

New Faculty Experience Transition

Institutional Rollout

A refreshed faculty user interface (UI) will be available for **preview starting June 30, 2026**. During the preview period, users can switch between the current and new experience, **with the full transition taking effect on November 2, 2026**. The new faculty-focused experience is designed to reduce burden, add value, and improve faculty engagement. This resource is intended to help staff and faculty explore the preview environment, become familiar with the new Faculty Experience throughout the summer and fall, and confidently prepare for the November transition while maintaining the flexibility to move between both views.

Current vs. New Faculty Experience

Faculty Success interface experiences:

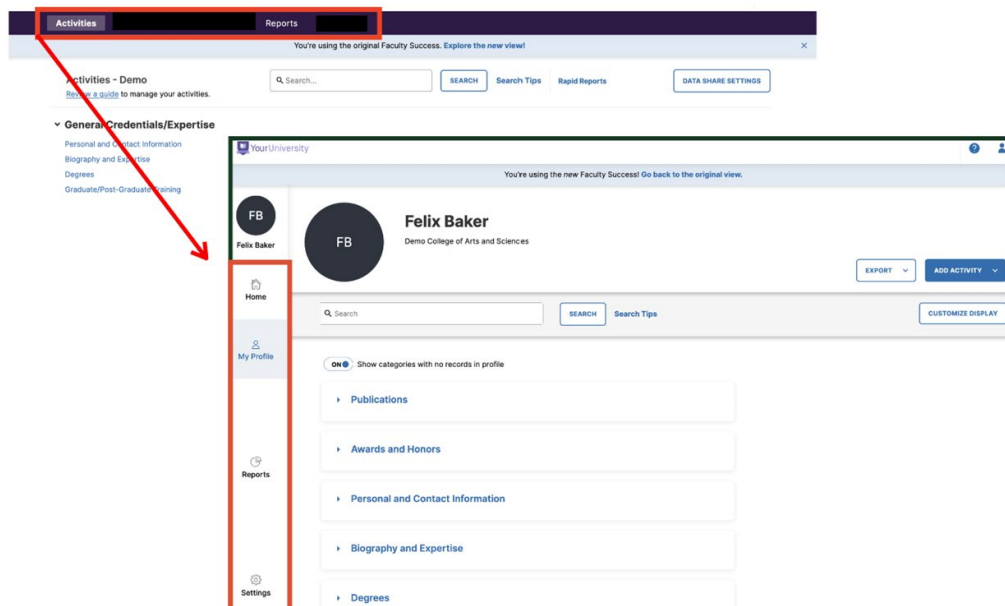
- **Current Faculty Experience:** Records are managed primarily within the Activities section.
- **New Faculty Experience:** Records are managed within My Profile.

While the core functionality of data entry and reporting remains the same, the navigation and visual layout have been modernized for a more intuitive user experience.

General Changes in the New Faculty Experience

The New Faculty Experience introduces navigation and usability improvements while maintaining core system functionality. Key updates include:

- Reorganized navigation menus. In the New Faculty Experience, the navigation menu has been moved to the left-hand side. It now features updated items that differ from those in the current experience. For resource guides and to learn more about these menu items, see [Faculty Success Overview and About](#).



- Updated labels and button placement for improved usability.
- Centralized activity management within My Profile.
- Expanded ability for individual users to reorganize activities within My Profile.
- Streamlined access to downloading reports based on your profile configuration.

These changes are designed to reduce the number of clicks required to manage professional records and provide a clearer overview of accomplishments.

Why the Change?

The transition to the New Faculty Experience is driven by a commitment to usability and efficiency. By reorganizing navigation and grouping related tasks, the new interface reduces the number of clicks required to manage your profile and provides a clearer overview of your professional accomplishments.

My Profile replaces **Activities** with a narrative view of faculty accomplishments. Adding activities is made easier with the quick **Add Activity** button on both Home and My Profile

Key Features Comparisons

This section covers the key features and screens that are most frequently used, identifying their new locations and any updates to their appearance.

