

What is my 8-digit Local Code on the Faculty Information Form?

- First, both online and paper FIF's now require an **8-digit**, rather than a 4-digit local code.
- Second, the paper *Faculty Information Form* (FIF) is now ORANGE.
- Third, here's how to determine your 8-digit local code...

↻ First 4 digits: Department/Program Code

- Select the code from the yellow Local Code sheet in your packet (or use the online Local Code link) that represents the department/program within which your course is taught.

↻ Fifth digit: School in which the course (not the instructor) resides

- 1 = SOAS
- 2 = SOBEL
- 3 = SOCA
- 4 = SOHS
- 5 = SOPS
- 6 = Other (e.g., i-Connect, Reading, USF Foundations)

↻ Sixth digit: Course Delivery Format

- 3 = Fully on-ground course (includes computer-assisted or courses with Bb sites)
- 4 = Fully web-based course (NO more than one on-ground meeting required)
- 5 = Hybrid course (combines web-based with at least two required on-ground meetings)

↻ Seventh digit: Faculty/Staff Status

- 5 = Full-time tenured faculty
- 6 = Full-time tenure track faculty
- 7 = Non-tenure track faculty (could be full-time, part-time, or adjunct)
- 8 = Staff
- 9 = Other

↻ Eighth digit: Faculty Rank

- 1 = Instructor
- 2 = Assistant Professor
- 3 = Associate Professor
- 4 = Professor

↻ Finally, not to confuse the 4-digit DISCIPLINE code with the new 8-digit LOCAL CODE...

- The 4-digit discipline code is generated from IDEA and is found on the green sheet in your packet. Select the code that most closely represents the discipline in which your course is taught. If you don't see a discipline that "fits", please contact the Office of Institutional Research and Effectiveness (OIRE) for assistance. Completely darken the four ovals and fill in the numbers that correspond to the code.
- The 8-digit local code is internally generated and will be used for reporting purposes.

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