

dFac

Trinity College of Arts and Sciences
April 20, 2010

dFac - system for managing faculty data

- Appointments
 - Tenure
 - Leaves of absence
 - Education history
-

dFac – does **NOT** include

Salary information

Cost distribution

dFac – Initiated by departments

- New faculty forms
 - Regular rank
 - Non-regular rank

 - Administrative appointments

 - Secondary or Joint appointments
-

dFac – default issues

The screenshot shows the SAP NetWeaver Portal interface. The browser title is 'Faculty Views - SAP NetWeaver Portal - Mozilla Firefox'. The address bar shows 'https://work.duke.edu/irj/portal'. The page header includes 'Duke@WORK' and 'Welcome SUSAN RYMAN'. The navigation menu includes 'Forms', 'dFac', 'MyInfo', 'Universal Worklist', 'MyResearch', 'Candidate Selection', 'Faculty Reports', 'BPS', and 'ECRT'. The main content area is titled 'Faculty Views' and contains a search form with 'Last Name: mclendon' and a 'Go' button. A table displays the search results:

Faculty Member	ID	Org & Description	Status	Position	Job	Position Description	PSA	Forms	Display Forms
Professor George L. McLendon	[REDACTED]	50000608 Dean of Faculty - Office	A	50038736	1541	PROFESSOR (TENURE)	0009	New Forms	All Forms

A 'Personalization of Data Columns' dialog box is open, showing a list of columns with checkboxes:

- Faculty Member
- ID
- Org & Description
- Status
- Position
- Job
- Position Description
- PSA
- Forms
- Display Forms

The dialog box has 'Save' and 'Cancel' buttons. The page footer shows 'Done' and 'work.duke.edu'.

dFac – New faculty appointments

- Departments initiate “New Faculty Form” in dFac
 - Regular rank
 - Non-regular rank

 - Obtain position management number from iForms
 - Choose or create position in iForms

 - Initiate new form via “Search for Position” in dFac
 - Enter biographic information captured on I-9 and Biographical Data Sheet
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dFac – Administrative appointments

- Departments initiate Administrative appointments in dFac
 - Chair (Acting, Interim, etc.)
 - Coordinator
 - Director (Graduate Studies, Undergraduate Studies, etc.)

 - Initiate new form via “Search for My Faculty” in dFac

 - Choose “new appointment” for reason
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dFac – Joint & Secondary appointments

- Secondary departments initiate Joint & Secondary appointments in dFac

 - Use tenure track job codes for Joint & Secondary appointments
 - 1547 Assistant Professor
 - 1546 Associate Professor
 - 1545 Professor
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