1. **My Profile (Formerly Activities)**
2. **Adding Activities**
3. **Finding and Editing Existing Activities**
4. **Publication Imports**
5. **Proactive Search (Now in Home)**
6. **Reports**
7. **Settings**
8. **Export (Quick CV)**

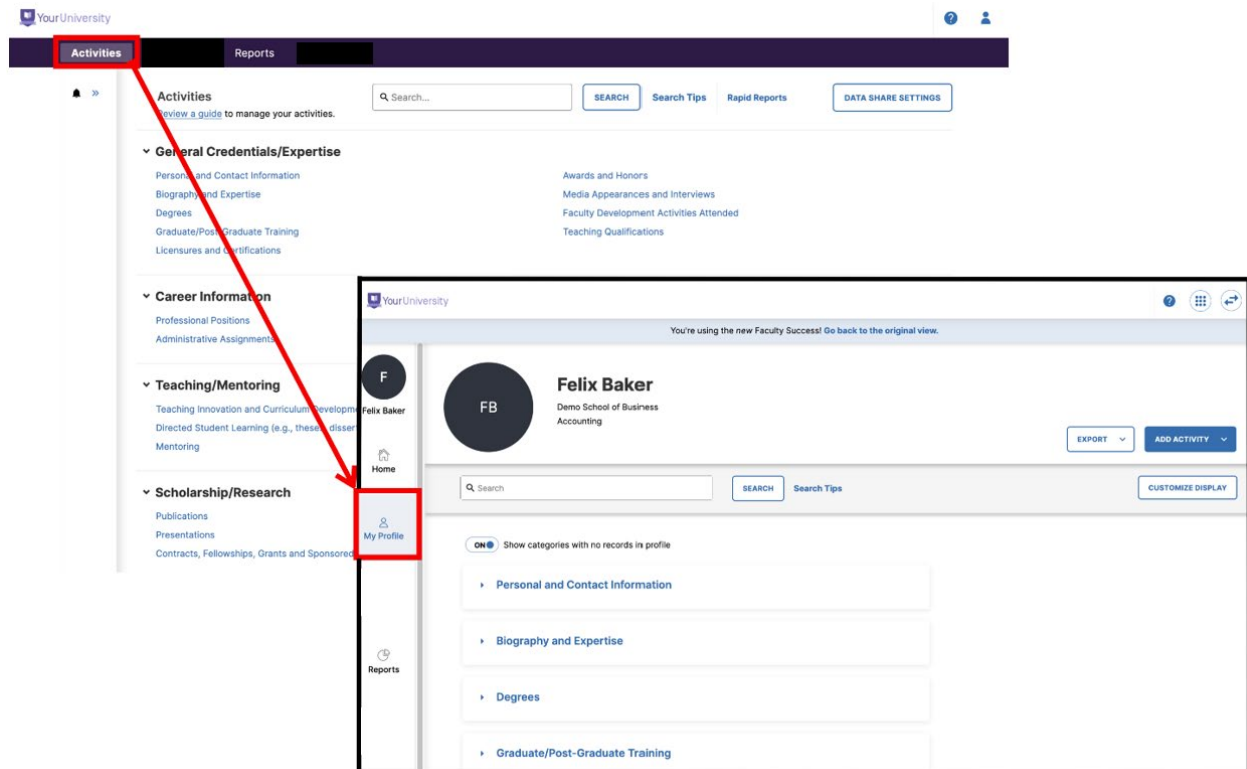
My Profile (Formerly Activities)

In the New Faculty Experience, My Profile replaces the "Activities" section as the primary hub for managing records. Under My Profile, faculty will see activity screens such as: Publications / Intellectual Contributions, Awards and Honors, Service, and Scheduled Teaching. If faculty had previously entered or edited records in Activities, they will now complete those same tasks within My Profile.

