

Improvements to the CIP Assignment(s) tab

What has changed?

On the CIP Assignment(s) tab of the ICS form, a hierarchy has been implemented for the selection of the level of CIP assignment. With a hierarchy in place, only the highest level of the CIP code in which the instructor is qualified to teach needs to be selected, thus eliminating the need for duplicate entries! The Instructional Assignment(s) tab of the form still requires that each specific level be entered.

What's New?

“Highest Level” field

The field for Level is now labeled “Highest Level”. Once the user selects a value in this field, all “Related Levels” will automatically display below the “Highest Level” field.

Highest Level This selection does not substitute for the separate process of applying for Graduate Teaching or Faculty Status with the Graduate School.

“Related Levels” display

The levels displayed here are based on the selection in the “Highest Level” field (as per the determined hierarchy). The displayed levels are not editable.

Highest Level This selection does not substitute for the separate process of applying for Graduate Teaching or Faculty Status with the Graduate School.

Related Levels Specialist Masters Bachelors

New technical validation

With the implementation of the level hierarchy, the user will no longer be expected to add a new row for each level, per CIP code assignment. To prevent the user from accidentally doing so, we have added a technical validation on the form that will stop the user if they attempt to add multiple rows for the same CIP code. The user will get stopped by a pop-up message with additional instructions.

New info icon

Located directly to the left of the “Related Levels” is a new ‘info’ icon that will display additional information to the user if they hover over the icon with their cursor.

Related Levels Specialist Masters Bachelors

The displayed, related levels of instruction are automatically included in this CIP assignment and are joined to all information entered as the evidentiary basis. Ensure that the highest level for this CIP assignment and the instructor is indicated above.

Updated Instructions for Completing the CIP Assignment(s) tab

1. **“CIP Code” field:** Use this field to enter the CIP code in which the instructor is qualified to teach.
2. **“Highest Level” field:** Use this dropdown field to select the *highest* level at which the instructor is qualified to teach.
3. **“Primary CIP Code” checkbox:** Use this checkbox to identify the primary CIP code assignment for the instructor. By default, the box is automatically checked for the first row. Only one CIP code assignment can be marked as primary.
4. **“Related Levels” display:** The levels displayed in the new Related Levels section are predetermined based on the selection in the “Highest Level” field and are not editable.

Help is available by contacting Ameko Dillard (adillard@fsu.edu) or Jennifer Buchanan (jbuchanan@fsu.edu) in the Office of FDA

