

## Appoint, Change and Terminate (ACT) Documentation Viewing the Faculty Data Form

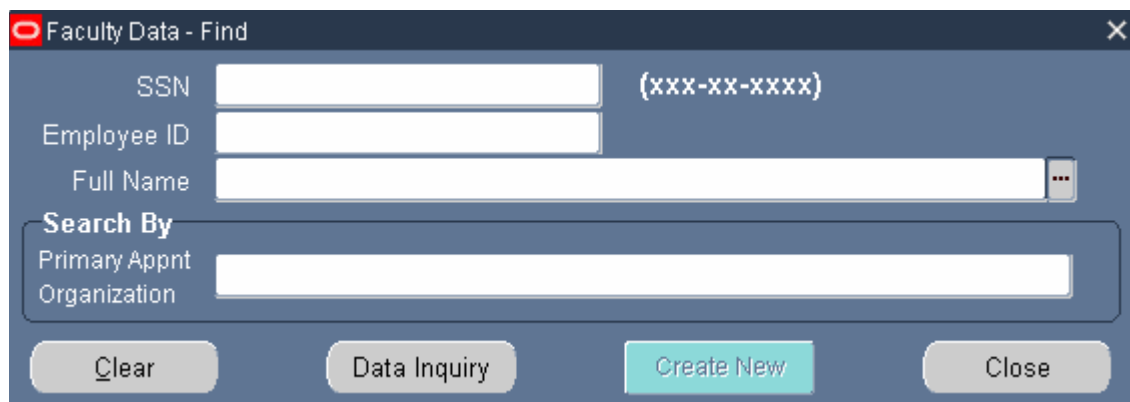
An online view of faculty data is available in the Administrative Systems. The option “**VIEW FACULTY DATA FORM**” is available to users with the **HR OFFICER** responsibility. The **VIEW FACULTY DATA FORM** allows you to view data related to faculty appointments. ***This form is for viewing purposes only; it is not available for update.***

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**HR Officer → HR Transaction → HR Data View → View Faculty Data Form**

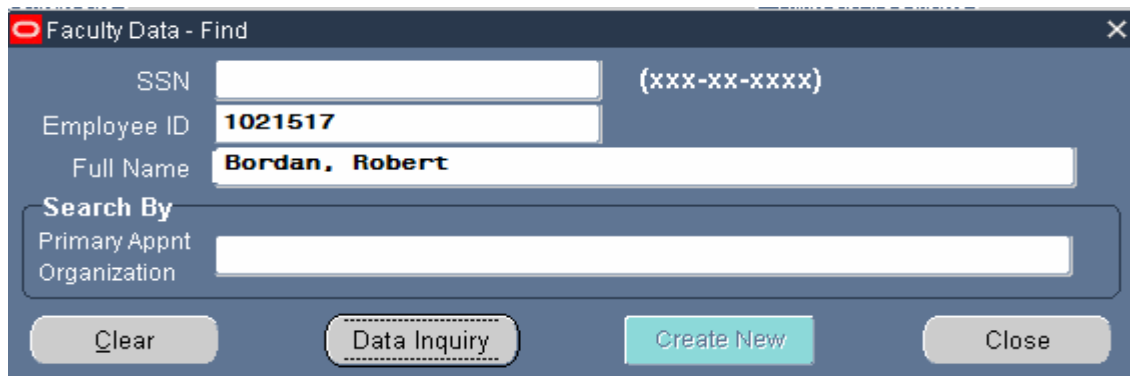
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1. Click on **VIEW FACULTY DATA FORM**. The **FACULTY DATA - FIND** window opens.



The screenshot shows the 'Faculty Data - Find' window. It has a title bar with a red close button and the text 'Faculty Data - Find'. Below the title bar are four search fields: 'SSN' with a placeholder '(xxx-xx-xxxx)', 'Employee ID', 'Full Name' with a dropdown arrow, and 'Search By' which is a dropdown menu currently showing 'Primary Appnt' and 'Organization'. At the bottom of the window are four buttons: 'Clear', 'Data Inquiry', 'Create New' (highlighted in light blue), and 'Close'.

2. The **FACULTY DATA – FIND** window works similar to the **ACT FIND WINDOW**. You are able to search for an individual faculty member using one of the following flex fields:
  - Social Security Number (SSN)
  - Employee ID -- click in field to activate LOV
  - Full Name -- click in field to activate LOV
  - Primary Appointment Organization -- click in field to activate LOV



The screenshot shows the 'Faculty Data - Find' window with search results. The 'Employee ID' field contains '1021517' and the 'Full Name' field contains 'Bordan, Robert'. The 'Data Inquiry' button is highlighted with a dashed border, indicating it is the next step in the process. The other fields and buttons remain the same as in the previous screenshot.

3. Once you have located the faculty member you wish to view, click the **DATA INQUIRY** button. The **FACULTY DATA FORM** opens.

