# Understanding the Differences Between the Current and New Faculty Experience

Updated 1 month ago

## Overview

This article explains the main differences between the Current Faculty Experience and the New Faculty Experience. This article is designed to help:

- Recognize the main differences between the current and new faculty experience.
- Understand where to find features in the new faculty experience.
- Quickly locate detailed guides in the Faculty Essentials section to help navigate the new faculty experience.

## Tips for Moving to the New Faculty Experience

As you begin using the New Faculty Experience, consider the following recommendations:

- Review the **Key Features Comparisons** section in this article to identify where familiar features are located in the new interface.
- Consult the **Faculty Essentials** guides in the Help Center for detailed, feature-specific instructions.
- Note that while navigation has changed, your underlying data and reporting workflow remain the same.

These measures can help you adjust more quickly to the updated layout and navigation of the new faculty experience.

Got questions? Chat with us!

## Current vs. New Faculty Experience

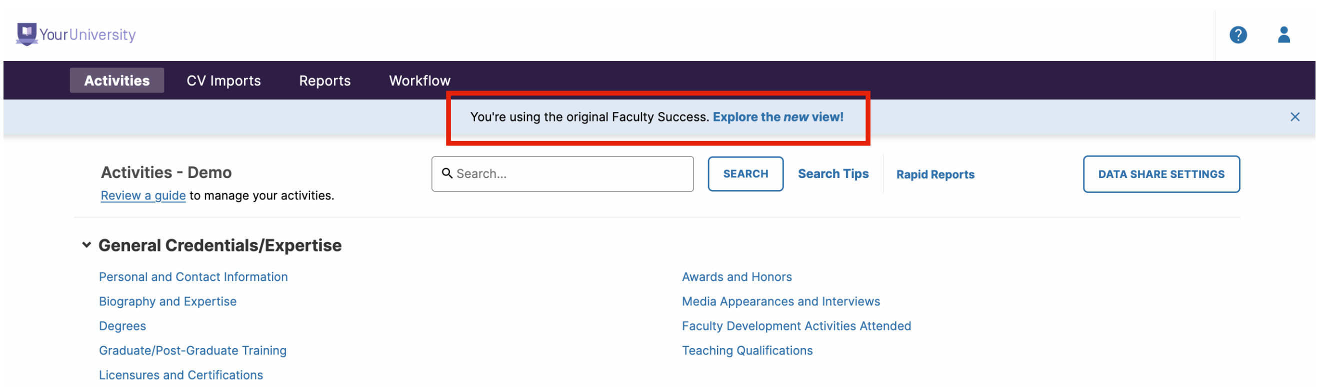
Faculty Success currently provides two interface experiences:

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

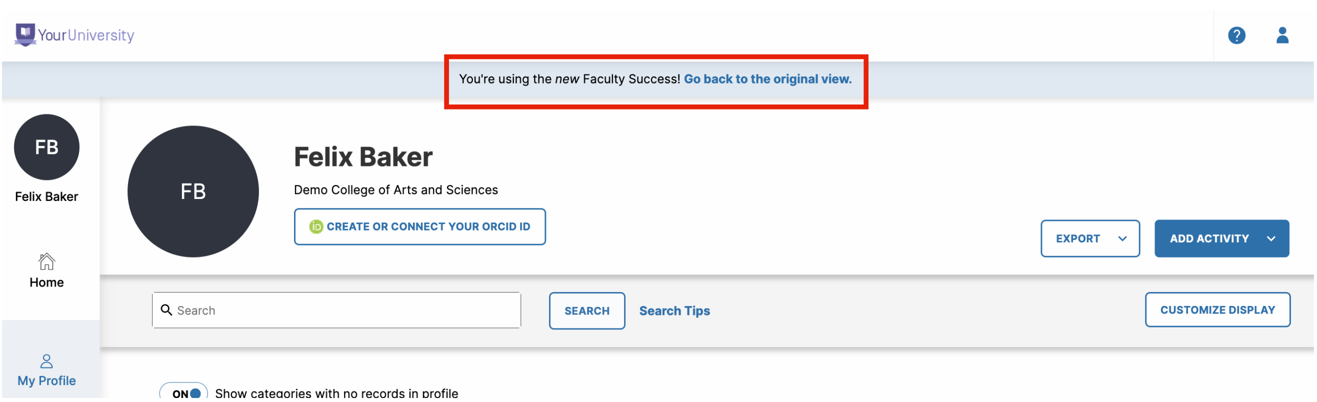
While the core functionality of data entry and reporting remains the same, the navigation and visual layout have been modernized for a more intuitive user experience.

## Switching Between the Two Faculty Experiences

If your account is configured to track activities, you can access the new faculty experience from the banner that appears at the top of your **Activities** screen in the current interface inviting you to try the New Experience.




To go back to the current faculty experience, simply click on the Banner again to go back to the previous view. This banner will be visible from all the menu items in the new faculty experience.




