's complete FAMOUS dataset.

Q. How do I retrieve a dataset from FAMOUS?

1. Data can be downloaded in one of three formats: comma delimited (Excel CSV), pipe delimited, or tab delimited.
2. Specify these criteria: Status of Appointment (Active, Inactive, or All), Nature of Appointment, All or Primary Appointments, Tenure Status, and Faculty Rank. The header row will include columns for the codes used in FAMOUS as well as columns for the descriptions of these codes. If you want to retrieve only codes, select No under the *Include descriptions for all codes* option. Codes descriptions may also be retrieved from the **Reference Tables.**
3. Click the Continue button. A standard Windows dialog box will appear.

4. Click OK. Because downloading large files is time consuming, the download will not be done immediately. Once the request is sent to FAMOUS, a dialog box appears stating that the file is being prepared. All processing will occur on the AAMC server, so you may continue to use FAMOUS while the report is being generated.
5. Once the download is complete, you will receive a message on the FAMOUS Welcome screen indicating that the file is ready to be retrieved.
6. Multiple records will be generated if an individual has multiple appointments, races/ethnicities, degrees, post-doctoral positions, specialties, or employment history records.

NOTE: When opening the downloaded file in Excel, some columns will not be formatted properly. For example, the date columns may have to be reformatted. Be sure to reformat the date fields to match the FAMOUS format before re-transmitting data to FAMOUS. For example, the Effective Date of Appointment: From (that is, appointment start date) must be reformatted in Excel to mm/dd/yyyy before that information can be sent back to FAMOUS.

Reference Tables. Reference tables are used to retrieve codes for specific fields within the FAMOUS dataset. Common Reference Tables are codes used throughout medical schools. Institution Specific Reference Tables are unique to your medical school. Institution Specific Reference Tables include: Departments, Divisions/Sections, Faculty Tracks, and Locations.

To add codes to your medical school-specific reference tables, please contact the AAMC staff member who is dedicated to assisting with your Faculty Roster data management, reporting, or access needs. If you are unsure who your staff contact is, please contact Rae Sloane, Lead Research & Data Analyst, at rsloane@aamc.org.

Reference Data Tab

The Reference Data tab shows Faculty Track and Location designations for your medical school.
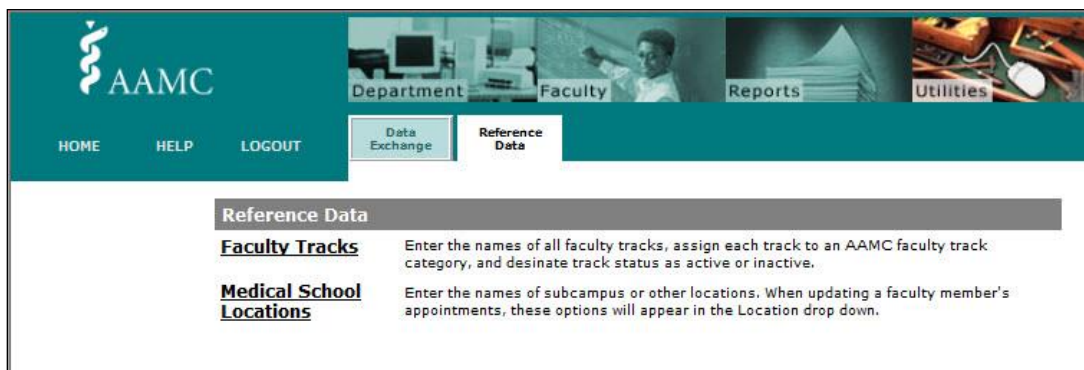
Faculty Tracks

Only Primary and Alternate Faculty Roster representatives can view the Faculty Track listing. This tab records the names of all Faculty Tracks, the assignment of each track to an AAMC Faculty Track Type, and the designation of the track as active or inactive. The classification of

Faculty Tracks into AAMC standard faculty track types is used for research purposes so that comparisons can be made by Faculty Track across medical schools.

Only Faculty Tracks designated as active will appear on the drop-down menu on the Faculty Track field located on the Appointment and Rank History tab for faculty appointments.

Medical School Locations

Only Primary and Alternate Faculty Roster representatives can view the Medical School Locations. This tab records the code, name, and status of locations or campuses within the medical school.

Only Medical School Locations designated as active will appear on the drop-down menu on the Location field located on the Appointment and Rank History tab for faculty, chair, and administrative appointments.

Appendix A: FAMOUS Data Validation Rules

FAMOUS includes a series of data validation rules built into the application. If a rule is violated, FAMOUS will not accept the data entered and will produce an error message explaining the problem. The data validations rules include:

1. Faculty being entered into FAMOUS must be at least 19 years old.
2. All start dates must precede end dates.
3. An open faculty appointment must exist for the faculty member before a Chair or Division/Section Chief appointment may be added.
4. Part-time effort must be a value between 1 and 100, and may only be reported for appointments with a nature of part-time.
5. To report an MD or MD-equivalent degree, the faculty member must have been at least 18 years old at the time the degree was conferred.
6. To report a doctoral-level degree (including PhD, and other equivalent degrees), the faculty member must have been at least 18 years old at the time the degree was conferred.
7. To report a Master's degree, the faculty member must have been at least 16 years old at the time the degree was conferred.
8. Faculty may hold only one MD degree per se, although an MD degree in conjunction with an MD-equivalent degree is possible (such as an MD degree and an MBBS degree).
9. The Institution of degree for any DO degrees must be one of the DO-granting schools in the U.S.
10. MBBS and MBChB degrees may only be awarded by foreign countries that have been approved to award these types of degrees.
11. Post-doctoral Research cannot start before the doctoral-level degree has been conferred.
12. Dates for U.S. Board Certification and Recertification are only allowed if the faculty member holds ABMS Board Certification.
13. The year of original ABMS Board Certification must precede year of the recertification.
14. To report the date of a previous Professional Employment experience, the faculty member must have been at least 16 years of age at the time of employment.

