

Please do not remove, for faculty workshop use only.

# Faculty Workload Workshop

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# 6 Steps to Complete the Faculty Workload

- Step 1: Proper Documentation
- Step 2: Banner Forms
- Step 3: Faculty Information
- Step 4: Faculty Course Information
- Step 5: Other Assigned Duties
- Step 6: SZAFACU Form

# Step 1: Proper Documentation

## Faculty activation requirements

- New Hires
  - Faculty database form
  - Copy of official transcript
  - Memorandum of Appointment
- Returning faculty
  - Memorandum of Appointment
- Teaching Staff
  - Memorandum of Appointment
  - Supplemental pay
- Promotions
  - Congratulatory letter

# Step 2: Banner Forms

- SIAINST
  - Verify the faculty information, and see if the faculty has been activated.
- SSASECT
  - Review course information, type, SCH's and enrollment.
- SIAASGN
  - Review faculty workload assignments.
- SZAFACU
  - Enter the total faculty workload percent of time and salary information.

# Step 3: Faculty Information

Review faculty information on "SIAINST" for accuracy

Oracle Developer Forms Runtime - Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information SIAINST 8.0 (PROD)

ID:  Term: 201010

**Faculty Member Base Details**

From Term:  Maintenance To Term:

Status:  Status Date:

Faculty

Advisor

Appointment Date:

Category:

Staff Type:

Workload Rule:

Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.

Record: 1/1 | | ... | | <OSC>

# Step 3: cont'd

Verify the instructor of record in Banner on "SSASECT"

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201120 CRN: 20847 Create CRN: Copy CRN: Subject: CONS Course: 4423 Title: Commercial Const

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	18-JAN-2011	14-MAY-2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1220	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Instructor Session Indicator

Session Indicator	ID	Functional	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Session indicator.  
Record: 1/1

Verify Instructor's of Record is Correct

# Step 4: Faculty Course Information

Verify faculty course information on "SIAASGN"

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 8.2 (PROD)

ID:   Term: 201120

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Workload:			Percent Responsibility:		Generated Credits:		Position Number:		
Override Workload:			Weekly Contact:		FTE:		Position Number Suffix:		
Calculated Workload:			Total Contact:		Contract Type:		Additional Instructors:		
Assignment Type:			Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>			
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Workload:			Percent Responsibility:		Generated Credits:		Position Number:		
Override Workload:			Weekly Contact:		FTE:		Position Number Suffix:		
Calculated Workload:			Total Contact:		Contract Type:		Additional Instructors:		
Assignment Type:			Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>			
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Workload:			Percent Responsibility:		Generated Credits:		Position Number:		
Override Workload:			Weekly Contact:		FTE:		Position Number Suffix:		
Calculated Workload:			Total Contact:		Contract Type:		Additional Instructors:		
Assignment Type:			Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>			

ID number; press LIST for name/ID search, CQUERY for faculty query.

Record: 1/1 | ... | <OSC>

# Step 4: cont'd

## Workload Calculation Foundation

- Things you will need to know in order to calculate the workload
  - Course Type (Lecture, Laboratory, Seminar etc.)
  - Semester Credit Hours
  - Contact Hours
  - Total Enrollment
  - University Faculty Workload Formula's
  - Contract Length
  - Full-time or Part-time



# Step 4: cont'd

Course schedule type, semester credit hours and contact hours can be found on "SSASECT"

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201120 CRN: 20847 Create CRN: Copy CRN: Subject: CONS Course: 4423 Title: Commercial Const

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**Subject:** CONS Construction Science  
**Course Number:** 4423 **Title:** Commercial Const  
**Section:** P01  
**Cross List:**  
**Campus:** PV Main Campus  
**Status:** A Active  
**Schedule Type:** 1 Lecture  
**Instructional Method:** 1 Face to Face  
**Integration Partner:** WCT WebCT Integration  
**Grade Mode:** S Standard Letter  
**Session:**  
**Special Approval:**  
**Duration:**  
**Part of Term:** 1 First 18-JAN-2011 Last 14-MAY-2011 16  
**Registration Dates:**  
**Start Dates:**  
**Maximum Extensions:** 0  
**Prerequisite Check Method:** Basic or None CAPP DegreeWorks