## Troubleshooting: Unable to Switch Between Faculty Experiences

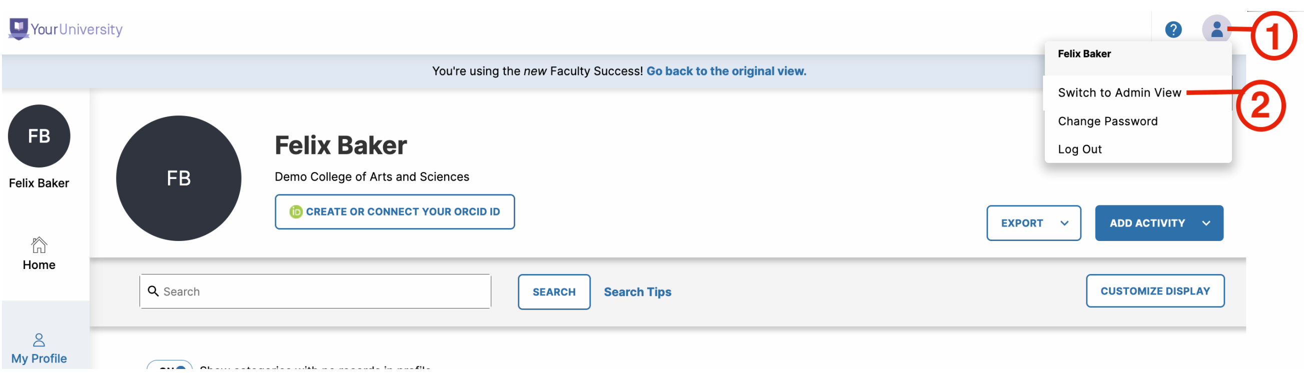
If the banner is not visible, your account may not configured to track activities

If the banner is not visible, your account may not configured to track activities. Contact your campus administrative team to request activity management for your Faculty Success account. If you are an administrator, you will be unable to use the preview with Manage Data.

# Accessing Administrative and Data Management Tools

The New Faculty Experience applies only to faculty-facing features. Administrative and data management tools are not affected by this transition at this time. Users who have been granted access to these tools (such as Manage Data, Work Requests, Workflow: Configuration, or Users & Security) can continue to access them from the current faculty experience.

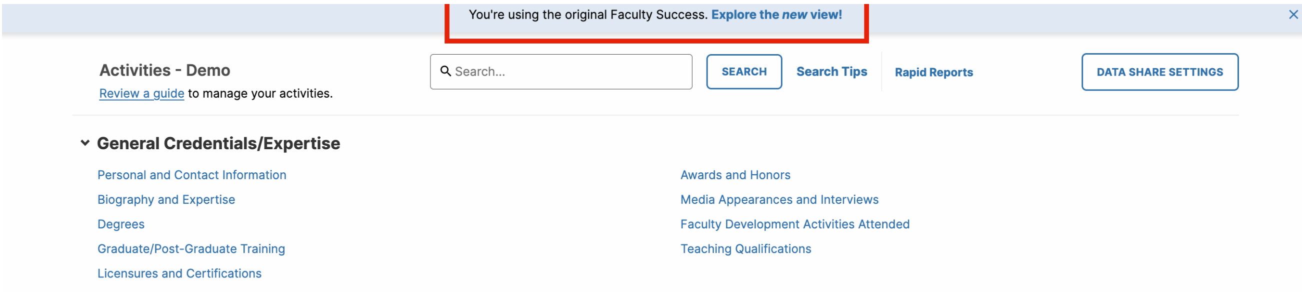
Users who need to access administrative and data management tools can switch to the Admin View from the new experience by:




1. Selecting the avatar icon in the upper-right corner.
2. Choosing **Switch to Admin View** from the drop-down menu.

> **Important:** If you're a top-level administrator, you will see an arrow icon instead. Click it, then select **Switch to Admin View** to access the new faculty experience.

Once you are in the current faculty experience, you will be able to access the necessary tools to manage your users and their data. To navigate to the new faculty experience, simply click on the banner within your **Activities**.




## Future Updates to Administrative and Data Management Tools

Administrative and data management tools used to manage data for other users will receive interface updates in future Faculty Success enhancements. To stay informed about upcoming changes, follow the Faculty Success **Release Notes** .

# New Faculty Experience Transition

## Institutional Rollout

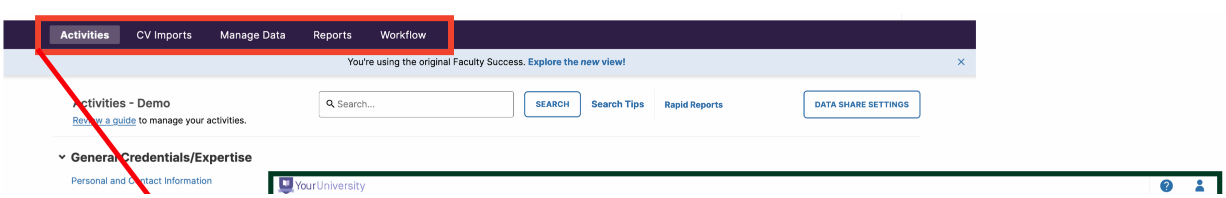
Some institutions have fully transitioned to the New Faculty Experience. In these instances, all faculty members will be automatically directed to the new interface upon logging in, with no manual switch required.

