Faculty Academic Information Reporting System (FAIR) Quick Guide
This section is intended to provide basic instruction on how to utilize the online utilities. For your benefit, form actions such as buttons are underlined, data entry fields are indicated by italic text, and screens or reports are shown in bold.

1. Users must obtain a username and password from the system administrator. On the Log On screen, Enter your username and password received by the administrator (see figure 1). Click on the Log In button.

2. Once you have logged in, the system’s Home Page will appear. Click on the FACT tab on the right hand corner of the page.
3. The **Search** allows user to view a faculty’s record. The search options are browse by **Name, Panther ID or College/Department**. Once you have entered your search criteria, click [Submit](see figure 3). The search result(s) will appear under the submit button. Click on the faculty’s name for additional information.

![Figure 3 Search Screen](image)

4. The **FACT Main Screen** allows users to view demographic, appointment, vita and degree information as well as courses taught.

![Figure 4 Demographic and appointment information Degree Information Panel](image)

![Figure 5 Degree Information](image)

![Figure 6 Courses taught and justification panel](image)
Guidelines and Course-Degree CIP Matching as noted in FAIR

FAIR has been implemented to adhere to university Credentialing Procedures. Instructors academically qualified or credential appropriate (direct match or related-discipline match) to teach their designated courses have been noted in FAIR as Credential Appropriate and IE Approved Yes (see figure 7).

<table>
<thead>
<tr>
<th>Courses Taught</th>
<th>Credential Appropriate</th>
<th>Guidelines Approved Exception?</th>
<th>IE Approved?</th>
<th>Justification for Exception or Explanation for Teaching Course</th>
<th>Document on File</th>
<th>Edit</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 3300 Epistemology (CTP: 380101)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>EDI</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>PHT 2063 Classics In Philos (CTP: 380101)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>EDI</td>
<td>Add Attachment</td>
</tr>
</tbody>
</table>

Figure 7 Instructor Workload

Instructors not academically qualified but approved to teach will need to be cleared by teaching exceptions or justifications. These teaching exceptions may take the following values:

- Justified with other relevant qualifications
- Master’s Degree or higher with 18 graduate hours in teaching discipline
- Meets the University’s Artistic/Special Talent
- Meets the University’s Policy for Active Research
- Meets the University’s Policy for Aerospace and Military Science
- Meets the University’s Policy for Graduate Teaching Assistants
- Meets the University’s Policy for Nurse Anesthesiology

Cases cleared by these exceptions will always display Credential Appropriate No but Approved Exception Yes and IE Approved Yes. Additionally, they will list the reason for the teaching exception (see figure 8) will be listed.

Figure 8 FAIR Credentialing Flags and Justification
In certain instances, there will be instructors not academically qualified and not approved to teach the designated courses for future semesters. These are known as Terminal Justifications. Such cases will always display Credential Appropriate No, Approved Exception No and IE Approved No. Furthermore, a notation will be listed under the Guidelines indicating, the last semester the instructor is allowed to teach the course (see figure 9).

<table>
<thead>
<tr>
<th>Courses Taught</th>
<th>Credential Appropriate</th>
<th>Guidelines</th>
<th>Approved Exception?</th>
<th>IE Approved?</th>
<th>Justification for Exception or Explanation for Teaching Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 Writing and Rhetoric I</td>
<td>No</td>
<td>T1220808</td>
<td>No</td>
<td>No</td>
<td>Justified with other relevant qualifications</td>
</tr>
<tr>
<td>(CIP: 230401)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC 1930 Essay Writing</td>
<td>No</td>
<td>T1220808</td>
<td>No</td>
<td>No</td>
<td>Justified with other relevant qualifications</td>
</tr>
<tr>
<td>(CIP: 230401)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 9 Terminal Justification

PREQUALIFICATIONS LISTING

The prequalification listing allows the user to run a ‘pre-qualification’ check on a potential hire. The listing has been prepared in order to assist units in the hiring process. Since course CIPs and established relationships are subject to change, the listing is only to be used as a guide. Academic Affairs makes the final decision in determining if a new hire is academically qualified.

5. From the FACT menu screen first select Prequalification’s Listing then followed by View Prequalification’s Listing (see figure 10).

6. A new browser window will open, under Select Report Type, select the appropriate search parameter: Search by Degree and Discipline or Search by Prefix and Number (see figure 11).
7. If **Search by Degree and Discipline** is selected, from the drop down menus select the candidate’s degree type, degree discipline CIP then click **Submit** to view the course the instructor is automatically qualified to teach. Use the up/down arrows in the browser window to scroll about the page (see figure 12).

![Figure 12 Search by Degree and Discipline Results](image)

8. If **Search by Course Prefix and Number** is selected, enter the course prefix, course number then click **Submit** for a listing of degrees and disciplines that automatically clear for that specific course. Use the up/down arrows in the browser window to scroll about the page (see figure 13).