**CEU Indicator:**  
**Credit Hours:** 3.000 None  
**Billing Hours:** 3.000 None  
**Contact Hours:** 3.000 None  
**Lecture:** 3.000 None To Or  
**Lab:** None To Or  
**Other:** None To Or

**Link Identifier:**  
**Attendance Method:**  
**Weekly Contact Hours:**  
**Daily Contact Hours:**  
 Print  Voice Response and Self-Service Available  
 Gradable  Tuition and Fee Waiver  
 Long Title  Comments  Syllabus

Subject, press Count Query Hits for existing courses, Duplicate Record for credit information.  
Record: 1/1 <OSC>

# Step 4: cont'd

Enrollment can be found on “SSASECT” under the section enrollment tab.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4.1 (PROD)

Term: 201120 CRN: 20847 Create CRN: Copy CRN: Subject: CONS Course: 4423 Title: Commercial Const

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

**Course Section Enrollment**

**Enrollment Details**

Maximum:	20	Actual:	21	Remaining:	-1	Projected:	0	Prior:	0
Waitlist Remaining:	0	Reserved:	0	<input type="checkbox"/> Reserved					

Generated Credit Hours: 63.000

<b>Census One</b>	<b>Census Two</b>
Enrollment Count: 21	Enrollment Count: 21
Freeze Date: 02-FEB-2011	Freeze Date: 14-FEB-2011

Maximum enrollment for section; press Count Query Hits to enter reserved seats.

Record: 1/1 <OSC>

# Step 4: cont'd

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 8.2 (PROD)

ID:  Term:

CRN	Session	Subject	CRN	Session	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		<input type="text"/>	Percent Responsibility:	<input type="text"/>	Generated Credits:	<input type="text"/>	Position Number:	<input type="text"/>
Override Workload:		<input type="text"/>	Weekly Contact:	<input type="text"/>	FTE:	<input type="text"/>	Position Number Suffix:	<input type="text"/>
Calculated Workload:		<input type="text"/>	Total Contact:	<input type="text"/>	Contract Type:	<input type="text"/>	Additional Instructors:	<input type="text"/>
Assignment Type:	<input type="text"/>	<input type="text"/>	Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		<input type="text"/>	Percent Responsibility:	<input type="text"/>	Generated Credits:	<input type="text"/>	Position Number:	<input type="text"/>
Override Workload:		<input type="text"/>	Weekly Contact:	<input type="text"/>	FTE:	<input type="text"/>	Position Number Suffix:	<input type="text"/>
Calculated Workload:		<input type="text"/>	Total Contact:	<input type="text"/>	Contract Type:	<input type="text"/>	Additional Instructors:	<input type="text"/>
Assignment Type:	<input type="text"/>	<input type="text"/>	Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>		
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		<input type="text"/>	Percent Responsibility:	<input type="text"/>	Generated Credits:	<input type="text"/>	Position Number:	<input type="text"/>
Override Workload:		<input type="text"/>	Weekly Contact:	<input type="text"/>	FTE:	<input type="text"/>	Position Number Suffix:	<input type="text"/>
Calculated Workload:		<input type="text"/>	Total Contact:	<input type="text"/>	Contract Type:	<input type="text"/>	Additional Instructors:	<input type="text"/>
Assignment Type:	<input type="text"/>	<input type="text"/>	Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>		

ID number; press LIST for name/ID search, CQUERY for faculty query.

