

## Pre-loaded Data

Some of the records are pre-loaded for faculty in the system from university sources. Some pre-loaded data is modifiable, and some is marked as “read-only”, (meaning you cannot edit or delete it). If any read-only records need revision, click on “Contact Our Helpdesk” in the left-hand menu to request changes. This will ensure that data is corrected at the original source.

Many screens with pre-loaded data also have fields that faculty must update. Please review all pre-loaded data, update modifiable pre-loaded data and add information to any blank field(s).

<b>Screens with Pre-loaded Data</b>	<b>Update Frequency</b>	<b>Actions for Faculty</b>
Personal and Contact Information	Every year in August	<b>Review:</b> <ul style="list-style-type: none"> <li>• All Fields</li> </ul> <b>Review and Update:</b> <ul style="list-style-type: none"> <li>• Alternative Name</li> <li>• Email Address</li> </ul>
Permanent Data (faculty rank, date of hire, tenure date)	Every year in June	<b>Review:</b> <ul style="list-style-type: none"> <li>• All Fields</li> </ul>
Education	One time	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>• Pre-loaded educational history</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>• Any additional educational history that has been omitted</li> </ul>
Scheduled Teaching	Fall by Feb 1; Spring by July 1; Summer by Sept. 1	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>• Pre-loaded scheduled teaching information</li> </ul>