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The screenshot shows the Faculty Data Form for Robert Bordan. At the top, the Appointment Organization and Primary Assignment Organization are both listed as '311401000 Med - Cardiovascular Disease'. Below this, there are radio buttons for appointment types: MD, Non-MD, Voluntary, SOM Affiliate, and Instr/Fellow. The Personal Information section includes: Full Name (Bordan, Robert), Employee ID (1021417), Category (01 Regular FT), Ethnic Origin (White / Non Hispanic), Citizenship (US), Gender (M), and Type (Employee). The Address section includes: Building (THT), Room (311), Building Name (Tinsley Harrison Tower), City (Birmingham), State (AL), and Zip Code (35294-0006). The Tenure Status section includes: Track Date (01-JUL-1986), Award Date (01-OCT-1990), Review Date, Status (Tenured), and Special Circumstances. The Faculty Appointment Data section has tabs for Primary, Additional Data, Additional Appointments, and Schools and Colleges. Under Primary, it shows Administrative Title (06 Div Director), Faculty Rank (10 Professor), Faculty Rank Date (01-OCT-1993), Graduate Faculty (No), and Appointment Date (Begin Date: 01-OCT-1993, End Date: ).

**Note:** The data provided on the Faculty Data Form is entered directly into the Administrative Systems database from the Faculty Data Form submitted by the appointing Department. Please contact HRM Records Administration at 4-4408 with questions regarding the accuracy and completeness of the data presented.

4. The affiliated Organizations are displayed at the top of the form.

This close-up screenshot shows the top of the Faculty Data Form. It displays two dropdown menus, both containing the text '311401000 Med - Cardiovascular Disease'. The first dropdown is labeled 'Appointment Organization' and the second is labeled 'Primary Assignment Organization'.

**APPOINTMENT ORGANIZATION** – Organization in which the Faculty Appointment is affiliated.

**PRIMARY ASSIGNMENT ORGANIZATION** – Organization in which the Faculty member's Primary Assignment is affiliated.

5. The title buttons are non-active at this time.

This close-up screenshot shows a row of five radio buttons for appointment types: MD, Non-MD, Voluntary, SOM Affiliate, and Instr/Fellow. All buttons are currently unselected.

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6. The data is divided into two sections:

- **PERSONAL INFORMATION**, and
- **FACULTY APPOINTMENT DATA**

### Personal Information

The **PERSONAL INFORMATION** displays the faculty member's **NAME, EMPLOYEE ID, ASSIGNMENT CATEGORY, ETHNIC ORIGIN, CITIZENSHIP, GENDER, CAMPUS ADDRESS** and **TENURE STATUS**.

Personal Information			
Full Name	Bourge, Robert C	Employee ID	1021417
		Category	01 Regular FT
Ethnic Origin	White / Non Hispanic	Citizenship	US
		Gender	M
		Type	Employee
Campus		Tenure Status	
Address		Track Date	
Building	THT	01-JUL-1986	
Room	311	Award Date	
Building Name	Tinsley Harrison Tower	01-OCT-1990	
City	Birmingham	Review Date	
State	AL	Status	
Zip Code	35294-0006	Tenured	
		Special Circumstances	

### Faculty Appointment Data

The **FACULTY APPOINTMENT DATA** contains four tabs of data:

Faculty Appointment Data			
Primary	Additional Data	Additional Appointments	Schools and Colleges
Administrative Title	06 Div Director	Faculty Rank	10 Professor
Special Appnt Title		Faculty Rank Date	01-OCT-1993
Discipline		Graduate Faculty	No
School		Appointment Date	
Department	311401000 Med - Cardiovascular Disease	Begin Date	End Date
Division	311401000 Med - Cardiovascular Disease	01-OCT-1993	

Faculty Appointment Data			
Primary	Additional Data	Additional Appointments	Schools and Colleges
Special Rank		Responsibilities	
Special Title		Appnt	
Hosp Staff Priv		Other	
Restrictions			
Original Appnt Date	01-JUL-1982	Appnt Length	12
Termination Date		Status Code	01 Regular FT


## Appoint, Change and Terminate (ACT) Documentation Viewing the Faculty Data Form

Faculty Appointment Data

Primary Additional Data **Additional Appointments** Schools and Colleges

Appointment Details

[311852800 Surgery - Transplantation]	[311852800 Surgery - Transplantation]	[S]01-MAR-1993	[20 Assoc Professor]	...		
[311250000 Radiology Chair Office]	[S]01-OCT-1993	[10 Professor]	01-OCT-1993	[07 Program Director]	No	...
						...
						...

**Note:** to view appointment details click on the appointment you wish to view, or click on the  button located to the right of the appointment. The **APPOINTMENT DATA** window will open.

Appointment Data

Administrative Title **00 No Admin Title**

Special Appt Title

Discipline

School

Department **311852800 Surgery - Transplantation**

Division **311852800 Surgery - Transplantation**

Faculty Rank **20 Assoc Professor**

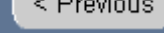
Faculty Rank Date **01-MAR-1993**

Graduate Faculty **No**

Appointment Type  
 Secondary  Center

Appointment Date  
 Begin Date **01-MAR-1993** End Date

< Previous Next > Close

Click on  or  to scroll between Appointments.  
 Click the **CLOSE** button to return to the **ADDITIONAL APPOINTMENTS** form.

Faculty Appointment Data

Primary Additional Data Additional Appointments **Schools and Colleges**

Establishment	Type	Degree	Discipline	TOF Date
Louisiana State University System	HD	820 Doctor of Medicine	51.12 - Medicine (MD).	Yes 02-JAN-1979

7. When finished viewing the data, click the **CLOSE** button to return to your **PERSONAL HOME PAGE**, or click on the **FLASHLIGHT**  to continue with a new search.

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