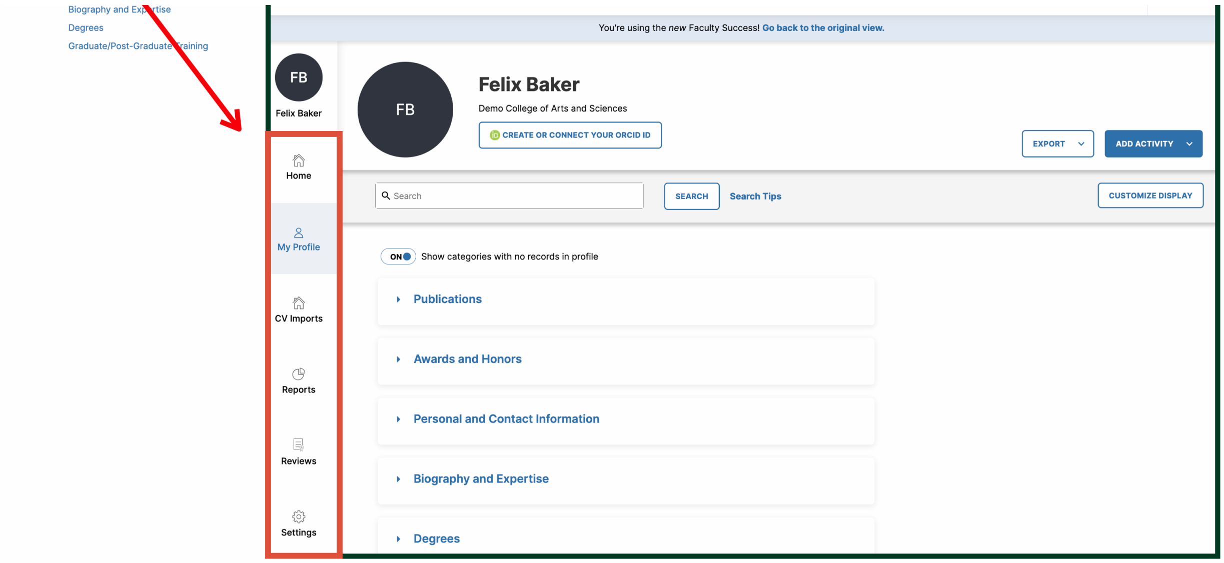
The New Faculty Experience will become the standard interface July 1st, 2026. We encourage administrators to follow the **Release Notes** section for updates on rollout timing and feature enhancements for Faculty Success.

## 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.

Supporting faculty adoption often requires clear value to faculty themselves within the system. Training, onboarding, and supporting faculty takes a lot of time and effort. Having a reimagined approach that guides and directs your faculty to time-sensitive tasks is valuable.

**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

## 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.

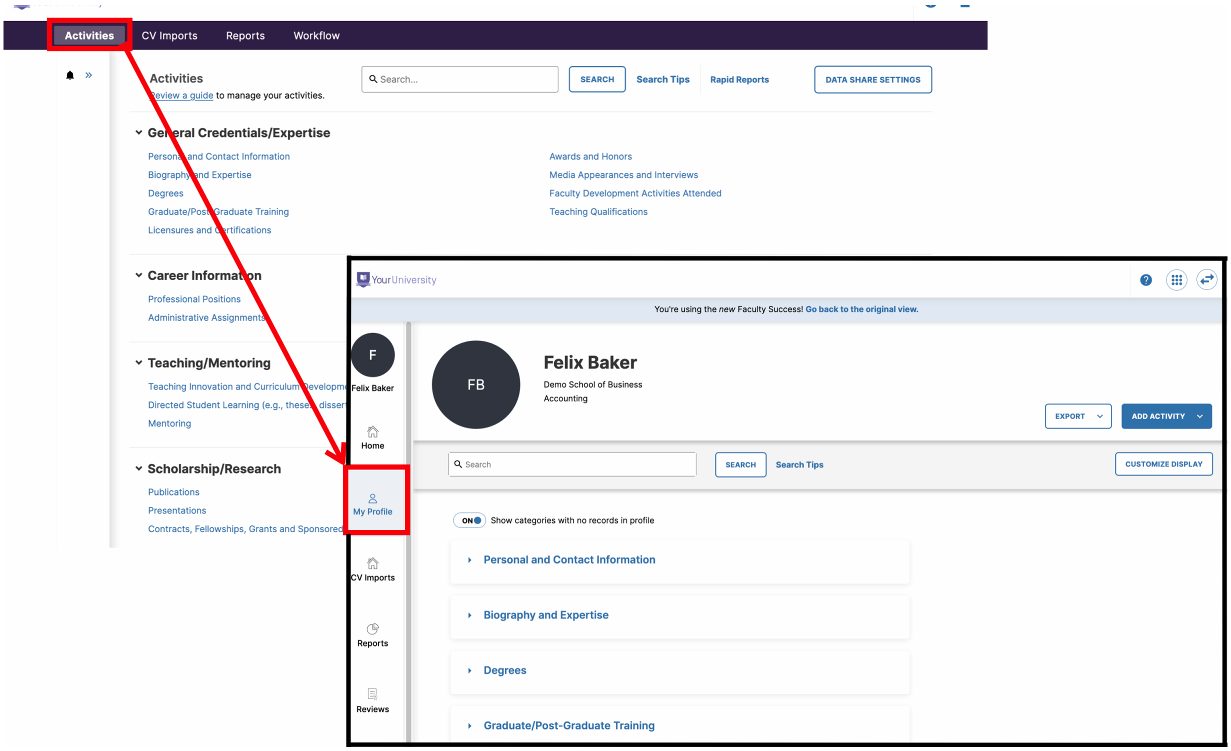
1. My Profile (Formerly Activities)
2. Adding Activities
3. Finding and Editing Existing Activities
4. Publication Imports
5. Proactive Search (Now in Home)
6. CV Imports
7. Workflow Module (Now "Reviews")
8. Reports
9. Settings
10. Export (Quick CV)
11. Connecting Your ORCID Account
12. Career Pathways (Now "My Career")

