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”
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
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>
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<tbody>
<tr>
<td>ACSP</td>
<td>11-Faculty Deans, Dir, Librarians</td>
<td>1.000</td>
<td>12.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>ADMN</td>
<td>02-Administrative Duties</td>
<td>1.000</td>
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<td>22-OCT-2008</td>
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<td>COAH</td>
<td>13-Coaching Assignment</td>
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<td>25-SEP-2008</td>
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<tr>
<td>COMM</td>
<td>02-Academic Committee</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
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<tr>
<td>CLUDU</td>
<td>02-Program/ Curriculum Deviant</td>
<td>1.000</td>
<td>3.000</td>
<td>25-SEP-2008</td>
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<td>CUR</td>
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<tr>
<td>DBAR</td>
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<td>DRRC</td>
<td>02-Special Academic Centers</td>
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<td>DIS</td>
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<td>1.000</td>
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<tr>
<td>DIPMD</td>
<td>02-Department or Division Head</td>
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<td>6.000</td>
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<td>LEAV</td>
<td>03-Administrative Leave we pay</td>
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<td>.000</td>
<td>09-OCT-2008</td>
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<tr>
<td>MILI</td>
<td>13-Military / Special Faculty</td>
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<tr>
<td>OBSR</td>
<td>12-Research Grant/Other Funds</td>
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<td>12-Research DNU</td>
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<td>FCOC</td>
<td>02-Program/Level Coordinator</td>
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<td>SERV</td>
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<tr>
<td>THCM</td>
<td>02-Thesis/Dissertation Comm Mem</td>
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<td>1.000</td>
<td>25-SEP-2008</td>
</tr>
<tr>
<td>THEC</td>
<td>02-Thesis or Dissertation Chr</td>
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<td>3.000</td>
<td>25-SEP-2008</td>
</tr>
</tbody>
</table>
Step 6: “SZAFACU” Form

- Percent of time must be 3 numbers; example “025” equals 25%
- Term must be entered
- Always “003630”
- Semester Salary Only
- Verify Rank and Tenure
- Only check: “New Hire” if they’re full-time.
- No longer have “Flex Courses”
- Uncheck Compliance only if the faculty is “Out of Compliance”
### University Appointments:

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
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</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></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>
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<tr>
<td>06</td>
<td>Flexible Entry (No Longer Have)</td>
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</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: ___________________________ Select One: ___________________________ Department: ___________________________ Select One: ___________________________

Home Address: ___________________________ City: ___________________________ State: ___________________________ ZIP: ___________________________

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 Track: ___________________________

NON-TENURED EARNING POSITION

Non-Tenured Position: ___________________________ Select One: ___________________________ Non-Tenure: ___________________________

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: ___________________________
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)

Faculty Workload Information/Forms