Record: 1/1 ... <OSC>

**Calculated Workload Hours**





# Step 5: cont'd

## Non-Instructional Type

Oracle Developer Forms Runtime - Web: Open > STVNIST

File Edit Options Block Item Record Query Tools Help

Faculty Non-Instructional Type Code Validation - STVNIST 8.0 (PROD)

Code	Description	Minimum Workload	Maximum Workload	Activity Date
ACSP	11-Aca Deans, Dirs, Librarians	1.000	12.000	25-SEP-2008
ADMN	02-Administrative Duties	1.000	12.000	22-OCT-2008
COAH	13-Coaching Assignment	1.000	12.000	25-SEP-2008
COMM	02-Academic Committee	1.000	3.000	25-SEP-2008
CUDV	02-Program/Curriculum Dvlpmt	1.000	3.000	25-SEP-2008
CUR	02-Curriculum Development	1.000	3.000	25-SEP-2008
DBAR	02-Research-Department Funded	1.000	3.000	25-SEP-2008
DIRC	02-Special Academic Centers	1.000	3.000	25-SEP-2008
DIS	02-Dissertation Director	1.000	2.000	25-SEP-2008
DPHD	02-Department or Division Head	1.000	6.000	25-SEP-2008
LEAV	03-Administrative Leave-wo pay	.000	.000	09-OCT-2008
MILI	13-Military / Special Faculty	1.000	12.000	09-OCT-2008
OBAR	12-Research Grant/Other Funds	1.000	3.000	29-OCT-2008
OBSR	12-Research DNU	1.000	12.000	29-OCT-2008
PGCD	02-Program/Level Coordinator	1.000	3.000	30-SEP-2008
SABB	03-Sabbatical	.000	.000	22-OCT-2008
SERV	13-Service to Academic Com	1.000	3.000	25-SEP-2008
SICK	03-Sick leave	.000	.000	22-OCT-2008
SPRE	12-Sponsored Research	1.000	12.000	25-SEP-2008
SUPP	13-Inst Office, Inter Athletic	1.000	12.000	25-SEP-2008
TEAC	01-Teaching	1.000	3.000	30-OCT-2008
THCM	02-Thesis/Dissertation Com Mem	1.000	1.000	25-SEP-2008
THEC	02-Thesis or Dissertation Chr	1.000	3.000	25-SEP-2008

Faculty non-instructional type code.  
Record: 1/23 | ... | <OSC>

# Step 6: "SZAFACU" Form

Oracle Developer Forms Runtime - Web: Open > SZAFACU

File Edit Options Block Item Record Query Tools Help

Faculty - University SZAFACU 8.4.0 (PROD)

ID: P10076277 Philips, Ginger M. Term: 201010

Fice Code 003630 Dept Computer Sci

UNIV Appointments:	UNIV Salary:	Current:
01 050	State Appropriations 20000	Faculty Rank 1
02 050	Designated	Tenure 0
11	Restricted 5000	Compliance <input checked="" type="checkbox"/>
12		New Hire <input type="checkbox"/>
13		Only? <input type="checkbox"/>
FE		

Fice Code Admin Unit Code Sequence

UNIV Appointments:	UNIV Salary:	Current:	Default:
01	State Appropriations	Faculty Rank	
02	Designated	Tenure	
11	Restricted	Compliance	
12	Auxiliary Enterprises	New Hire	
13	Overload		
FE	FE Salary	FE Only?	

Salary paid from Auxiliary Enterprises.

Record: 1/1 <OSC>

Term must be entered

Always "003630"

Percent of time must be 3 numbers; example "025" equals 25%

Uncheck Compliance only if the faculty is "Out of Compliance"

No longer have "Flex Courses"

Semester Salary Only

Only check: "New Hire" if they're full-time.