## 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.

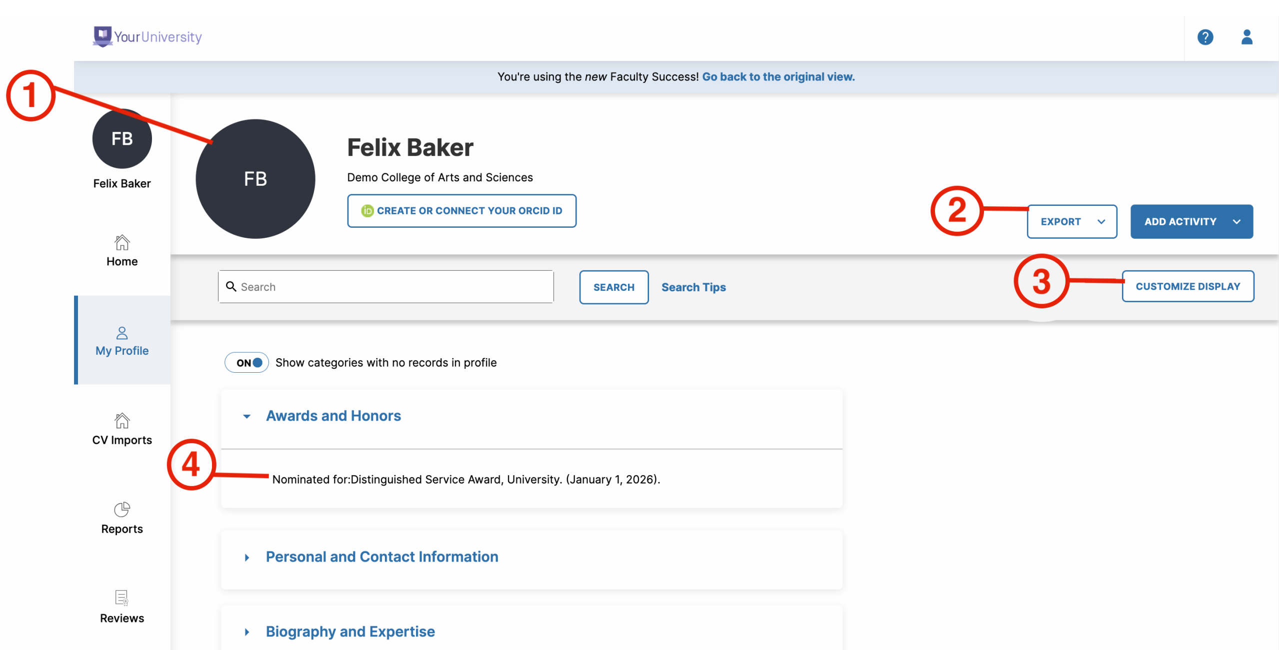
### What Changed?

- **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.




- **Instructional Text:** Instructional text, including links to external resources will no longer display on **My Profile** or **Add Activity.** Campus administrators may instead submit Work Requests to add links to the "?" menu of Faculty Success. These will be known as Custom Menu items, and require a URL and Label to appear in the list. These links will be available to all users.

