



## FACT MODULE USER MANUAL

### Overview

The credentialing of academic faculty is an ongoing process that is chiefly the responsibility of the academic departments. As required by USF Policy and [SACSCOC Accreditation Standards](#) documentation must be on file to confirm the required qualifications for every instructor of record assigned to teach a credit-bearing undergraduate and/or graduate course.

USF is required to compile a detailed roster of all University faculty for each term which is submitted to SACSCOC for review. Faculty credentialing information required by SACSCOC includes faculty name, faculty status (part-time, full-time), courses taught, degree & relevant course work, & alternative qualifications where appropriate.

### What is the FACT Module? Why is the FACT Module important?

The Faculty Activity Credentials for Teaching (FACT) module is used to enter & store credentialing information of the faculty members for each department & college. The module combines class scheduling information with Human resource information to allow the completion and evaluation of teaching-credentials needed for accreditation. The information stored in FACT satisfies national accreditation needs (i.e SACSCOC) and discipline-specific accreditation needs (AACSB, NCATE, ABET). The FACT module allows the university to house and report faculty credentialing information from a single source for all academic departments across USF. The information entered into FACT serves as the primary source for compiling the USF faculty roster.

### Which faculty members need information in the FACT Module? How often does information need to be updated?

Information for all Instructional Staff (Faculty, Adjuncts and Graduate Assistants and anyone who teaches a course) listed as the instructor of record for each term should be entered into FACT.

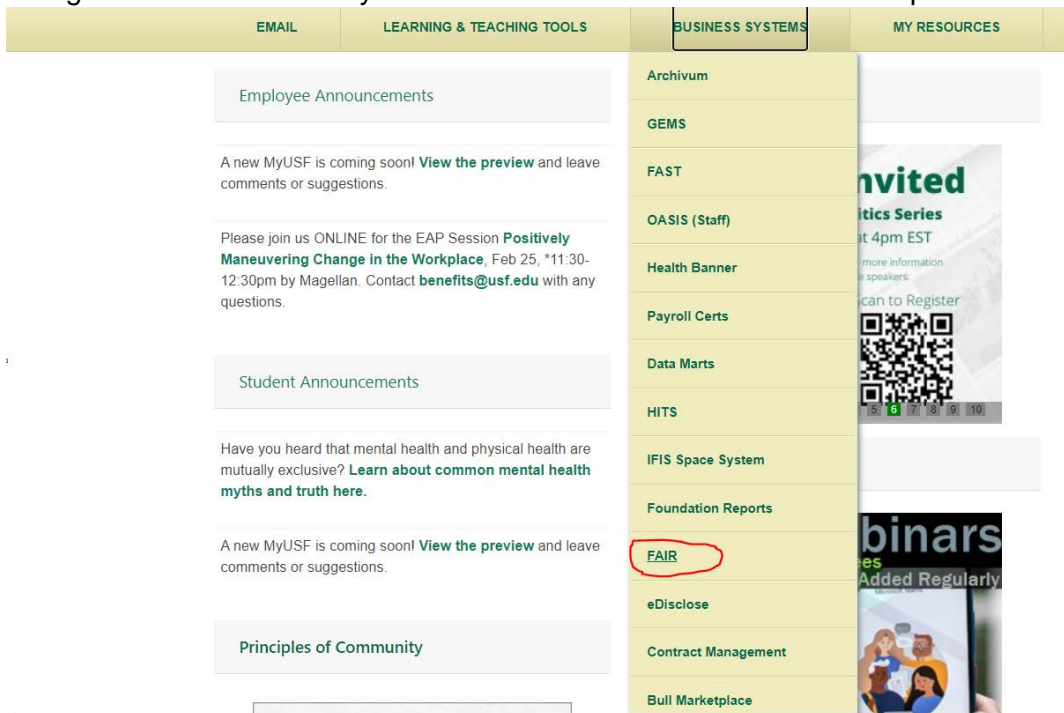
Faculty records should be updated for new faculty hires and when a change in faculty status has occurred (discipline or degree level for which faculty have not been previously credentialed). Once a faculty record has been updated with credentialing information, updates will only be needed if a change in faculty status occurs.

### Where can the FACT module be accessed? Who has access to faculty records through FACT?

The FACT module is a component within the Faculty Academic Information Reporting system (FAIR). The FACT module is located behind single sign-on and requires that access be granted through the FAIR liaison for each college. Only individuals designated by a FAIR administrator have access to faculty records through FACT.

To access FACT

1. Navigate to [MyUSF](#), using your Net ID and password.
2. Navigate to the Business Systems Tab and select 'FAIR' from the drop-down.



3. Select FACT from the top menu options



If one-on-one assistance is needed using FAIR, please contact your College FAIR Administrator or contact [FacultyHelp@usf.edu](mailto:FacultyHelp@usf.edu).

## How can faculty records be updated?

Within the FACT module

1. Select the appropriate Academic College and Department from the drop-down.
2. Click 'Submit'.
3. Select 'View Record' for the appropriate individual faculty member.

4. Edit “Transcripts and Vita Specifics” section to upload CV

<b>Campus</b> 04 - St Petersburg	<b>College</b> 12 - Arts & Sciences	<b>Department</b> 1249 - Mathematics & Statistics
<b>Faculty Affiliated with Distance Program</b>	<b>Program Name(s)</b>	<b>Program Location(s) (Country)</b>
<b>Date of First Faculty Appointment</b>		<b>Rank at time of Appointment (Not current Rank)</b>
<b>Overall Qualification of the Faculty Member</b>		
<b>Academically Qualified?</b>	<b>Professionally Qualified?</b>	<b>Qualified in Another/Other manner?</b>
<b>Participating or Supporting Status?</b>		<b>Normal Responsibility (FTE)</b> 0.00
<b>Vita Date (MM/DD/YYYY)</b>	<b>Transcripts &amp; Vita Specifics</b>	
	<b>Physical Location of Vita (Indicate Office Location)</b>	<b>Vita on File?</b> <a href="#">Add Vita</a>

5. Edit “Degree Information” section to add academic credentials.
6. Select “Add new activity” to save new credentialing information. Select “Update” to edit existing credentialing information.
7. If appropriate, add “Other Academic Credit” or “Other experience” to faculty record (only required if instructor does not have hold degree in field).
8. Select “Add new activity” to include new information. Select “Update” to edit existing credentialing information.