WHAT IS THE IDENTITY REPORT?
The Identical Report is an IRIS export of the teaching schedule that summarizes a department's faculty and course schedule for a given year. The Dean of Faculty Office generates and sends reports to academic departments and programs for completion and return ahead of the annual teaching schedule meetings at the end of fall term (sample report on page 2).

Report data includes:

- Faculty Name
- Faculty Rank No.
  - Defines the faculty's appointment rank. Ex. (10) = Prof., (20) = Assoc. Prof., (30) = Asst. Prof.
- Term
- Course No.
  - A cross-list is denoted by " * " to show which department is paying for the course. Ex. *HIST 30/AAAS 23 indicates that History will be paying for the course.
- Dept. Count
  - Total No. of courses attributed to the department/program
- FYS Count
  - Total No. of Freshmen Year Seminars attributed to the department/program
- CH Count
  - Total No. being applied for the department chair course reduction
- EL Count
  - Total No. of Elementary Languages attributed to the department/program
- Other Count
  - Total No. of courses attributed to another department/program
- FTE for Department and Faculty
  - Total No. of FTE attributed to the department/program and faculty (two separate counts)
- Explanation
  - Any faculty or department specific notes that support the schedules

WHAT IS THE DEPARTMENT/PROGRAM ACTION?
1. Review the report for the current year.
2. Make any necessary changes or additions to each line.
3. Note faculty or courses remaining to be staffed (if the faculty member has not been identified, list TBD in the faculty name).
4. Return the updated report to your associate dean's assistant.
5. Repeat steps 1-4 for the next academic year.

QUESTIONS?
If you require assistance completing your report or have questions regarding your department's schedule planning, please contact your Associate Dean's Assistant.
## Identical Report Example

**History 2015-2016**

*(Mock Schedule)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Dept</th>
<th>FYS</th>
<th>CH</th>
<th>EL</th>
<th>Tot</th>
<th>Oth</th>
<th>dept fte</th>
<th>fac fte</th>
<th>explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J. H.</td>
<td>HIST C</td>
<td>HIST 12</td>
<td>HIST R</td>
<td>HIST R</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>1.000</td>
<td>1.000</td>
<td>Teaching 1 course (using 2 course chair reduction plus 1 of the 2 course reductions not used in 2014-15) We now owe him 1 course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, B. A.</td>
<td>HIST 10, HIST 21</td>
<td>HIST 20, HIST 91.06</td>
<td>HIST F</td>
<td>HIST R</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>1.000</td>
<td>1.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, P.</td>
<td>HIST F</td>
<td>*NAS 14/HIST 14</td>
<td>*HIST 06.29/ NAS 55, *NAS 14/HIST 14</td>
<td>HIST 15/NAS 15</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>0.500</td>
<td>1.000</td>
<td>Joint appointment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lennon, B.H.</td>
<td>HIST F</td>
<td>HIST 07.07 fys</td>
<td>HIST 74</td>
<td>HIST 72, HIST 96.13</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1.000</td>
<td>1.000</td>
<td>Endowed Chair: 1 course reduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beats, D.R.</td>
<td>HIST F</td>
<td>HIST FSP</td>
<td>HIST 05.05</td>
<td>SAB3 (a)</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0.670</td>
<td>1.000</td>
<td></td>
<td></td>
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### Department Notes:

<table>
<thead>
<tr>
<th>Dept</th>
<th>FYS</th>
<th>CH</th>
<th>EL</th>
<th>Tot</th>
<th>Oth</th>
<th>DeptFTE</th>
<th>FacFTE</th>
<th>FTE</th>
<th>Dept</th>
<th>FYS</th>
<th>CH</th>
<th>EL</th>
<th>Tot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenured</td>
<td>14</td>
<td>1</td>
<td>2</td>
<td>16</td>
<td>2</td>
<td>4.170</td>
<td>5</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Non -Tenured</td>
<td>14</td>
<td>1</td>
<td>2</td>
<td>16</td>
<td>4.170</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Total</td>
<td>14</td>
<td>1</td>
<td>2</td>
<td>16</td>
<td>4.170</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Identical Report Explanation

**Description:** The Identical Report is a teaching schedule summary that is generated from the DOF’s faculty data repository, IRIS. It consists of data originally provided by the department/program, along with course/FTE budget counts.

**Timing:** An Associate Dean’s Assistant sends the report in the Fall Term to the Department/Program Administrator.

**Action:** Department/Program updates the current year and revises for the next year. Then, the report is sent back to the Associate Dean’s Assistant for entry into IRIS. The final report is viewed by the DOF and the Department/Program during their annual teaching schedule meeting.
WHAT IS THE COURSE REPORT?

The Course Report is an IRIS export of the teaching schedule that details each course a faculty member is teaching for a given term and year. The report is generated by the Dean of Faculty Office and sent to the academic departments and programs for completion; coinciding with annual teaching schedule reporting (sample report on page 2).

Report data includes:
- Faculty Name
- A&S Academic Division
- Department/Program Code
- Course Number
- Section
- Cross List – "X;" a cross-list is also denoted with " * " under Full Course Name. Ex. *HIST 30/AAAS 23
- Full Course Name – Dept/Prog. Code and Course No.
- Course Title – Full ORC Title
- Term
- Year
- Updated (Y/N) - "Y" if an update is made, "N" if no change is made
- Notes

WHY CONFIRM COURSE TITLES AND NUMBERS?