## New Features




1. **Profile Photo:** Profile photos displayed in the New Faculty Experience are sourced from the Personal and Contact Information (PCI) activity screen

sourced from the Personal and Contact Information (PCI) activity screen. Depending on your current view, this screen is located under My Profile (New Experience) or Activities (Current Experience).

   Please note that the ability to add a profile photo is available only if your campus administrative team has added the dedicated file upload field to the PCI activity screen. We recommend contacting your administration for specific guidelines and expectations regarding your profile photo.

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.

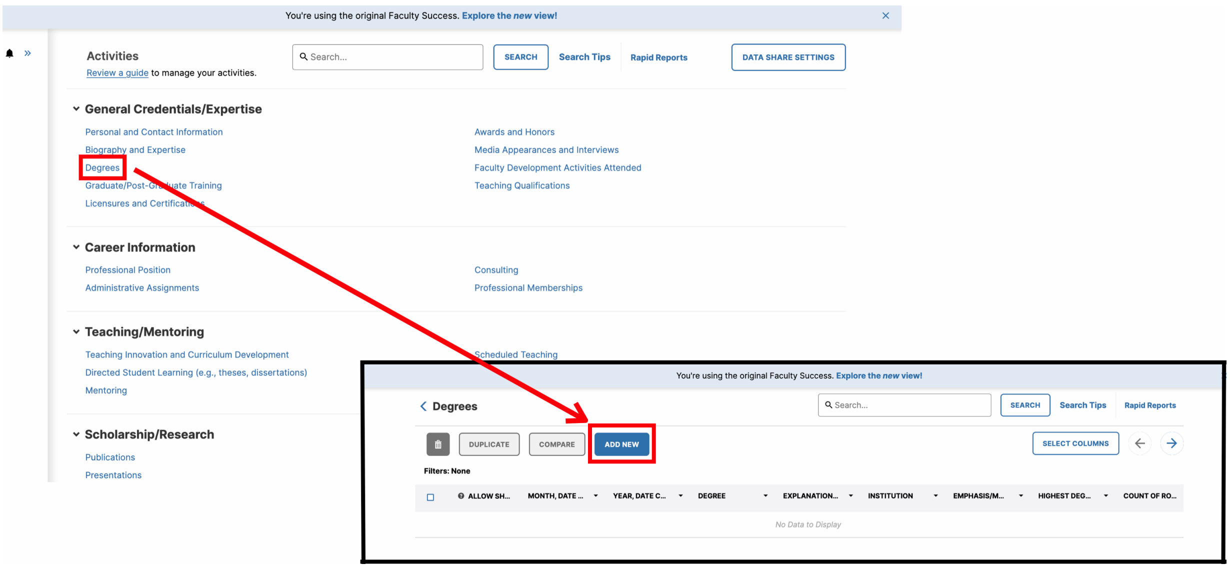
## Adding Activities

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

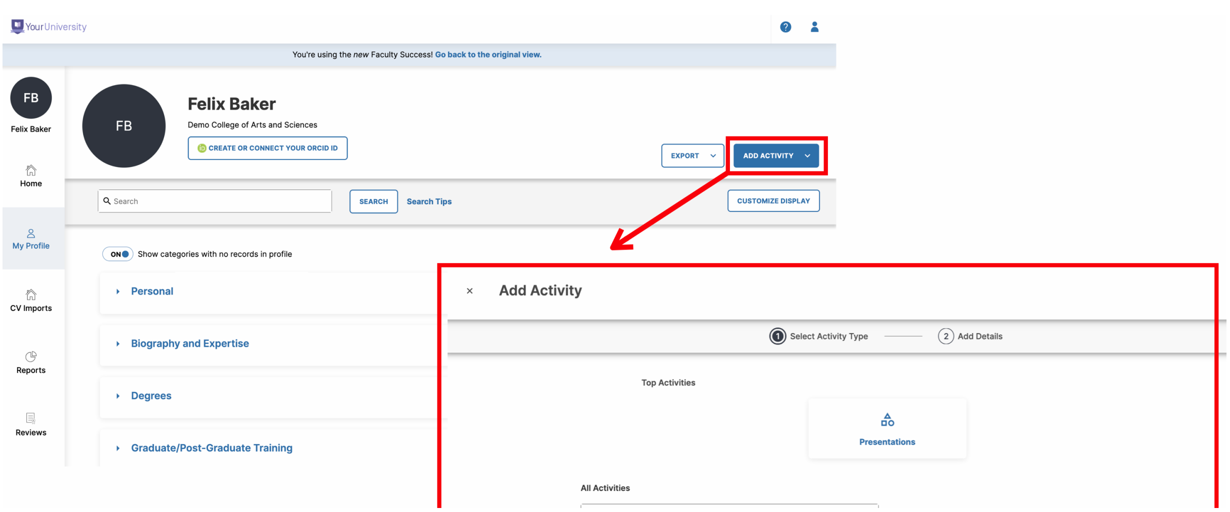
### What Changed?

