

HR Data Views Documentation Viewing the Faculty Data Form

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

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

Faculty Data Find Window

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



- 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:

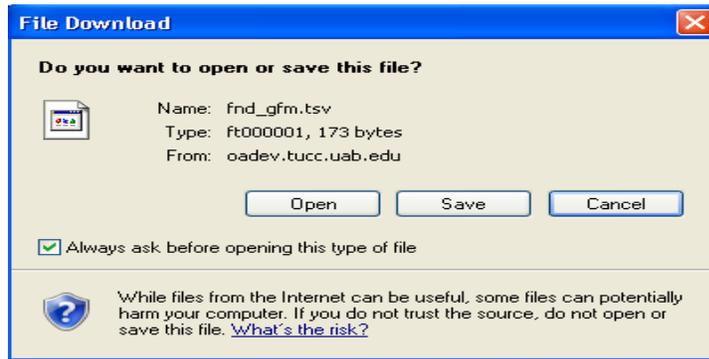
Social Security Number (SSN)
Employee ID -- click in field to activate LOV
Full Name -- click in field to activate LOV

2. Once you have located the faculty member you wish to view, click the **DATA INQUIRY** button. The **FACULTY DATA FORM** opens.
- The **PRIMARY APPNT ORGANIZATION** flex field allows you to retrieve a list of faculty members with ***active*** and ***end dated*** primary appointments in a specific organization code.



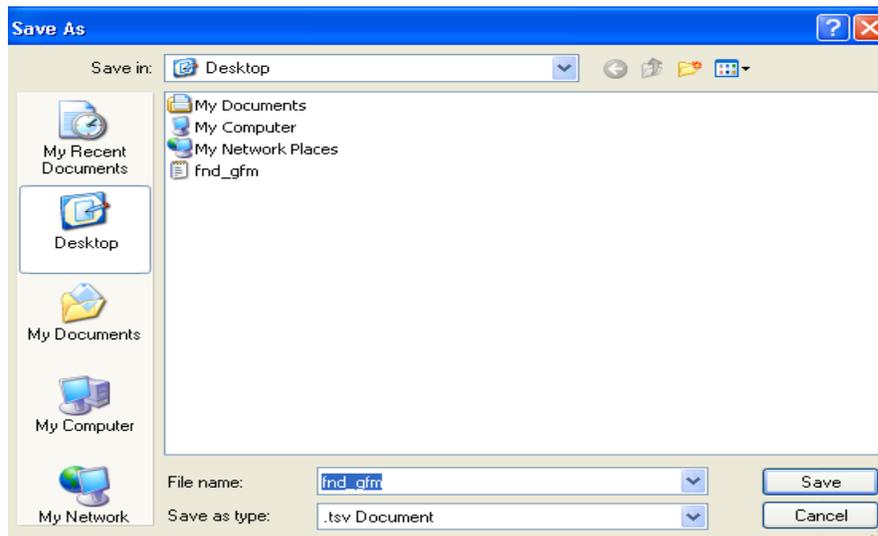
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5. Once the data has been exported, the **FILE DOWNLOAD** window will appear. Click on the **SAVE** button.



Note: If the above window does not appear after the exporting process runs; hold the **CTRL key** on the computer keyboard and perform the export again. **Be sure to hold the CTRL key during the entire export process.**

6. After you click on the **SAVE** button, the following window will appear. Your window may have a different folder. You can save this file anywhere on your hard drive or network drive.



7. Before you click on the **SAVE** button, write down the name of the file or rename it. Make sure you also note the folder name. The file extension can stay as a **.tsv** file. Excel will know how to import the data.
8. Click on the **Save** button.
9. Open Excel; use **File, Open** or the file open icon on the toolbar to open the file. You may have to change **Files of Type** to **All files** in order to locate the document.