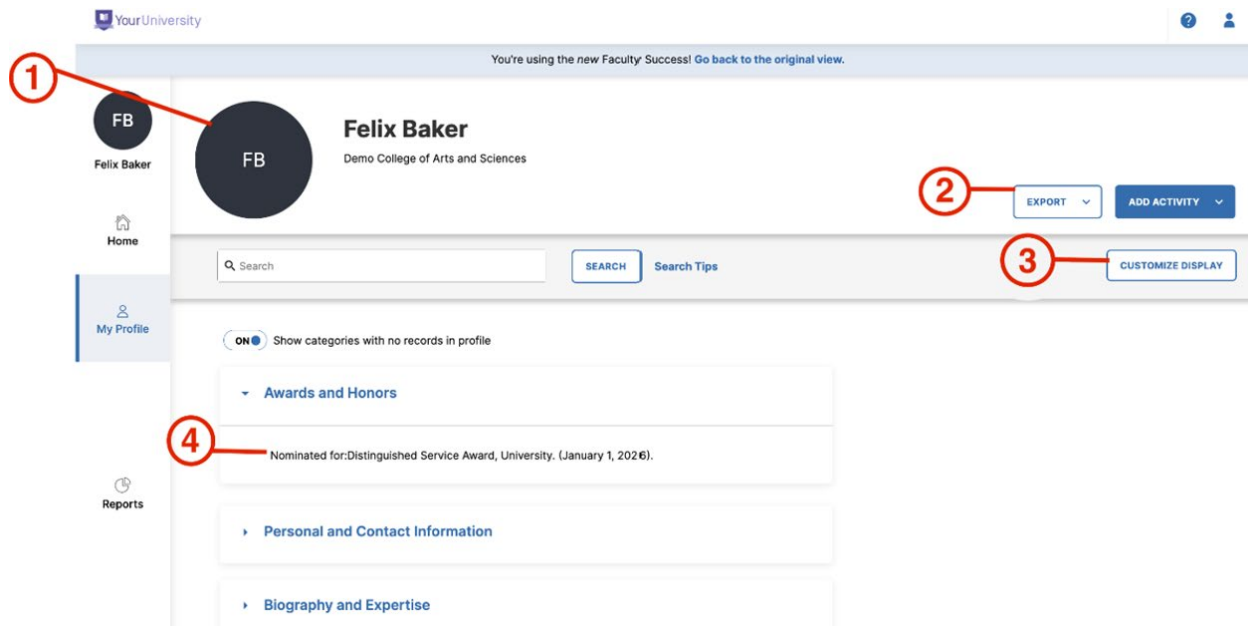
What Changed?

- **Location:** Activities were previously accessed via "Activities," they are now located under My Profile.

- **Layout:** The page has been redesigned to read similarly to Vita.



New Features



1. **Profile Photo:** Profile photos are not currently available for faculty at our campus. As a result, the option to upload or display a profile photo will not appear in the system. If this functionality becomes available in the future, additional communication and guidance will be provided.
2. **Export:** The Export feature on the My Profile screen allows you to quickly generate a Word document of your profile or create a customizable report. You can choose between Quick CV for

an instant download that reflects your profile layout, or Custom Report (Vita) for a report you can edit and save in the Self-Service Reports editor before exporting. To learn more about exporting, see the [Export \(Quick CV\)](#) section in this article.

3. **Activity Screen Layout Customizations:** Faculty are now able to customize the activity screens from My Profile. To learn more, visit [Personalizing the Layout of your Profile](#).
4. **Display Styles:** Each activity screen in My Profile uses a specific display style to list its associated records. Your campus administrative team may have customized these styles to meet specific institutional needs. The citation styles for Publications / Intellectual Contributions will default to APA, and may be revised as part of personalizing your profile layout.

These display styles are also applied when generating self-service reports, such as a Vita, through the Reports menu.

