
How to Search FEAS+

Finding Collaborators and Experts within the Faculty Expertise and Advancement System.

1. Faculty Search

Find faculty information either by name or department.

1. **Log in** to <https://feas.fsu.edu> using your FSUID and password
2. Click on the **Menu**
3. Click on the link "**Faculty Search**"
Note: If you do not see this link, please submit a [Service Center Case](#).
4. Enter the faculty member's **last name**, click on the full name that pops up, then click "Go". This will present their directory information. You will then be able to click on "**Profile**" to view their published CV under "Vita Status and Available Reports". You may also view their self-described "Research Interest and Expertise".

Alternately, you may select a **department** from the drop-down list to view a listing of all faculty members in the specified department. The departmental listing includes filter options on the left side of the page.

Faculty Search

Search by Name:

- OR -


Select Faculty Based On:

Select Department/College

2. Expertise Search

The Expertise Search restricts the search to entries only within the Expertise category (located under the General tab of the Add/Edit Entries). These keywords are self-defined, so if you don't find a match, try a more general topic.

1. **Log in** to <https://feas.fsu.edu> using your FSUID and password
2. Click on the **Menu**
3. Click on the link "**Expertise Search**"
Note: If you do not see this link, please submit a [Service Center Case](#).
4. Enter a single **keyword** and click "Run Search" to view the citations that contain the keyword, the faculty member's CV, or the faculty member's profile



The screenshot shows the FEAS+ (Faculty Expertise and Advancement System) interface. At the top, there is a navigation bar with the myFSU logo, Florida State University name, user name 'Hi Tiffany', and a menu icon. Below the navigation bar, there is a 'Home' link and the FEAS+ logo. The main heading is 'Expertise Search'. A descriptive paragraph explains that the function searches the FEAS+ database for faculty expertise, including language proficiency, areas of expertise, and international affiliations. It notes that the search term is not case sensitive and that results will display the number of citations per faculty member, with options to view detailed citation information, published CVs, and faculty profile information. Below the text, there is a 'Keyword:' label followed by an empty text input field. To the right of the input field are two radio buttons: 'Substring matching' (which is selected) and 'Indexed word matching'. To the right of these radio buttons is a 'Run Search' button. At the bottom of the page, there is a footer with copyright information for Florida State University, links for FEAS+ Questions or Comments, Privacy Policy, and Copyright, contact information for the Office of Faculty Development and Advancement (850-644-6876), and social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a plus sign for more options.

3. Keyword Search

The Keyword Search reviews the entire database for designated words.

1. **Log in** to <https://feas.fsu.edu> using your FSUID and password
2. Click on the **Menu**
3. Click on the link "**Keyword Search**"
Note: If you do not see this link, please submit a [Service Center Case](#).
4. Enter a single keyword into the **Basic Search**, or click on the **Advanced Search** for more options
5. Click "Search" to view the citations that contain the keyword, the faculty member's CV, or the faculty member's profile

The screenshot shows the myFSU Keyword Search page. At the top, there is a navigation bar with the myFSU logo, Florida State University name, user name 'Hi Tiffany', and a menu icon. Below the navigation bar, there is a 'Home' link and the FEAS+ Faculty Expertise and Advancement System logo. The main content area is titled 'Keyword Search' and includes a sub-header 'The search will span all faculty citations in the FEAS+ database.' There are four tabs: 'Basic Search' (selected), 'Advanced Search', 'Summary Results', and 'Selected Citations'. A search form is present with a 'Keyword:' label and a text input field containing 'e.g., portfolio'. Below the input field is a dropdown menu for 'Display search results as:' with 'Hit counts by faculty member' selected. A 'Search' button is located below the dropdown. A paragraph of text explains the search function: 'Use this function to search for a word or word fragment in the CV Database. The keyword is not case sensitive. Only text based fields will be evaluated. This function will search the FEAS+ database for keyword matches, which may include incomplete CVs, faculty that have left the university, it may include adjuncts, etc. The search will span all faculty citations in the FEAS+ database. This function will report where hits were found. For a more discriminate search, try the Advanced Search tab.' The footer contains copyright information for Florida State University, FEAS+ Questions or Comments, Privacy Policy, Copyright, Office of Faculty Development and Advancement, and contact information (850-644-6876). Social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a plus sign are also present.

Questions or Technical Issues?

Contact us:

Office of Faculty Development and Advancement

fda-faculty@fsu.edu

850-644-6876