

Using dFac: Faculty Data Sheets (FDS)

A faculty data sheet is a summary of some **dFac** data and some **iForms** data. It is specific to each faculty member. For faculty who do not have appointments in your organizations, you will not be able to review their data sheets. Find your faculties' data sheets in **dFac** by choosing "Search My Faculty". On the search results list, click the faculty member's name to display the FDS.

Names

The Legal Name is managed in **iForms**.
The Professional Name is managed in **dFac**.

Current Appointment Term

Current Appointment Term (or Appointment Length) applies to Active Primary Appointments.

Position

Positions define the employee relationship with Duke.
Data (org unit, number, title, personnel subarea, and job code) are managed in **iForms**

Managed in **dFac**

Faculty Data Sheet as of 11/25/2024

Overview							
Legal Name:	[REDACTED]			01 [REDACTED]	[REDACTED]@DUKE.EDU		
Professional Name:	Dr. [REDACTED] ([REDACTED])			NetID:	[REDACTED]		
Org Unit	50000808	(6860102500)	Integrative Immunobiology	Personnel Subarea	0009	FAC TEN/TEN TK	
Position	50 [REDACTED]	ASSIST PROFESSOR		Employment Status	Active		
Job Code	1547	ASSIST PROFESSOR		Work Country	USA		
Notes							
Current Appointment Term							
12 months							
Appointments							
Start Date	End Date	Type	Title	Job Code	Organization	End Reason	Subtrack
11/01/2024	[REDACTED]	P	Assistant Professor of Integrative Immunobiology	1547	50000808 Integrative Immunobiology		
Education							
Degree	Institution	Year	Highest Degree?	Verified On	Notes		
Professional Training and Other Experience							
Start Date	End Date	Description/Title	Institution	Department/Organization			
Tenure							
Accrual Start	Latest Notification	Auto Tenure Award	Tenure Awarded	Adjustments	Adjusted By	Notes	
11/01/2024	10/31/2031	11/01/2032		0			
Professorship							
Start Date	End Date	Professorship Title					Prof ID#
Addresses							
Type	Address Line 1		Address Line 2		City	State	Zip Code
Home	[REDACTED]		[REDACTED]		DURHAM	NC	277
Check/Campus	[REDACTED]		[REDACTED]		DURHAM	NC	27710
Faculty Employee Evaluations							
Evaluation Year	Evaluation Date	Evaluation signed?	Evaluator Name				
Leaves of Absence							
Start Date	End Date	Leave Type	Leave Remuneration	Location	Approval Date	Comments	
Sabbatical Clock							
Sabbatical Clock Start	Next Sabbatical Accrued On	Sabbatical Accrued	Comments				
08/14/2024	08/14/2030	0					
Forms							
Form Description	Submitted On		Submitted By		Status	Completion Date	
New Faculty Member	07/24/2024		I FQV001		CLOSED	10/18/2024	

Tenure & Sabbatical Clock

These sections only show for Tenured (TD) or Tenure track (TTK) faculty in PSAs 09/19

Managed in **dFac**

Education

Lists out all educations with Highest Degree noted.

Managed in **dFac**

Faculty Employee Evaluations

Schools using dFac to track faculty annual reviews will see data displayed here.

Managed in **dFac**

Appointments

Faculty specific data that defines their faculty rank. All faculty must have a Primary Appointment. Some faculty have secondary, joint, administrative, or membership appointments. Appointments also have job codes, titles and organizations, just as positions do.

Managed in **dFac**

Addresses

Faculty addresses can be managed by staff in **dFac** or **iForms**, or by faculty themselves in Duke@Work!

Managed in **dFac** and in **iForms**