

FAST|FAC is the Stanford University School of Medicine’s web application designed to assist departments and the Dean’s Office manage the process of faculty appointments, reappointments, and promotions and assemble individual professorial files.

Logging In

Using a browser (e.g., Internet Explorer v6 or above, Mozilla Firefox v2 or above) go to:

<https://med.stanford.edu/fastfac/>

or link to the application through the Office of Academic Affairs website:

<http://med.stanford.edu/academicaffairs/>

Supply your SUNet ID and password to log on. Only Faculty Affairs Administrators are allowed access.

Navigation

There are three main tabs in FAST|FAC: *Actions in Process*, *Upcoming Actions* and *All People*. You will start on the *Actions in Process* page. Navigate to any page by clicking on its tab.

Drill down to a faculty member’s *Person History* from *Upcoming Actions* or *All People* by selecting his or her name.

UPCOMING ACTIONS

The Upcoming Actions page displays a list of your faculty members whose appointment end dates are approaching.

Column Controls: Data pertaining to each faculty member appears in columns. You control which columns are visible by clicking on **Show column controls** at the top of the page. The visible columns are displayed as red buttons. Clicking on a button will toggle the visibility – the button is gray when hidden and red when visible. To redisplay a column, click the grayed button with the column’s name. Click when you have finished configuring the columns or click **Hide column controls** to exit.

Reorder the columns by clicking and dragging the tan portion of the column heading to the left or the right.

Sorting: The list can be resorted on any column; click on the column name to begin the sort. Click on the column name again to sort in the opposite order.

Show column controls			
Filter	Reset		
Last Name	Rank	Line	Tier
<input type="text"/>	<input type="text"/>	OT	<input type="text"/>
Lumba Joanna	Clinical Assistant Professor	OT	Primary
Liao Yaping	Instructor	OT	Primary
Li Kasey	Adjunct Clinical Assistant Professor	OT	Primary

3 items found, displaying all. | Page All Export options: Excel

Filtering: You can create subsets of the list by filtering one or more columns.

There are two different kinds of filtering. Some columns provide a pick list of values in the column. Other columns require you to type in the value on which to filter. For example, filter the *Last Name* column by typing the last name of the faculty member in the box at the top of the column and hit the ENTER key or click **Filter** at the upper left to begin filtering. Clear the filters by clicking **Reset**.

Display: Faculty names are listed alphabetically in groups of 20.

If the list extends across multiple pages, you can access them using the page controls at the bottom.

1-20 of 24 items | Show All << < 1 | 2 > >>
 Select a page number, or ">" to advance one page, or ">>" to jump to the last page of the list. "Show All" displays the entire list on one page; scroll down to see the entire list.

Exporting to Excel®: Export your list by selecting Export options: Excel at the bottom of the page. This will export all pages of the report.

Printing: Print using your browser’s normal print controls.



ALL PEOPLE

The *All People* page provides a list of all of your faculty.

The display, column controls, column order, sorting, filtering, printing and exporting capabilities are the same as those on the *Upcoming Actions* page. See that section of this brochure for directions.

PERSON HISTORY

The *Person History* page provides each faculty member's appointment and leave information. You access the *Person History* page by clicking on a faculty member's name on either the *Upcoming Actions* page or the *All People* page.

Current appointment: The faculty member's current appointment information appears at the top of the page. Hide this information by clicking **Hide**  in the upper right corner. Redisplay the information by clicking **show** .

Person History: If the faculty member's appointment end date is approaching, an *Upcoming Action* box is visible as a reminder. The faculty member's

Appointment History and *Leave History* are also visible.

Other Functions: Additional functions appear at the top of every page. **HELP** and

FIND are available at this time. Reports, Configuration, and Calendar will be delivered in a future release.

Help: Help presents links to the School of Medicine *Faculty Handbook*, the University *Faculty Handbook*, the Office of Academic Affairs' home page and to the long forms.

Help also provides you with the ability to report problems and/or data errors to the development team.

Submit a trouble ticket: If you experience problems with FAST|FAC, select **Submit a trouble ticket** on the Help menu. This function will open an email and place the development team's address in the "To" field. Please be as specific as possible in describing any problem or error that you encounter.

You can also submit a trouble ticket by sending email to:

fastfac-issue@med.stanford.edu

Find a Person: Search your faculty to find an individual person by typing the last

name in the "Find a Person" box and clicking the "Find" button. This is an alternate method of filtering on "Last Name".

Maintenance Schedule: Updates to FAST|FAC are released on Wednesdays between 7 pm and 10 pm. The system may not be available during these hours.

Joanna	Clinical Assistant Professor
Liao Yaping	Instructor
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