Please do not remove, for faculty workshop use only.

# Faculty Workload Workshop

Ginger Philips February 1, 2011

### 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

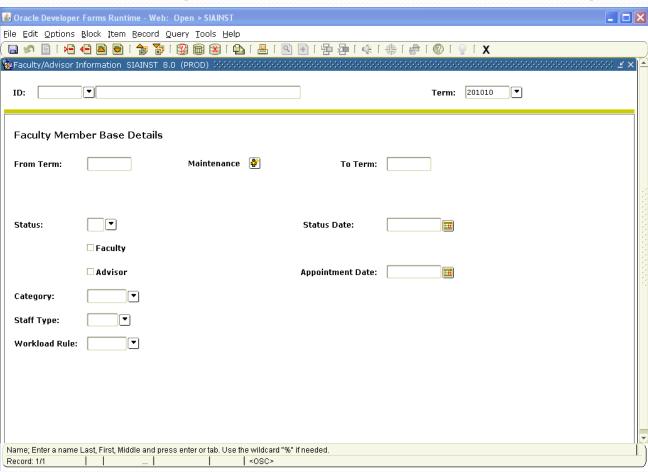
- New Hires
  - Faculty database form
  - Copy of official transcript
  - Memorandum of Appointment
- Returning faculty
  - Memorandum of Appointment
- Teaching Staff
  - Memorandum of Appointment
  - Supplemental pay
- Promotions
  - Congratulatory letter

## Step 2: Banner Forms

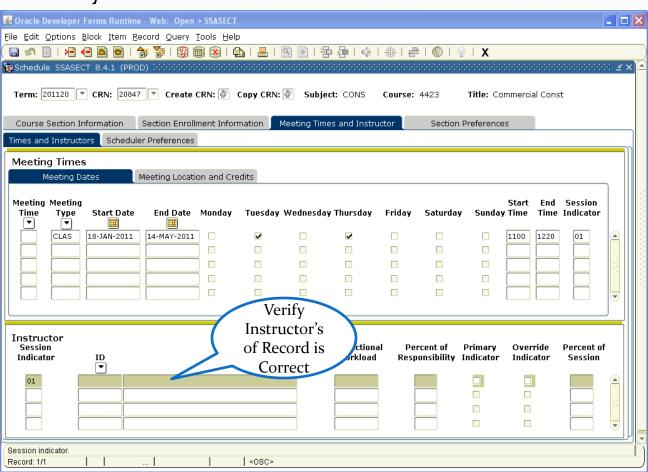
- SIAINST
  - Verify the faculty information, and see if the faculty has been activated.
- SSASECT
  - Review course information, type, SCH's and enrollment.
- SIAASGN
  - Review faculty workload assignments.
- SZAFACU
  - Enter the total faculty workload percent of time and salary information.

# Step 3: Faculty Information

Review faculty information on "SIAINST" for accuracy

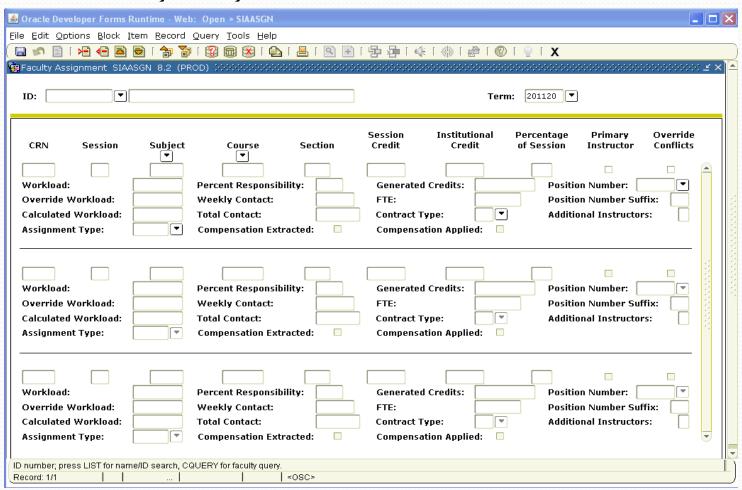


Verify the instructor of record in Banner on "SSASECT"