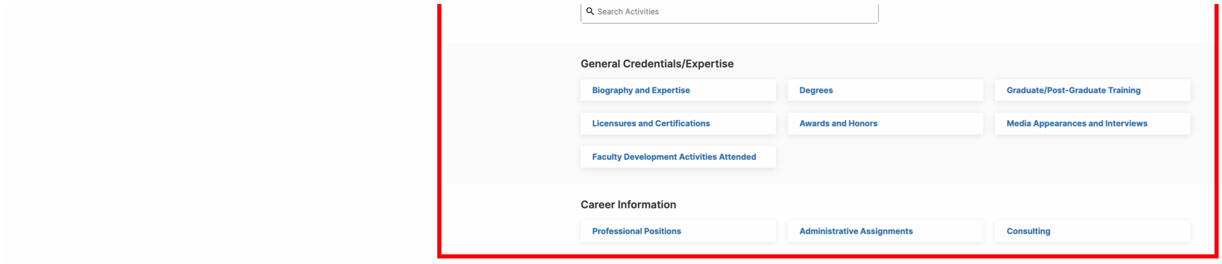
- **Location & Workflow:** In the Current Experience, faculty create records by first selecting a specific activity screen from the Activities menu. Activity screens are organized into categories (for example, General Credentials/Expertise, Career Information, and Teaching/Mentoring]. After selecting 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].
- **Integrated Import Options:** Upon clicking Add Activity, faculty can choose to either create a single entry manually or use the CV Import feature to pull data directly from their CV.

For detailed steps on managing your records, refer to: Entering New Activities .

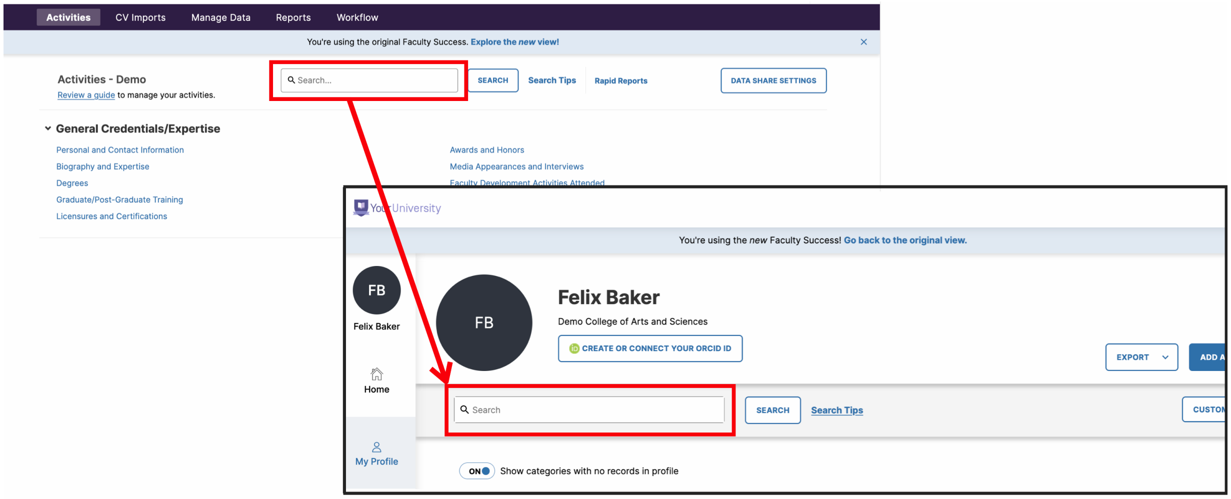
> **Note:** In the current faculty experience, institutions may display custom guidance by adding HTML or instructional text, and new faculty experience has moved away from supporting these configurations. Institutions should provide activity-related guidance through alternative resources hosted on campus platforms.