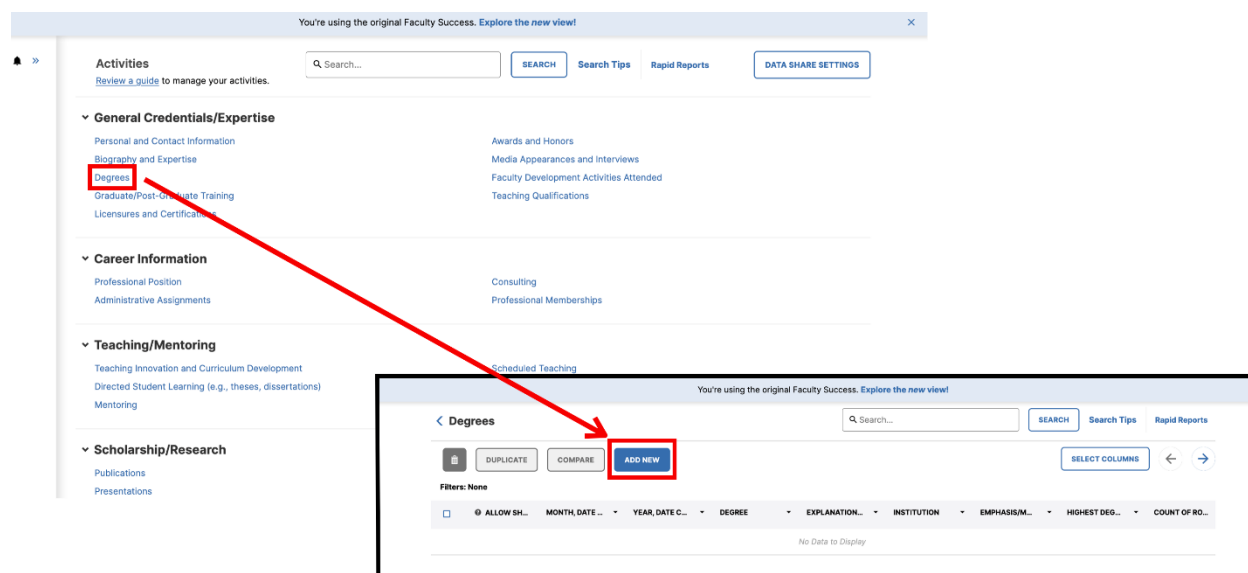
Adding Activities

The process for creating activities has been updated in the New Experience, changing both the workflow and how they are managed.

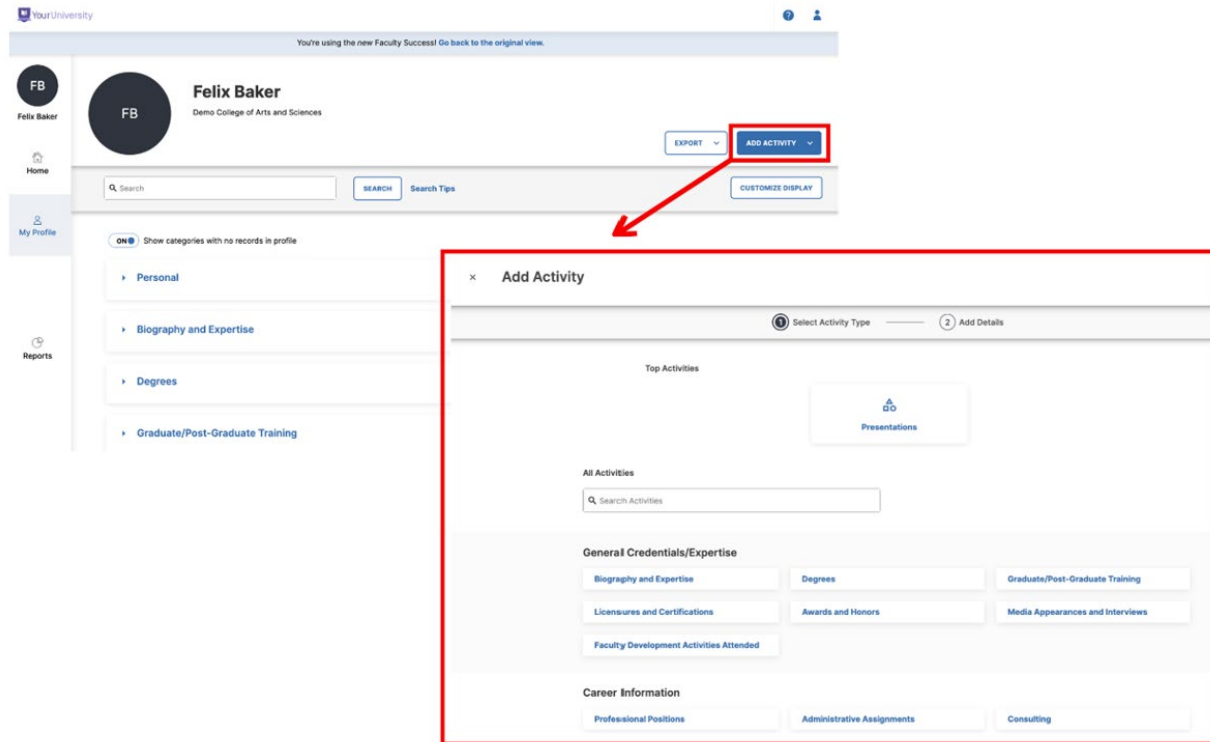
What Changed?

- **Location & Workflow:** In the Current Experience, faculty create records by first selecting a specific activity screen from the Activities menu. Activity screens are organized into categories (for example, General Credentials/Expertise, Career Information, and Teaching/Mentoring). After selecting a screen, you then click the **Add New** button within that screen to create a new record.

For example, faculty adding degrees using the Current Experience would navigate to Activities, select the Degrees screen, and then click the Add New button to create a new record on the Degrees activity screen.



