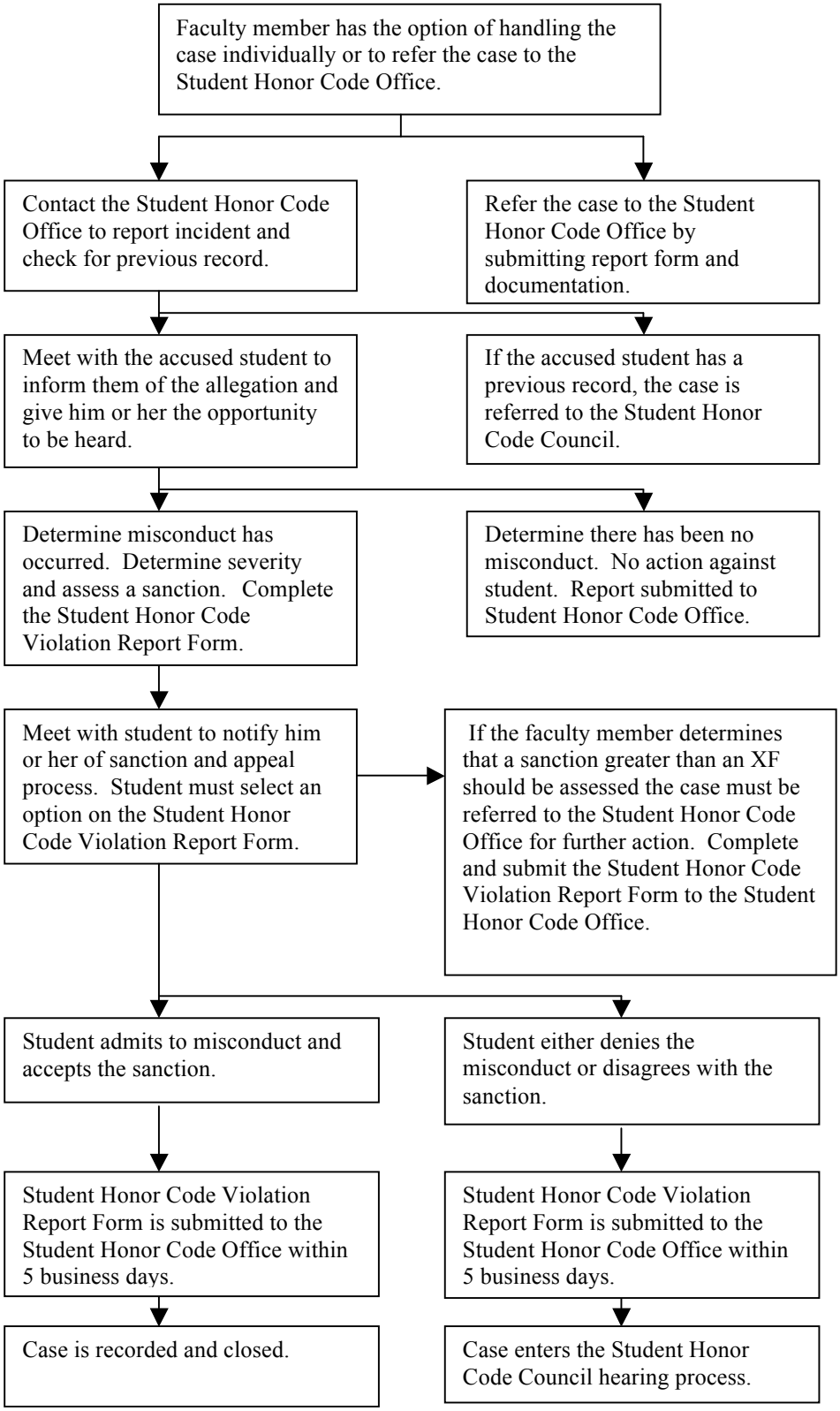FACULTY PROCESS