## 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

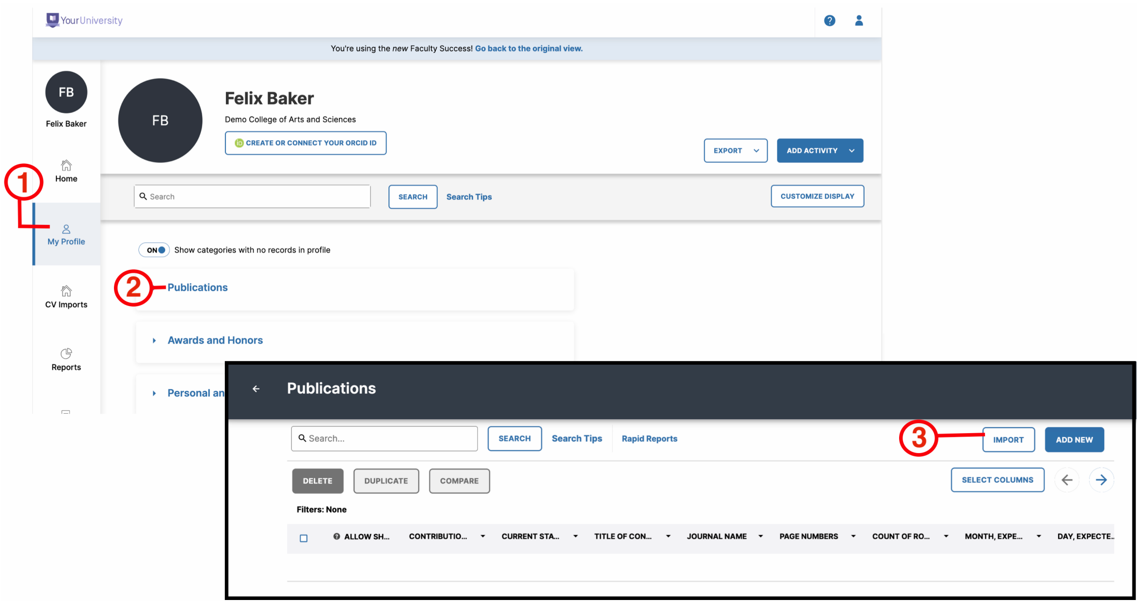
The core functionality of the Publication Import tool remains unchanged. It continues to support the same third-party integrations (such as PubMed, Scopus, or Crossref) to help you bring your scholarly work into Faculty Success efficiently.

### 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:




- Going to **My Profile.**
- Navigate to **Publications/Intellectual Contributions** activity screen.
- 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 .

> **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.

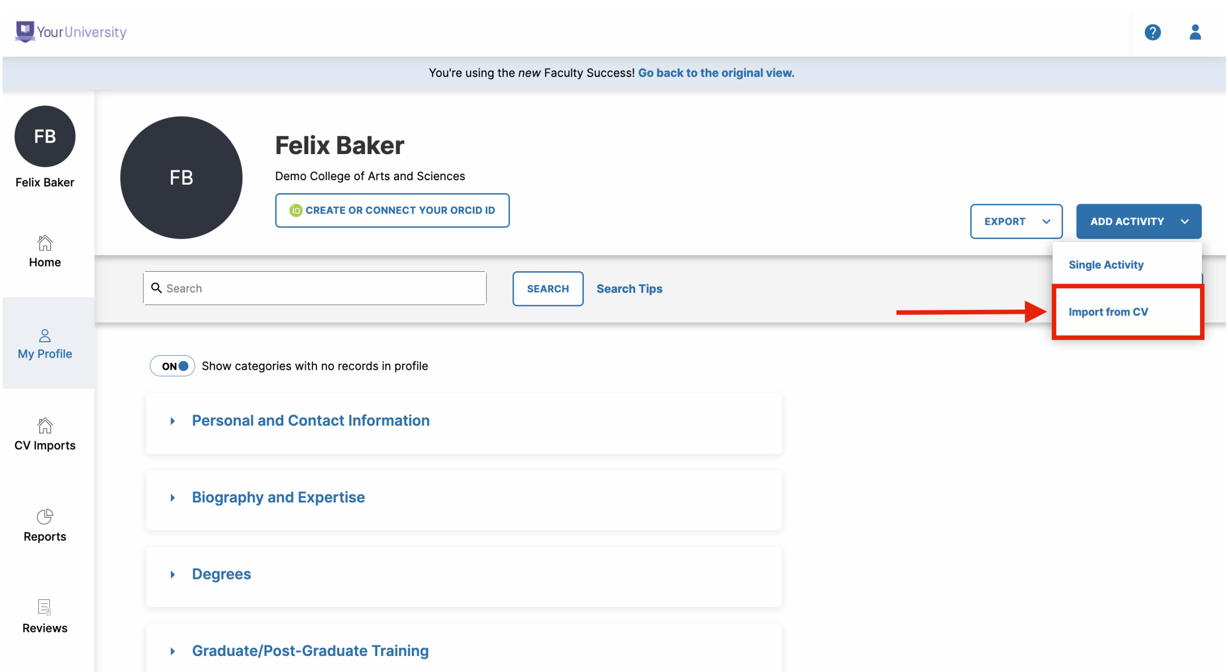
To learn more, visit: Approving or Rejecting Matched Publications in your Task List
.

## CV Imports

The CV Import feature remains functionally consistent, utilizing the same parsing technology to identify and map data from your uploaded documents (.doc, .docx, .odt, and .rtf) into the appropriate activity screens.

### What Changed?

- **Location:** In the Current Experience, the CV Import tool was only available via the navigation bar. In the New Experience, you can access it by going to **My Profile** or **Home**, clicking the **Add Activity** button, and selecting **Import from CV**.



For detailed instructions, refer to: **Transferring your Academic History with CV Imports** .