In the New Faculty Experience, the creation of an activity is centralized. Instead of navigating into an activity screen to add an activity from there, you select the **Add Activity** button from **Home** or **My Profile**. After selecting Add Activity, you are presented with all activity screens available to you based on your permissions. The six most recently visited activity screens appear in the Top Activities area. The All Activities area maintains the same organizational structure for activity screens used in the Current Faculty Experience.



New features:

- **Simplified Creation:** The new workflow offers a more seamless experience, allowing you to trigger a new entry from Home and My Profile rather than digging through Activities. (Note: Importing publications follows a specific process detailed later in this article).

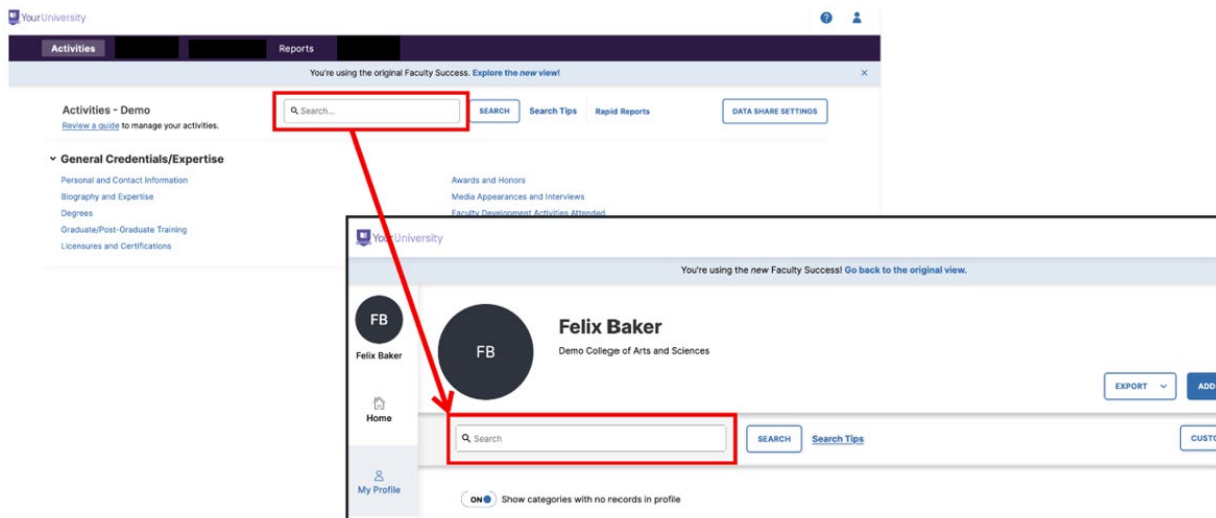
For detailed steps on managing your records, refer to: [Entering New Activities](#).

Finding and Editing Existing Activities

This functionality allows faculty to search for, view, and modify records they have already created.

What Changed?

- **Location:** The search bar has moved from the "Activities" utility to the My Profile page.



- **Process:** You can no longer click an individual activity directly from search results, instead, you select the screen that appears in the results and then perform a secondary search within that screen.

New Features

- **Filtering:** Enhanced filtering within specific screens makes managing large volumes of data more efficient.

To learn more visit, [Finding and Editing Existing Activities](#).