Verify Rank and Tenure

# Step 6: cont'd

## University Appointments:

01	-	Classroom Teaching Activity
02	-	Teaching-Related Activity: Department Administrations, Department Head Supervising & Enhancement Activity
11	-	Academic Support: Dean/College Level
12	-	Research (Not paid by Department Funds)
13	-	Public Service – Executive, Direction & Control, Athletics, Auxiliary, Student Services, Financial Aid, Librarian.
FE	-	Flex Time (No Longer Have)

## University Salary:

01	-	State Appropriations: Account numbers starting with 11, 18 or 17
02	-	Designated: Account numbers starting with 22 or 24
03	-	Restricted: Account numbers starting with 41 or 55
04	-	Auxiliary: Account numbers starting with 33
05	-	Overload
06	-	Flexible Entry (No Longer Have)



# Faculty Database Form Example

Do Not Email Print Form

**PVAMU - FACULTY DATABASE FORM**  
*Update required of all Faculty, Scientists, Dept. Heads, Deans, And other Instructors*

Last Name  Maiden Name  First Name  MI  SSN

College  Department  Office Phone

Home Address  City  State  ZIP  Restricted?  Yes  No

Sex  Birthdate  US Citizen  Yes  No Home Phone  Restricted?  Yes  No

Email  Original Empl. Date at PV

**ETHNICITY**

Ethnic Origin

**TENURED EARNING POSITION**

Position  Date Rank Confirmed by the Board of Regents

Tenure  Year Tenure Confirmed by the Board of Regents  Beginning Year on Tenure Track

**NON-TENURED EARNING POSITION**

Non-Tenured Position  Non-Tenure

**EMPLOYMENT STATUS**

Contract Length  If other, specify  Contract Type

**EDUCATIONAL BACKGROUND** Note: Indicate the highest degree and if the degree type is **not** listed, please select "Other" and **write it in.**

Type of Degree	Institution	Year	Major/Subject

# Required Faculty Workload Signature Page

.....  
Semester \_\_\_\_\_

**I have read the instructions and have completed the report correctly to include all faculty whether teaching or not. Salaries and percentages have been verified and semester salary is correct. All supplemental or overload salaries have been included and attached to a course. Termination and Hire dates are included.**

**All faculty information has been verified and is correct.**

Approved this \_\_\_\_ day of \_\_\_\_\_, 201\_\_,  
By Department/Division Head

\_\_\_\_\_  
Name  
\_\_\_\_\_  
College  
\_\_\_\_\_  
Dept

**Reviewed and Approved:**

**Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN TO Institutional Research and Effectiveness with FACULTY WORKLOAD REPORT**

# Salary Calculations

- 4.5 Month Faculty = Semester Salary
- 9 Month Faculty = Divide by 2
- 12 Month Faculty = Divide by 12 \* 4.5
- Summer Faculty = Summer Budgeted Salary

# Office of Institutional Research & Effectiveness

- <http://www.pvamu.edu/ir>

The screenshot shows a web browser window displaying the Prairie View A&M University website. The browser title is "Institutional Research - Windows Internet Explorer" and the address bar shows "http://www.pvamu.edu/ir". The website header includes the Prairie View A&M University logo and the text "A Member of the Texas A&M University System". The main navigation menu includes "Home", "Calendar", "Academic Affairs", "Student Affairs", "President's Office", "Directory", "JOBS", and "Giving to PVAMU". The "Business Affairs" section is highlighted, and a sub-menu is open showing "Mission and Vision", "Contact Information", "Organization Chart", "Staff Directory", "Forms Library", "Policy Library", "Reports Library", "Training Library", "Business Affairs Online Services", "Professional Development", "Business Affairs Calendar", "Office of VPBA Presentations", "Send us your comments", and "Impeccable Service Commitment". The "Institutional Research" section is also visible, with a dropdown menu showing "Mission", "Office for Civil Rights (OCR)", "Faculty Workload", "External Resources", "Institutional Research Calendar", and "IR Staff". The main content area features a large image of a campus scene with trees and people, and a sidebar with a "Faculty Workload Information/Forms" link. The footer includes contact information: "P.O. Box 519, Mail Stop # 1341 | Prairie View | Texas | 77446" and "Tel: (936) 261 - 2188 | Fax: (936) 261 - 2189".

Faculty Workload  
Information/Forms