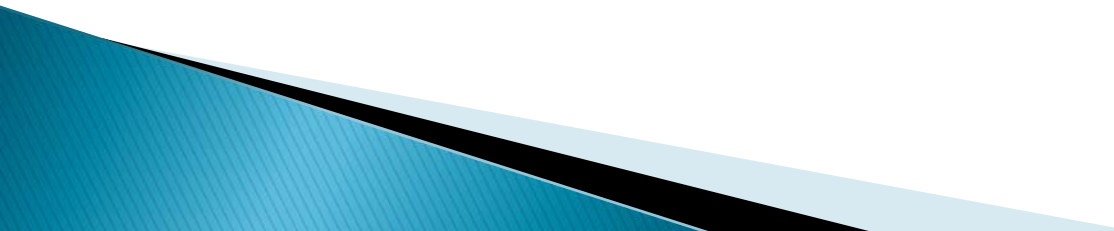


Banner Faculty Workload Procedures

Ginger Philips

Office of Institutional Research and Effectiveness
June 2, 2010

Faculty Workload Changes

- ▶ Changes in the THECB reports
 - ▶ New Banner Forms Available
 - ▶ New Faculty Workload Forms Available
- 

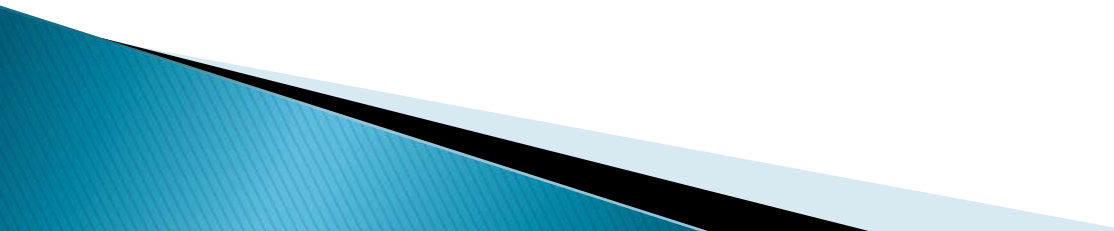
Changes in the THECB Reports

- Major Required Changes to the Faculty Workload Report (CBM-008):
 - New Ethnicity Codes (starting Fall 2010)
 - Reporting All Courses to the Faculty workload (starting Summer 2011)

New Ethnicity Codes

- ▶ The new federal requirement is that two ethnicity/race questions be asked. The items and values are as follows:
- ▶ Item # 22 Ethnic Origin. Enter the code indicating whether the faculty member is of Hispanic or Latino origin
 - 1. Hispanic or Latino origin
 - 2. Not Hispanic or Latino origin
 - 3. Not answered

New Workload Forms

- ▶ Faculty Database Form
 - ▶ Faculty Workload Form
 - ▶ Excel Calculation Worksheet
 - ▶ Signature Page
 - ▶ Faculty Workload Policy
- 

Faculty Database 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 Race

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 Tenure

EMPLOYMENT STATUS

Contract Length If other, specify Contract Type

Faculty Workload Form



Prairie View A&M University
P. O. Box 519 Mail Stop #1314
Prairie View, Tx
77446

Phone: 936-261-2189 Fax: 936-261-2189
www.pvamu.edu

Faculty Workload Form

RECORD # FRC CODE SEMESTER YEAR TERM

Due: July, 2010

For Office Use Only

LAST NAME FIRST NAME MI DOB

RANK TENURE GENDER IN COMPLIANCE YES NO

ADMN CODE ETHNIC ORIGIN RACE NEW HIRE DATE

Please enter the percent of time in the corresponding boxes, Example:
50 (do not include the % sign)

01 - CLASSROOM TEACHING %

02 - TEACHING RELATED %
(DPHD, CUDV, PGCD)

11 - ACADEMIC SUPPORT %
(DEAN)

12 - RESEARCH %
(OBAR, OUTSIDE FUNDED)

13 - PUBLIC SERVICE %
(NON FACULTY TEACHING)

OVERLOAD %

Please enter the salary amount in the corresponding boxes, example:
25000 (exclude the comma).