Appendix B: Definitions of Field Designations

Throughout FAMOUS, labels in red text with an asterisk denote required fields. FAMOUS will not accept a faculty record until information is entered into each required field. FAMOUS does not allow you to proceed to the next tab until the required fields on the current tab are completed.

Required fields include:
– First Name (General Information)
– Last Name (General Information)
– City (Contact Information)
– State/Province (Contact Information)
– Country (Contact Information)
– Effective Date of Appointment: From (Appointment & Rank)
– Department of appointment (Appointment & Rank)
– Rank (Appointment & Rank History)
– Type of Chair (Appointment & Rank)
– Primary or Joint Appointment (Appointment & Rank)
– Nature of Appointment (Appointment & Rank)
– Date of Termination (Termination Wizard)
– Termination Destination (Termination Wizard)
– Earned Advance Degree (Education & Training)
– Post-doctoral Research Date From/start date (Education & Training)
– Specialty/Subspecialty (Education & Training)
– Employment Date From/start date (Professional Employment)
– Employment Date To/end date (Professional Employment)
– Employment Type (Professional Employment)
– File Name (Quick EDE)

Fields designated with © are confidential and fields designated with ® are restricted. Items designated as confidential may be released only to the individual faculty member and to an authorized representative of the medical school. Items designated as restricted may be furnished to authorized individuals at member medical schools and others at the discretion of AAMC management. Unrestricted items are considered directory information. Any class of information may be published in aggregate. For additional information, see the AAMC Privacy Statement at https://www.aamc.org/privacy.

Confidential fields include:
Optional Medical School Comment

Restricted fields include:
Sex
Birth Date
Race/Ethnicity
Faculty Track
Tenure Status
Effective Date of Tenure Status

Appendix C: Definition of a Full-time Faculty Member

Medical schools that participate in the Faculty Roster are requested to report on all faculty members who hold full-time appointments in the medical school and all medical school department chairs. FAMOUS also accommodates appointments for part-time, volunteer, and emeritus faculty, in addition to division/section chief and administrative appointments.

Medical schools should report to the Faculty Roster all faculty who are considered full-time for LCME purposes. The LCME provides the following guidelines for determining whether a faculty member should be considered a full-time faculty member:

> Full-time faculty includes all faculty members who are considered by the medical school to be full-time, whether funded by the medical school directly or supported by affiliated institutions and organizations. Reporting of full-time faculty members should include those who meet the preceding definition and who are based in affiliated hospitals or in schools of basic health sciences, or who are research faculty. Residents, clinical fellows, or faculty members who do not receive full-time remuneration from institutional sources (e.g., medical school, parent university, affiliated hospital, or healthcare organization) should not be included as full-time faculty. (See: http://lcme.org/glossary/)

Generally, faculty members should be reported to FAMOUS as full-time if they fall into one of the following categories:

1. Full-time faculty salaried entirely by the medical school (commonly faculty in basic science departments),
2. Full-time faculty salaried in an affiliated teaching hospital (or other affiliated clinical facility) who hold a faculty appointment in the medical school, or
3. Full-time faculty holding a primary appointment in a school/college within the university system (other than in the medical school), who are full-time in that school/college, and who also hold a faculty appointment in the medical school.

The following individuals are not usually considered full-time faculty, so they need not be entered into FAMOUS. However, they may be entered at the discretion of the Faculty Roster representative as part-time, volunteer, or emeritus faculty, as appropriate:

1. MD faculty in private practice who do not receive full-time remuneration from either the medical school, parent institution, or affiliated hospital/clinical facility (commonly volunteer faculty),
2. Faculty receiving honoraria for ad hoc lectures or occasional instructional duties, and
3. Residents or clinical fellows who do not receive full-time remuneration from institutional sources.

Appendix D: Faculty Track Types

1. **Traditional Tenure**: Faculty with appointments in a Traditional Tenure track are expected to concentrate their effort in the areas of teaching, research/scholarship, and patient care activities. Scholarship is evaluated based upon original research and publication of that research in peer-reviewed medical and scientific journals.

2. **Clinician Educator**: Faculty with appointments in a Clinical, Clinician Educator, or Clinician Scholar track have primary responsibilities in teaching, teaching and patient care, or patient care. Research or scholarship, largely directed toward patient care and teaching, may or may not be required for promotion. However, publication or original research in peer-reviewed medical and scientific journals must not be required for promotion in order to classify a track in this category.

3. **Research**: Faculty with appointments in a Research track are supported by one or more research grants. The term of a Research track appointment relates to the duration of the grant funding.

4. **Volunteer**: Faculty with appointments in a Volunteer track are not paid by the medical school or associated university. These faculty engage in patient care and teaching activities in the medical school.

5. **Emeritus**: Faculty with Emeritus appointments held full-time appointments in the medical school in the past. At present, these faculty continue different affiliations with the medical school in an honorary or emeritus capacity.

6. **Adjunct**: Faculty with appointments in an Adjunct track hold a primary appointment in a school other than the medical school. They hold an adjunct or secondary appointment in one or more departments in the medical school.

7. **Visiting**: Faculty with Visiting appointments hold full-time appointments at another medical school or university. Appointments in a Visiting track are time-limited.

8. **Other**: Faculty tracks that do not fit into any of the categories listed and defined above should be classified as other.