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Navigating the Faculty Data Form

The screenshot displays the 'Faculty Data Form' interface. At the top, it shows 'Appointment Organization' and 'Primary Assgmt Organization', both set to '311652200 Ped - Gastroenterology'. Below this is the 'Person/Primary Assignment Information' section, which includes fields for 'Full Name' (Three, Example), 'Employee ID' (1023531), 'Ethnic Origin' (Asian), 'Citizenship' (US), 'Gender' (M), and 'Primary Assign Category' (01 Regular FT). A 'Campus' section is also present, with a sub-section for 'Address' containing fields for 'Building' (ACC), 'Room' (618), 'Building Name' (Ambulatory Care Center), 'City' (Birmingham), 'State' (AL), and 'Zip Code' (35233-0011). The 'Faculty Appointment Data' section is divided into tabs: 'Primary', 'Additional Data', 'Additional Appointments', 'Schools and Colleges', and 'Tenure Status'. The 'Primary' tab is active, showing 'Administrative Title' (00 No Admin Title), 'Faculty Rank' (20 Assoc Professor), 'Faculty Rank Date' (01-OCT-2007), 'Graduate Faculty' (No), and 'Appointment Change Date' (Effective Date: 01-OCT-2002). Other fields include 'Special Appt Title', 'Discipline', 'School' (310000000 School of Medicine Dean Office), 'Department' (311652200 Ped - Gastroenterology), and 'Division' (311652200 Ped - Gastroenterology). At the bottom, there are 'Faculty List' and 'Close' buttons.

Note: The data provided on the Faculty Data Form is entered directly into the Administrative Systems database from the paper 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.

10. The **APPOINTMENT ORGANIZATION** and the individuals **PRIMARY ASSIGNMENT ORGANIZATION** displays at the top of the form.

This screenshot shows the top portion of the 'Faculty Data Form'. It features two input fields: 'Appointment Organization' and 'Primary Assgmt Organization', both containing the text '311652200 Ped - Gastroenterology'. The form has a standard window title bar and a close button in the top right corner.

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

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

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The **PERSON/PRIMARY ASSIGNMENT INFORMATION**:

NAME
EMPLOYEE ID
PRIMARY ASSIGNMENT CATEGORY
ETHNIC ORIGIN
CITIZENSHIP
GENDER
CAMPUS PRIMARY ADDRESS

Person/Primary Assignment Information			
Full Name	Example, Three	Employee ID	1023531
Ethnic Origin	Asian	Citizenship	US
		Gender	M
Campus		Primary Assign Category	01 Regular FT
Address		Type	Employee
Building	ACC		
Room	618		
Building Name	Ambulatory Care Center		
City	Birmingham	State	AL
Zip Code	35233-0011		

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

Faculty Appointment Data				
Primary	Additional Data	Additional Appointments	Tenure Status	
Administrative Title	00 No Admin Title		Faculty Rank	20 Assoc Professor
Special Appnt Title			Faculty Rank Date	01-OCT-2007
Discipline			Graduate Faculty	No
School	310000000 School of Medicine Dean Office		Appointment Change Date	
Department	311652200 Ped - Gastroenterology		Effective Date	End Date
Division	311652200 Ped - Gastroenterology		01-OCT-2002	

Faculty Appointment Data				
Primary	Additional Data	Additional Appointments	Tenure Status	
Administrative Title	00 No Admin Title		Faculty Rank	30 Asst Professor
Special Appnt Title			Faculty Rank Date	01-OCT-2002
Discipline			Graduate Faculty	No
School	310000000 School of Me		Appointment Change Date	
Department	311652200 Ped - Gastro		Effective Date	End Date
Division	311652200 Ped - Gastro		01-OCT-2002	30-SEP-2007

If additional data is available the scroll bar will be activated. Data may be viewed by scrolling using your mouse or by tapping the up/down arrows on your keyboard.

11. Click on each individual tab to view other information.

Faculty Appointment Data				
Primary	Additional Data	Additional Appointments	Tenure Status	
Special Rank			Special Title	
Hosp Staff Priv			Restrictions	
Original Appnt Date	01-OCT-2002	Appnt Length	12	
Termination Date		Status Code	01 Regular FT	
			Faculty Status Change Date	

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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.

Click on the **PREVIOUS** button or **NEXT** button to scroll between appointment records. Click the **CLOSE** button to return to the **ADDITIONAL APPOINTMENTS** form.

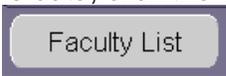
Establishment	Type	Degree	Discipline	TOF Date
Foreign University	HD	802 Bachelor of Medicine & Surge	51.12 - Medicine (MD)	Yes 26-JUL-1991

Status	Track Date	Award Date	Status Change Date
Not On Track			

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12. When finished viewing the data, click the **CLOSE** button to return to your **PERSONAL**

HOME PAGE, or click on



to return to the faculty listing or click on

the  to continue with a new search.

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