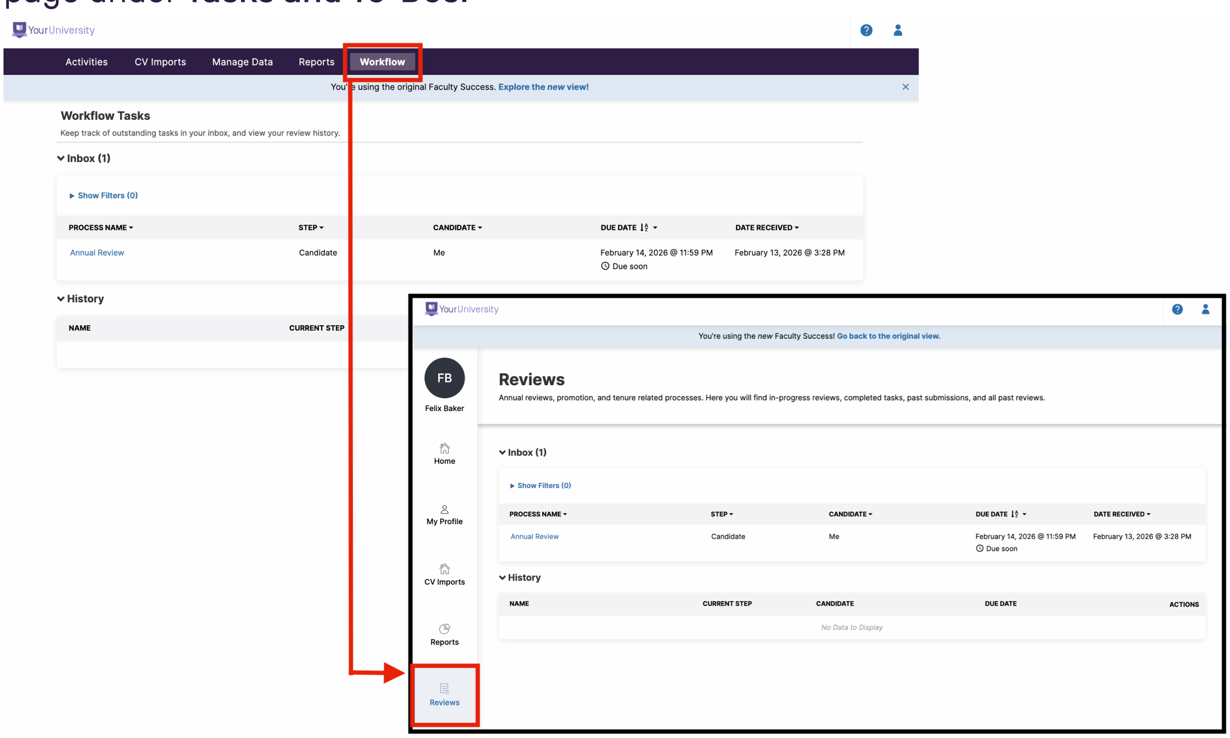
## Workflow Module (Now "Reviews")

The functionality for routing, reviewing, and task management remains unchanged. Submission steps, routing logic, and user interactions within each step continue to operate as they do in the Current Experience.

In the New Faculty Experience, Reviews serves as the central page for both Candidates and Reviewers to access and complete assigned review tasks. Administration of workflow processes (including managing submissions, configuration settings, and overall workflow setup) as well as the monitoring submissions from the Submissions table remains available in the Current Experience.

### What Changed?

- **Label Update:** The "Workflow" module has been renamed to **Reviewers**.
- **Location:** You can access your tasks via the **Reviewers** menu item or the **Home** page under **Tasks and To-Dos**.




To learn more, visit: **Getting Started From the Home Page** and **Reviews** .

> **Note:** Reviews is a paid module for Faculty Success, designed to guide candidates, reviewers, and administrators through on campus review processes such as Annual Reviews and Promotion & Tenure.

## 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 is the centralized hub where faculty can manage account-level preferences, such as connecting an **ORCID** account to Faculty Success.

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** .

## Connecting Your ORCID Account

While the process of linking your ORCID ID remains the same, you now have two ways to initiate the connection in the New Experience:

1. **My Profile:** Click on "Create or Connect ORCID ID."

2. **Settings:** Click on "Create or Connect ORCID ID."

For more information, see: **Linking your ORCID to Faculty Success** .

## Career Pathways (Now "My Career")

The functionality of the Career Pathways feature, which is used for tracking professional milestones and growth, remains exactly the same. Only the terminology has been updated to be more intuitive for individual users as well as the location,

### What Changed?

- **Label Change:** "Career Pathways" is now labeled **My Career**.

- **Location:** Simply click **My Career** in the main navigation bar to access your records.

To learn more, visit: **Faculty Career Pathways**

> **Note:** Faculty Career Pathways is a paid module within Faculty Success, designed to streamline and simplify career management for your faculty. By centralizing career tracks, timelines, and milestone in one location, it provides faculty members, administrators, and institutional leaders with a powerful tool to enhance career progression with certainty and ease.

## Can't find what you're looking for?

### Let us help you!

Submit A Request