**Faculty Monitoring System Features List**

The program has the following features:

1. It has a log-in authentication exclusive for the admin/s only
2. Time and calendar for the current date
3. Displays and tracks the professors’ performance, records, and reports via the tabs of: “Faculty Profile,” “Reports,” “Schedule,” and “Maintenance”

Faculty Profile

* It can display the list of CCIS faculty members per course
* It can create a new faculty profile for recently assigned faculty members
* Able to update the personal information, educational attainment, and functions attended per faculty member
* It can set faculty member accounts to inactive status, if they resigned, or transferred to a different college
* In the educational attainment sub-category, it can update the data if a faculty member acquires another degree

Reports

(There are four (4) reports that are categorized based on the period; these reports are bi-annual, quarterly, semestral, and monthly)

* Displays the list of the faculty members those who have submitted their reports and who haven’t prior the deadline
  + After three (3) days, if the deadline for submission was not met, then the system will notify the admin that he/she must update the faculty member who has not yet submitted their report/s.
* It can also save documents per faculty member, which will be called an attachment for each report they will submit

Schedule

* Displays what room number, type of room, time, and day the faculty member occupies
* Per faculty member, a list of schedules can be encoded then shown in a list where the total units will also be computed

Maintenance

* In the “Educational Level,” the admin can add another level for the faculty member in the future
* In the “Periodical” which are bi-annual, semestral and etc., the date when the deadline will be changed can be edited in here
* The “Faculty Rank” can be sorted for every update on professor’s rankings depending on the attended functions