### Step 4: Faculty Course Information

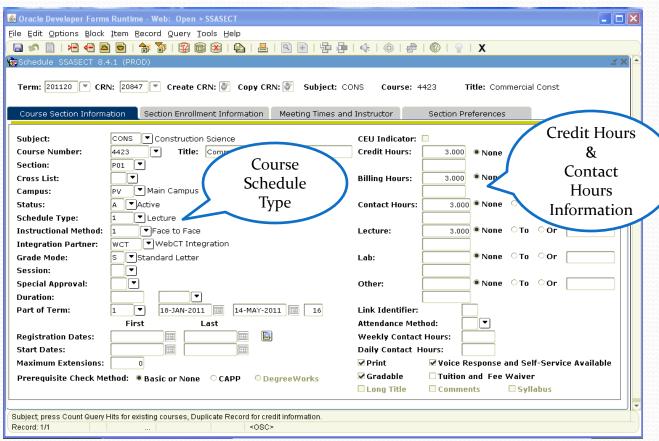
Verify faculty course information on "SIAASGN"



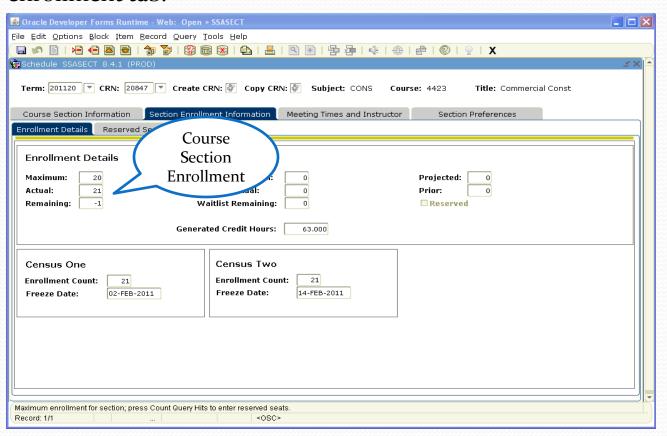
#### **Workload Calculation Foundation**

- 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

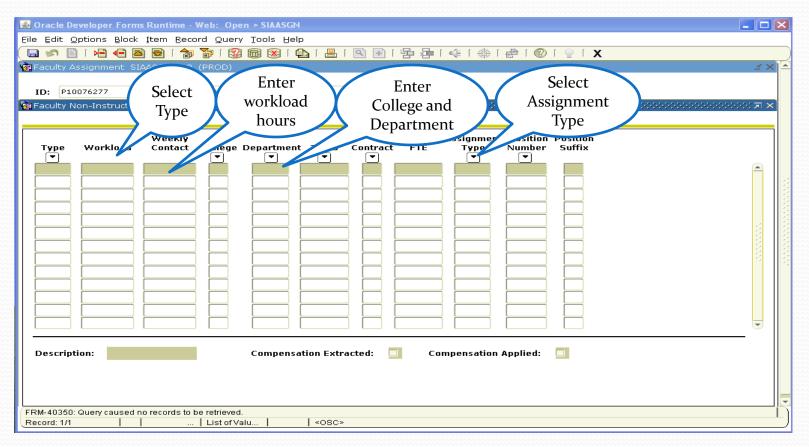
Course schedule type, semester credit hours and contact hours can be found on "SSASECT"



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

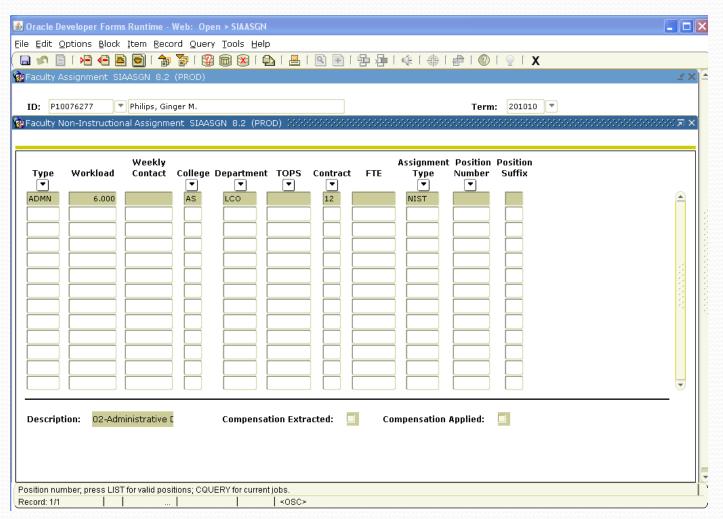


Oracle Developer Forms Runtime - Web: Open > SIAASGN
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gFaculty Assignment SIAASGN 8.2 (PROD)  ∠ ×
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Workload: Percent Responsibility: Generated Credits: Position Number: V Override Workload: Weekly Contact: FTE: Position Number Suffix: Calculated Workload: Total Contact: Contract Type: Additional Instructors: Assignment Type: Compensation Extracted: Compensation Applied: V
ID number; press LIST for name/ID search, CQUERY for faculty query.  Record: 1/1 <osc></osc>

