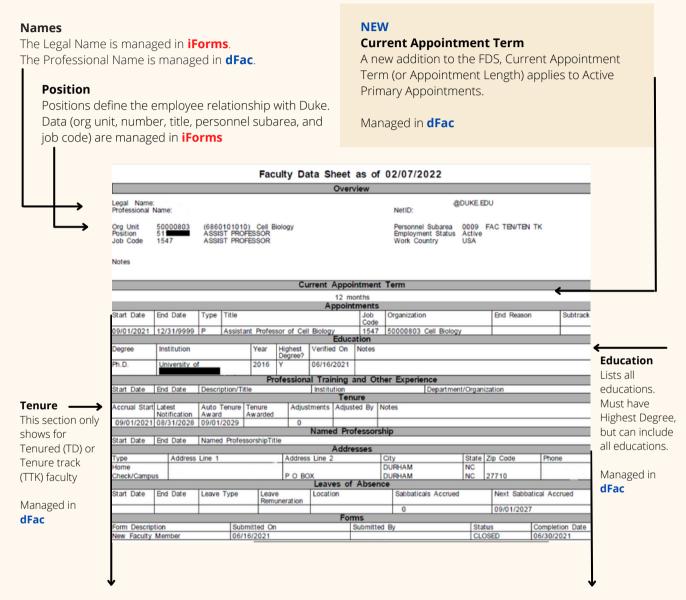# Using dFac: Faculty Data Sheets (FDS)

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**.

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

NEW
Current Appointment Term
A new addition to the FDS, Current Appointment Term (or Appointment Length) applies to Active Primary Appointments.

Managed in **dFac**

Tenure
This section only shows for Tenured (TD) or Tenure track (TTK) faculty

Managed in **dFac**

Education
Lists all educations. Must have Highest Degree, but can include all educations.

Managed in **dFac**

Faculty Data Sheet as of 02/07/2022

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**