STATE APPROPRIATIONS
(ACCT#11,17,18)

Comments (Include: Promotion/Termination/New Hire/Retire/Retired/Sabbatical/Medical/Death)

Comments:

Excel Calculation Worksheet

UNDERGRADUATE COURSE CALCULATION FOR **FULL-TIME** FACULTY (Based on 12 workload hours)

LECTURE

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

LABORATORY

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

INTENSIVE LABORATORY (HUPF)

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

PRACTICUM

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

LARGE PRACTICUM (13+ STUDENTS)

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

INTENSIVE PRACTICUM (NURS, TECH)

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

SEMINARS

COURSE PREFIX	NUMBER	SECTION	SCHs	ENROLLMENT	CONTACT HRS	WKLD HRS	% OF TIME
						0.00	0%

Available in 12 or 15 Workload Hours

Signature Page

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

Faculty Workload Policy

- ▶ The Faculty Workload Policy is available on the Office of Institutional Research website at <http://www.pvamu.edu/pages/1392.asp>
- ▶ Additional policies and procedures pertaining to faculty workloads are found at <http://www.pvamu.edu/pages/669.asp>
- ▶ All worksheets, forms, etc. will be put on the IR website and an email will be provided with the link.

Banner's SZAFACU Form

Oracle Developer Forms Runtime - Web: Open > SZAFACU

File Edit Options Block Item Record Query Tools Help

Faculty - University SZAFACU 8.1.0 (PROD)

ID: Term:

Fice Code Admin Unit Code Sequence Number

UNIV Appointments: UNIV Salary: Current: Default:

01 <input type="checkbox"/>	State Appropriations <input type="text"/>	Faculty Rank <input type="checkbox"/>	<input type="checkbox"/>
02 <input type="checkbox"/>	Designated <input type="text"/>	Tenure <input type="checkbox"/>	<input type="checkbox"/>
11 <input type="checkbox"/>	Restricted <input type="text"/>	Compliance <input checked="" type="checkbox"/>	
12 <input type="checkbox"/>	Auxiliary Enterprises <input type="text"/>	New Hire <input type="checkbox"/>	
13 <input type="checkbox"/>	Overload <input type="text"/>		
FE <input type="checkbox"/>	FE Salary <input type="text"/>	FE Only? <input type="checkbox"/>	

Fice Code Admin Unit Code Sequence Number

UNIV Appointments: UNIV Salary: Current: Default:

01 <input type="checkbox"/>	State Appropriations <input type="text"/>	Faculty Rank <input type="checkbox"/>	<input type="checkbox"/>
02 <input type="checkbox"/>	Designated <input type="text"/>	Tenure <input type="checkbox"/>	<input type="checkbox"/>
11 <input type="checkbox"/>	Restricted <input type="text"/>	Compliance <input type="checkbox"/>	
12 <input type="checkbox"/>	Auxiliary Enterprises <input type="text"/>	New Hire <input type="checkbox"/>	
13 <input type="checkbox"/>	Overload <input type="text"/>		
FE <input type="checkbox"/>	FE Salary <input type="text"/>	FE Only? <input type="checkbox"/>	

Record: 1/1 ... <OSC>

SZAFACU Notes

Faculty - University SZAFACU 8.1.0 (PROD)

FICE Code must be entered, always "003630"

Philips, Ginger M.

Term:

Term must be entered

Fice Code Admin Unit Code Dept Computer Sci

UNIV Appointments:		UNIV Salary:		Current:	Default:
01	<input type="text" value="025"/>	State Appropriations	<input type="text" value="5"/>	Faculty Rank	<input type="text" value="1"/>
02	<input type="text" value="025"/>	Designated	<input type="text" value=""/>	Tenure	<input type="text" value="0"/>
11	<input type="text" value=""/>	Restricted	<input type="text" value="5"/>	Compliance	<input checked="" type="checkbox"/>
12	<input type="text" value="050"/>	Auxiliary Enterprises	<input type="text" value=""/>	New Hire	<input type="checkbox"/>
13	<input type="text" value=""/>	Overload	<input type="text" value=""/>	FE Only?	<input type="checkbox"/>
FE	<input type="text" value=""/>	FE Salary	<input type="text" value=""/>		

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

Semester Salary Only

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

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

No longer have "Flex Courses"

UNIV Appointments:

- 01 – Classroom Teaching Activity
- 02 – Teaching-Related Activity: Department Administration, 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.

UNIV 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)

Target Dates

▶ Ethnicity Codes

- Questions & concerns must be addressed by end of Summer 2010
- Must be used starting Fall 2010

▶ Course Listings

- Questions & concerns must be addressed by end of Spring 2011
- Must be included starting Summer 2011

Questions?