![Figure 13 Search by Course Prefix and Number Results](image)

### JUSTIFICATION DOCUMENTS

All justifications and course objectives are stored electronically. These can be viewed using the “FACT Justifications” link. Please be advised that the Justification and Course Objectives are uploaded manually after the current semester has ended.
9. From the **FACT** menu screen select **FACT Justifications** (see figure 14).

![Figure 14 Prequalification's Listing](image)

10. The **SEARCH** button allows user to view a faculty’s record. To search you may use any of these fields: College, Department, Course Prefix, Course Number, Name or Panther ID. Once you have entered your search criteria, click **SEARCH** (see figure 15).

![Figure 15 Search Options](image)

11. The results, if found, will be displayed in the panel (see figure 16).

![Figure 16 Results](image)
12. To view when a course was taught, click on the **SELECT** button. The semesters taught will be displayed under the main panel with the results and the selected course will be highlighted in Gold (see figure 17).

![Figure 17 Select additional information](image)

13. To view the justification of instructional credential memo, click on **Memo**. To view the course qualifying matrix. Click on **Obj** (see figure 18).

![Figure 18 View Justification Memo](image)

14. The “Expiration” date of the justification and Course Objective can be viewed (see Figure 19):

![Figure 19 View Expiration Date](image)
15. Click **HOME** to go back to the Main Screen.

![](image1.png)

**FACT REPORTS**

The FACT reports have been prepared to assist the units in becoming pro-active by maintaining their unit’s credentialing records. Reports such as the **Roster of Instructional Staff IV** can be run using this functionality, which is the same report sent by Academic Affairs every semester also known as the Credentialing Problem Cases.

FAIR has been programmed to use the official schedule from Panthersoft to show instructors who are academically qualified or credential appropriate by direct match or related-discipline match. Instructors not academically qualified but cleared by teaching exceptions or justifications are manually updated with the specific annotation required.

16. Click on the **Data Marts** tab on the top right corner to see the list of available reports.

![](image2.png)

**Figure 20 Data Marts Tab**
17. On the left hand side, click on the + (plus sign) next to FACT Reports to obtain the list of reports (see figure 21). The online reports provide various filtering criteria.

![Figure 21 Online Reports Menu](image)

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster of Instructional Staff</td>
<td>Listing of instructors and respective courses</td>
</tr>
<tr>
<td>Roster of Instructional Staff – (Cred Appt = Y)</td>
<td>Listing of instructors who auto clear for respective course(s)</td>
</tr>
<tr>
<td>Roster of Instructional Staff – (Cred Appt = N)</td>
<td>Listing of instructors who do not auto clear for respective course(s)</td>
</tr>
<tr>
<td>Roster of Instructional Staff – (IE Approved = N)</td>
<td>Listing of instructors not approved for teaching. Report is also referred to as</td>
</tr>
<tr>
<td></td>
<td>Credentialing Problem Cases reported by Academic Affairs throughout the semester.</td>
</tr>
<tr>
<td>Summary Degree Compliance Report</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
<tr>
<td>Faculty members without (with) Transcript on File</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
<tr>
<td>Faculty Roster Report</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
<tr>
<td>Allowed Course Credentials - Centrally approved</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
<tr>
<td>exemptions to strict CIP – degree matching</td>
<td></td>
</tr>
<tr>
<td>Credential Appropriate Compliance Report</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
<tr>
<td>Credential Appropriate Compliance Report – Departmental Detail</td>
<td>This report is not kept up to date – DO NOT USE</td>
</tr>
</tbody>
</table>

18. Select a FACT report. Once selected, enter the report search parameters via the appropriate drop down menu options. All credentialing problems are reported utilizing the “Departmental Credentialing Responsibility” option (see figure 22). Generalized reports (College level vs. Department level) require more processing time.

![Figure 22 Report Search Parameters](image)
Since instructors on a faculty line may come from Administrative units, Departmental Credentialing Responsibility allows the report to include such individuals in the department responsible for credentialing the course. Such flexibility is not available under the other search options.
For example, John Smith is on a faculty line working at Office of the Provost and assigned to teach a College of Law class. If College of Law were to run the report with College of Law and Person’s Home Department as the selected parameters, Smith would not appear in the report because his “home” is not the College of Law.

19. Once request has been processed, system allows user to Download to Excel and save or run another report (see figure 23).

20. Alternately the system allows the user to review or print the report as listed. Use the up/down, left/right arrows in the browser window to scroll about the page.

**ADDITIONAL RESOURCES:**

Faculty Credentials - http://w3.fiu.edu/irdata/portal/ie_faculty_cred.htm

Faculty Qualifications - http://w3.fiu.edu/irdata/portal/faculty_qual.htm