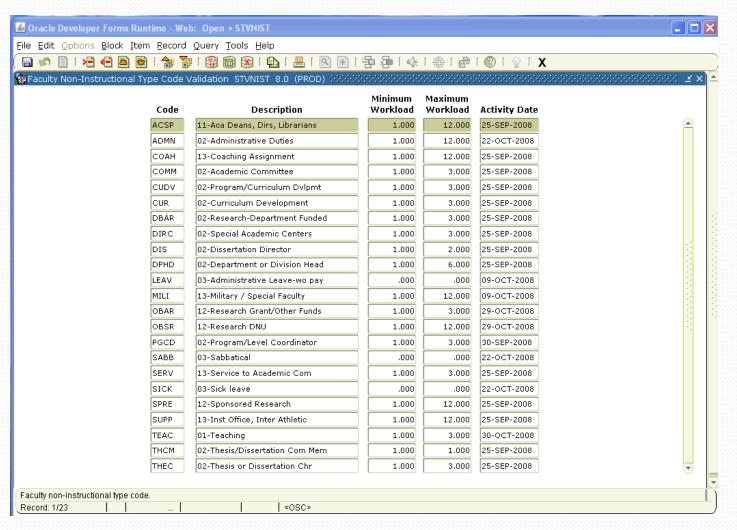


\*Select the type of other assigned duties, enter the amount of workload hours, college, department and assignment type.

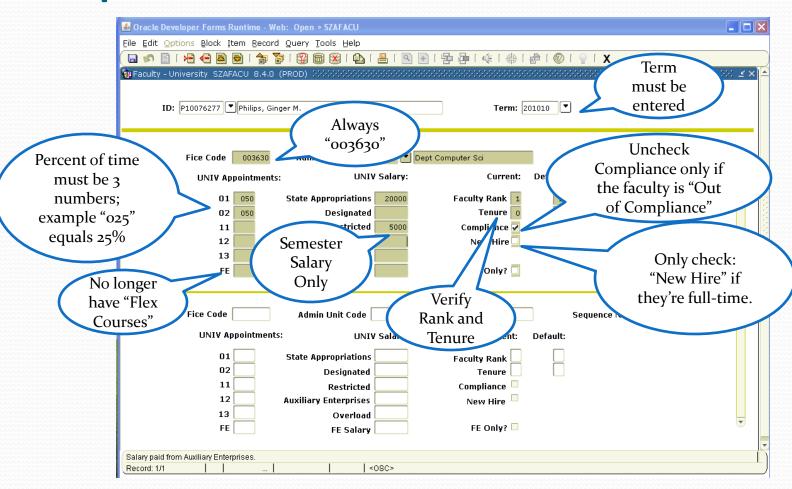
#### Example



#### Non-Instructional Type



# Step 6: "SZAFACU" Form



#### **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 Mi SSN SSN				
College Select One Department Select One Office Phone				
Home Address City State ZIP Restricted?	◯ Yes ◯ No			
Sex Select One Birthdate US Citizen Yes No Home Phone Restricted?	◯ Yes ◯ No			
Email Original Empl. Date at PV				
ETHNICITY  Ethnic Origin Select One				
TENURED EARNING POSITION				
Position Select One Date Rank Confirmed by the Board of Regents				
Tenure Select One Year Tenure Confirmed by the Board of Regents Beginning Year on Tenure T	rack			
NON-TENURED EARNING POSITION				
Non-Tenured Position Select One Non-Tenure Select One				
EMPLOYMENT STATUS				
Contract Length Select One If other, specify Contract Type Select One	v			
EDUCATIONAL BACKGROUND Note: Indicate the highest degree and if the degree type is <b>not</b> listed, please select "Other" and write it in.				
Type of Degree Institution Year Major/Su	ıbject			

### Required Faculty Workload Signature Page

	Semester
faculty whether teaching or not.	ns and have completed the report correctly to include all Salaries and percentages have been verified and semester al or overload salaries have been included and attached to dates are included.
All faculty information ha	s been verified and is correct.
	Approved this day of, 201, By Department/Division Head
	Name
	College
Reviewed and Approved:	Dept
Dean:	
Date:	
RETURN TO Institutional Research	ch 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

• <a href="http://www.pvamu.edu/ir">http://www.pvamu.edu/ir</a>