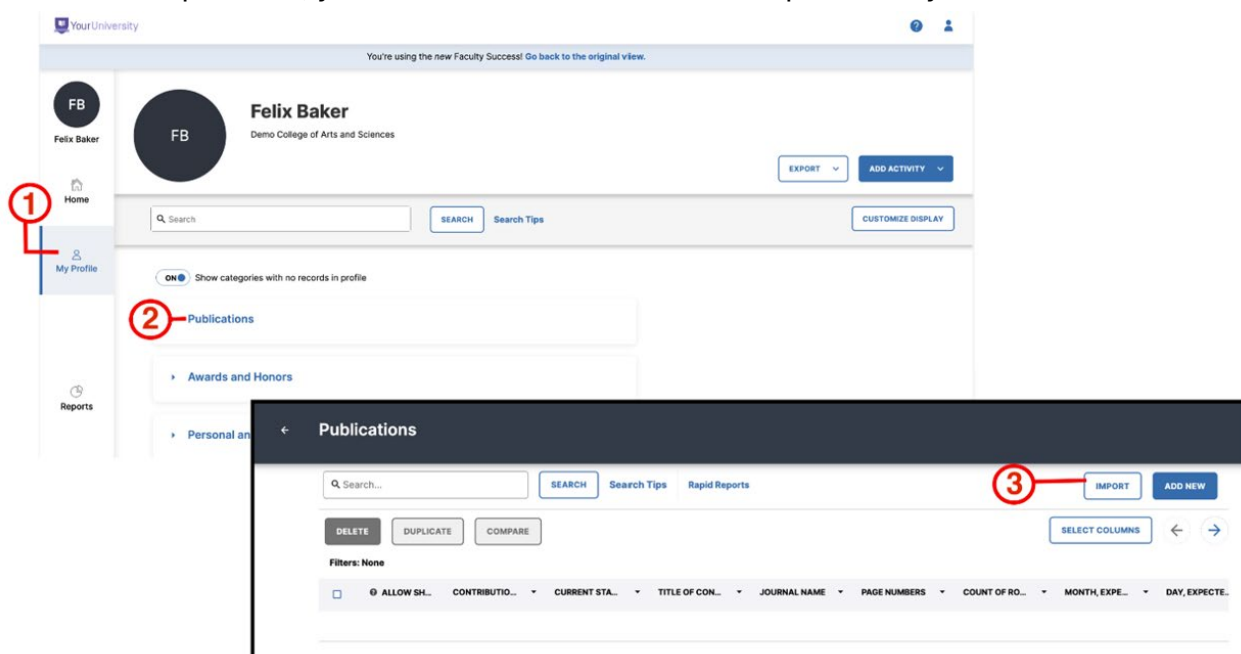
Publication Imports

The core functionality of the Publication Import tool remains unchanged. It continues to support the same third-party integrations (UCM repositories include Web of Science, PubMed and Crossref) to help you bring your scholarly work into Faculty Success efficiently.

What Changed?

- **Location:**
 - In the Current Experience, you can access the Publication Import tool by:
 - Going to **Activities**.
 - Navigate to the **Publications/Intellectual Contributions** activity screen.
 - Select the **Import** button.

- In the New Experience, you can access the Publication Import tool by:



1. Going to **My Profile**.
2. Navigate to **Publications/Intellectual Contributions** activity screen.
3. Select the **Import** button.

While the path to navigate to the tool is different, the interface and import process remain the same. For more guidance, refer to: [Publication Imports](#) and [Publication Import Overview](#).

Note: The Import option is not available when using Add Activity from the Home page or My Profile. To access Publication Imports, you must first open the appropriate activity screen and then select Import.

Proactive Search (Now in Home)

The underlying search engine that identifies potential publication matches for you across external databases is still active and functions the same.

What Changed?

- **Location:** Previously located in the left-hand sidebar under **Activities**, Proactive Search results are now centralized on the **Home** menu within **Tasks and To-Dos**.

New Features

- **Enhanced Functionality:** From your Task and To-Dos List, you can now manage workflow processes and directly approve, review, or reject publication records that have been matched to your profile.

To learn more, visit: [Approving or Rejecting Matched Publications in your Task List](#) and [Publication Proactive Search](#).

Reports

The Reports utility functionality is unchanged. All existing Self-Service Reports (SSR) and Full-Service reports will run exactly as they did previously.

What Changed?

- **Location:** The interface has moved within the main navigation menu for easier access, but the reporting capabilities and flow itself remains the same.

For guides on running reports in the new experience, refer to: [Reports](#).

Settings

The New Experience introduces a dedicated Settings menu. This centralized hub allows faculty to manage account-level preferences and settings. Additional features and options will be added to the Settings menu over time as new functionality becomes available (please note, ORCID is not a repository available to UCM).

To learn more, visit: [Managing Your Account Settings](#).

Export (Quick CV)

The **My Profile** screen now includes a prominent **Export** button. This provides two primary options:

1. **Quick CV:** Generates a Word document that mirrors the order of activity screens as displayed in your My Profile view. It uses your configured display styles and includes standard Profile Details at the top. This export is instant and produces a ready to download (Word) document.
2. **Custom Report (Vita):** Creates a report based on the Vita template, which you can customize and save to run again in the future. Functionally, this report mirrors the content and section order of the Quick CV export with the key difference being that it opens in the editor tool for Self-Service Reports. This allows for editing and customization before exporting the report, rather than producing an immediate Word document.

To learn more, visit: [Exporting Data as a CV or Custom Report](#).