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
Step 3: cont’d

Verify the instructor of record in Banner on “SSASECT”
Step 4: Faculty Course Information

Verify faculty course information on “SIAASGN”

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Session Credit</th>
<th>Institutional Credit</th>
<th>Percentage of Session</th>
<th>Primary Instructor</th>
<th>Override Conflicts</th>
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</thead>
<tbody>
<tr>
<td>Workload:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Generated Credits:</td>
<td>FTE:</td>
<td>Contract Type:</td>
<td>Compensation Applied:</td>
<td></td>
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<tr>
<td>Override Workload:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Position Number:</td>
<td>Position Number Suffix:</td>
<td>Additional Instructors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculated Workload:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Generated Credits:</td>
<td>FTE:</td>
<td>Contract Type:</td>
<td>Compensation Applied:</td>
<td></td>
</tr>
<tr>
<td>Assignment Type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Position Number:</td>
<td>Position Number Suffix:</td>
<td>Additional Instructors:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Workload: | | | | | Generated Credits: | FTE: | Contract Type: | Compensation Applied: |
| Override Workload: | | | | | Generated Credits: | FTE: | Contract Type: | Compensation Applied: |
| Calculated Workload: | | | | | Generated Credits: | FTE: | Contract Type: | Compensation Applied: |
| Assignment Type: | | | | | Generated Credits: | FTE: | Contract Type: | Compensation Applied: |
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”
Step 4: cont’d

Enrollment can be found on “SSASECT” under the section enrollment tab.
Step 4: cont’d

Calculated Workload Hours
Step 5: cont’d

*Select the type of other assigned duties, enter the amount of workload hours, college, department and assignment type.
Step 5: cont’d

Example

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Workload</th>
<th>Weekly Contact</th>
<th>College</th>
<th>Department</th>
<th>TOPS</th>
<th>Contract</th>
<th>FTE</th>
<th>Assignment</th>
<th>Position</th>
<th>Position Suffix</th>
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</thead>
<tbody>
<tr>
<td>ACNT</td>
<td>6.000</td>
<td></td>
<td>AS</td>
<td>NCO</td>
<td>12</td>
<td></td>
<td></td>
<td>R1ST</td>
<td></td>
<td></td>
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</table>

Description: 02-Administrative

Compensation Extracted: ☐  Compensation Applied: ☐
```

Position number, press LIST for valid positions; CQUERY for current jobs.
Record: 1/1  1  ...  1  <OCE>
Step 5: cont’d

Non-Instructional Type

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Minimum Workload</th>
<th>Maximum Workload</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSP</td>
<td>11-Dean, Directors, Librarians</td>
<td>1.000</td>
<td>2.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>ADMN</td>
<td>02-Administrative Duties</td>
<td>1.000</td>
<td>1.000</td>
<td>22-OCT-2008</td>
</tr>
<tr>
<td>COAH</td>
<td>13-Coaching Assignment</td>
<td>1.000</td>
<td>1.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>COMM</td>
<td>02-Academic Committee</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>CGED</td>
<td>02-Program/Curriculum Change</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>CUSP</td>
<td>02-Curriculum Development</td>
<td>1.000</td>
<td>6.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>DBAR</td>
<td>02-Research-Department Funded</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>DRC</td>
<td>02-Special Academic Centers</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>DIS</td>
<td>02-Dissertation Director</td>
<td>1.000</td>
<td>2.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>DPPD</td>
<td>02-Department or Division Head</td>
<td>1.000</td>
<td>6.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>LEAV</td>
<td>03-Administrative Leave-We Pay</td>
<td>.000</td>
<td>.000</td>
<td>09-OCT-2008</td>
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<tr>
<td>MILI</td>
<td>13-Military / Special Faculty</td>
<td>1.000</td>
<td>12.000</td>
<td>09-OCT-2008</td>
</tr>
<tr>
<td>OSAR</td>
<td>12-Research Grant/Other Funds</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>OBSR</td>
<td>12-Research DNU</td>
<td>1.000</td>
<td>12.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>PGCD</td>
<td>02-Program/Level Coordinator</td>
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<td>3.000</td>
<td>30-SEP-2008</td>
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<td>SABB</td>
<td>03-Sabbatical</td>
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<td>22-OCT-2008</td>
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<td>SERV</td>
<td>13-Service to Academic Com</td>
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<td>3.000</td>
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<tr>
<td>SICK</td>
<td>03-Sick Leave</td>
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<td>.000</td>
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<td>SPRE</td>
<td>12-Sponsored Research</td>
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<td>12.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>SUPP</td>
<td>13-Licensed Professional</td>
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<td>TCEC</td>
<td>01-Teaching</td>
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<td>5.000</td>
<td>30-OCT-2008</td>
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<tr>
<td>THCM</td>
<td>02-Thesis/Dissertation Comm Mem</td>
<td>1.000</td>
<td>1.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>THEC</td>
<td>02-Thesis or Dissertation Chair</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
</tr>
</tbody>
</table>
Step 6: “SZAFACU” Form

- Term must be entered
- Percent of time must be 3 numbers; example “025” equals 25%
- Uncheck Compliance only if the faculty is “Out of Compliance”
- Only check: “New Hire” if they’re full-time
- No longer have “Flex Courses”
### University Appointments:

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

### University Salary:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>State Appropriations: Account numbers starting with 11, 18 or 17</td>
</tr>
<tr>
<td>02</td>
<td>Designated: Account numbers starting with 22 or 24</td>
</tr>
<tr>
<td>03</td>
<td>Restricted: Account numbers starting with 41 or 55</td>
</tr>
<tr>
<td>04</td>
<td>Auxiliary: Account numbers starting with 33</td>
</tr>
<tr>
<td>05</td>
<td>Overload</td>
</tr>
<tr>
<td>06</td>
<td>Flexible Entry (No Longer Have)</td>
</tr>
</tbody>
</table>
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
- Name
- 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
- 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
- Select One

EMPLOYMENT STATUS
- Contract Length
- Select One
- If other, specify
- Contract Type
- Select One

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](http://www.pvamu.edu/ir)