The College’s expanded course numbering system allows for special topics courses and certain other courses related to each other to have flexibility in numbering. Certain courses have a two-digit “root” number followed by a “point,” then a two-digit “extension” following the point such as 40.01, 40.02, 40.03, where "40" is the root course, and "01," "02," and "03" are extensions.

Course titles ensure that the annual course data upload from the Dean of Faculty’s IRIS database to the College's Banner system is accurate. Since some courses have been, or will be assigned an extension by the Registrar, we request that departments and programs confirm or add course titles as part of the teaching schedule reporting process.

WHAT IS THE DEPARTMENT/PROGRAM ACTION?

1. Review the report for the current year.
2. Make any necessary changes or additions to each line.
3. Add any lines necessary for faculty or courses remaining to be staffed (if the faculty member has not been identified, list TBD in the faculty name).
4. Return the updated report to your associate dean's assistant.
5. Repeat steps 1-4 for the next academic year by saving a new version in Excel.
COURSE REPORT SAMPLE 1:
As received by a Department/Program Administrator from an Associate Dean’s Assistant to confirm, and/or update, course titles for the current academic year.

To complete a report for the next year, a Department/Program Administrator should save a new version in Excel, and replace its contents with next year’s course titles, as needed.

2015-16 History Course Report

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Div.</th>
<th>Code</th>
<th>#</th>
<th>Sect.</th>
<th>Cross List</th>
<th>Full Course Name</th>
<th>Course Title</th>
<th>Term</th>
<th>Year</th>
<th>Updated (Y/N)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>43.05</td>
<td></td>
<td>HIST 43.05</td>
<td>European Intellectual &amp; Cultural History 1300-1800</td>
<td>15F</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>R</td>
<td></td>
<td>HIST R</td>
<td></td>
<td>15W</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>7.22</td>
<td></td>
<td>HIST 7.22 F</td>
<td>The Enlightenment</td>
<td>16S</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John H.</td>
<td>SOC</td>
<td>HIST</td>
<td>96.02</td>
<td></td>
<td>HIST 96.02</td>
<td>Empires, Imperialism &amp; the US</td>
<td>15X</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COURSE REPORT SAMPLE 2:
As returned by a Department/Program Administrator to an Associate Dean's Assistant. The Department/Program Administrator has saved a new version in Excel and updated next year’s course titles, highlighted in red.

A Department/Program Administrator will return both the current and next year’s course reports to an Associate Dean’s Assistant.

2016-17 History Course Report

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Div.</th>
<th>Code</th>
<th>#</th>
<th>Sect.</th>
<th>Cross List</th>
<th>Full Course Name</th>
<th>Course Title</th>
<th>Term</th>
<th>Year</th>
<th>Updated (Y/N)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>43.02</td>
<td></td>
<td>HIST 43.02</td>
<td>European Intellectual &amp; Cultural History 1300-1800</td>
<td>16F</td>
<td>2016</td>
<td>y</td>
<td>Number updated</td>
<td></td>
</tr>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>6.29</td>
<td></td>
<td>HIST 6.29</td>
<td>Happiness: A History</td>
<td>16F</td>
<td>2016</td>
<td>n</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>R</td>
<td></td>
<td>HIST R</td>
<td></td>
<td>17W</td>
<td>2017</td>
<td>n</td>
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<tr>
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<td>HIST</td>
<td>43.03</td>
<td></td>
<td>HIST 43.03</td>
<td>European Intellectual &amp; Cultural History 1800-Present</td>
<td>17S</td>
<td>2017</td>
<td>n</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>6.29</td>
<td></td>
<td>HIST 6.29</td>
<td>Happiness: A History</td>
<td>17S</td>
<td>2017</td>
<td>n</td>
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<tr>
<td>Smith, Jane H.</td>
<td>SOC</td>
<td>HIST</td>
<td>7.22</td>
<td></td>
<td>HIST 7.22 F</td>
<td>The Enlightenment</td>
<td>17S</td>
<td>2017</td>
<td>n</td>
<td></td>
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<tr>
<td>Doe, John H.</td>
<td>SOC</td>
<td>HIST</td>
<td>26</td>
<td></td>
<td>HIST 26</td>
<td>Vietnam War</td>
<td>16X</td>
<td>2016</td>
<td>n</td>
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<tr>
<td>Doe, John H.</td>
<td>SOC</td>
<td>HIST</td>
<td>96.02</td>
<td></td>
<td>HIST 96.02</td>
<td>Empires, Imperialism &amp; the US</td>
<td>17W</td>
<td>2017</td>
<td>n</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John H.</td>
<td>SOC</td>
<td>HIST</td>
<td>30</td>
<td>x</td>
<td>*HIST 30/AAAS 23</td>
<td>The Black Sporting Experience</td>
<td>17S</td>
<td>2017</td>
<td>y</td>
<td>Course Added</td>
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<tr>
<td>Doe, John H.</td>
<td>PROG</td>
<td>AAAS</td>
<td>23</td>
<td>x</td>
<td>*HIST 30/AAAS 23</td>
<td>The Black Sporting Experience</td>
<td>17S</td>
<td>2017</td>
<td>y</td>
<td>Course Added</td>
<td></td>
</tr>
</tbody>
</table>

QUESTIONS?
If you require assistance completing your report, please contact your Associate Dean's Assistant.

Please visit the Registrar’s Office website for course numbering information:
http://www.dartmouth.edu/~reg/registration/topics_numbering.html