Using dFac: Faculty Data Sheets (FDS)

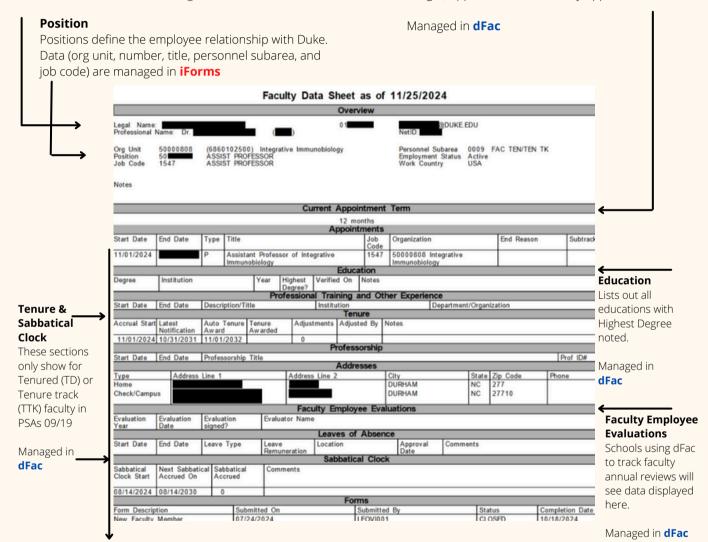
A faculty data sheet is a summary of some **dFac** data and some **iForms** data. It is specific to each faculty member. For faculty who do not have appointments in your organizations, you will not be able to review their data sheets. Find your faculties' data sheets in **dFac** by choosing "Search My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



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