

EDINBORO UNIVERSITY
of PENNSYLVANIA



*Edinboro University
Data Input Guide for
Faculty Workload
2008*

Edinboro University Faculty Workload Data Input Guide

Introduction

This guide contains information and instructions which will assist the University in the preparation of various reports concerning faculty workload data for the Joint State Government Commission office as well as the Chancellor's Office. The two major reports are the Snyder Report, and the Common Cost Accounting Report. The Common Cost Accounting Report is the source of information for instructional costs as well as faculty productivity. Instructional costs and faculty productivity are two of the eight performance indicators whereby universities receive money based upon their performance.

The Snyder Report submissions began in the early 1980's, and is based upon data reported to the Pennsylvania General Assembly, as required by the Annual Appropriation Acts for the state-related universities. The report includes student credit hours and degrees, and instructional faculty salaries and work week activities. The objective of this report is to assist legislators in making appropriation decisions, allow university administrators to evaluate policies related to faculty outputs, salaries and workloads as well as to inform Pennsylvania citizens of the levels and shares of costs related to public higher education.

Meanwhile, the Common Cost Accounting Report (CCAR) submissions began in the late 1970's, when the Pennsylvania State System of Higher Education (PASSHE) adopted the National Center for Higher Education Management Systems (NCHEMS) standards. NCHEMS is a private non-profit organization whose mission is to assist colleges and universities as they improve their management capability. NCHEMS delivers research-based expertise; practical experience, information, and a range of management tools that can help institutions improve both their efficiency and their effectiveness.

The CCAR provides financial, student and faculty information and has recently become a focus of performance indicators. Faculty productivity and instructional costs are indicators employed to award universities funding based upon their performance. Faculty productivity is based upon the number of credit hours divided by total full-time equivalency (FTE) instructional faculty from July 1 to June 30 of each year. Instructional costs are broken down by lower, upper, undergraduate, graduate, masters, and doctoral/first professional cost per FTE student. The CCAR must also reconcile with the university's financial statements.

Most of the campus community is not aware of the Snyder and Common Cost Accounting reports and how they factor into performance funding and/or accountability measures. Our university is awarded monies based upon our performance. Therefore, it is imperative that we recognize the significance of data integrity and be able to collect accurate data for reporting purposes.

Edinboro University Faculty Workload Data Collection History

In the fall of 2002, the system and the process of collecting faculty workload was refined in order to streamline and capture more accurate data for reporting purposes. Dean's and Vice President's offices began verifying the data input of faculty workloads each semester. This includes instructional as well as non-instructional workloads.

Instructional workloads are assigned to courses at the Master Catalog level. When a section is created and an instructor assigned, the system pulls data from the Catalog into the section. The dean's office can manually make adjustments as needed. Several processes are run each semester to calculate workload based on a per student formula.

Non-instructional workloads as well as sabbaticals are entered by the Dean's or Vice President's offices. Currently, administrative faculties reside in Athletics, Counseling, Academic Support Services, Office of Students with Disabilities and the Library. These faculties are usually 12 month faculty with 12 workload hours for the fall, spring and summer. However, Library faculties opt for 3 workload hours during the summer. Other non-instructional assignments may include release time or overload for Research, Public Service, Academic Support, Student Services, or Institutional Support.

Data Entry

Once an individual has been identified as being responsible for updating and quality control of faculty workload data, a request for access and update privileges must be completed through the Student Services Operations Manager. The Banner screen SIAASGN of instructional and non-instructional workload is shown below.

The screenshot displays the Oracle Developer Forms Runtime - Web: Open - SIAASGN interface. The window title is "Oracle Developer Forms Runtime - Web: Open - SIAASGN". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The browser address bar shows "Faculty Assignment: SIAASGN 7.0 (PROD)".

The main form area is titled "Faculty Assignment" and contains the following fields:

- ID: [Redacted]
- Term: 200720

The form displays a table of faculty assignments with the following columns: CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor, and Override Conflicts.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
20446	01	CSCI	313	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility: 100		Generated Credits: 60.000		Position Number: [Redacted]		
Override Workload:		[Redacted]	Weekly Contact: 6.00		FTE: .25		Position Number Suffix: [Redacted]		
Calculated Workload:		3.000	Total Contact: 49.50		Contract Type: FS		Additional Instructors: [Redacted]		
Assignment Type:		[Redacted]							
20462	01	CSCI	104	018	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility: 100		Generated Credits: 120.000		Position Number: [Redacted]		
Override Workload:		[Redacted]	Weekly Contact: 6.00		FTE: .25		Position Number Suffix: [Redacted]		
Calculated Workload:		3.000	Total Contact: [Redacted]		Contract Type: FS		Additional Instructors: [Redacted]		
Assignment Type:		[Redacted]							
20485	01	MATH	104	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility: 100		Generated Credits: 123.000		Position Number: [Redacted]		
Override Workload:		[Redacted]	Weekly Contact: 6.00		FTE: .25		Position Number Suffix: [Redacted]		
Calculated Workload:		3.000	Total Contact: 48.00		Contract Type: FS		Additional Instructors: [Redacted]		
Assignment Type:		[Redacted]							

A warning message at the bottom of the form reads: "WARNING* Active faculty workload rules not defined for this term."

The Windows taskbar at the bottom shows the Start button, system tray icons, and the time 3:10 PM on Friday.

The above screen shot shows instructional faculty workload by ID number, name and term. The second line of data displays CRN (6 digit course number), Session, Subject code, Course (3 digit course number), Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor (this must be checked so the professors has access to assign grades) and Override Conflicts. The next two lines illustrate the Workload, Percentage Responsibility, Generated Credits and Weekly Contact, and FTE. Page down additional course information will be visible.

Below is the screen shot of the faculty non-instructional assignment view. The Type field is a four character code describing the assignment. The Type code is also linked to a Program Classification Structure (PCS) code used in the Common Cost Accounting Report. The workload is entered along with the College and Department code. The Contract of FS indicates Fall and Spring and the Assignment Type is either PERM or TEMP.

The screenshot displays a web-based application window titled "Oracle Developer Forms Runtime - Web: Open - SIAASGN". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. The main content area shows a "Faculty Non-Instructional Assignment" form for "SIAASGN 7.0 (PROD)".

At the top of the form, there are input fields for "ID" (partially obscured) and "Term: 200710". Below this is a table with the following columns: Type, Workload, Weekly Contact, College, Department, TOPS, Contract, FTE, Assignment Type, Position Number, and Position Suffix.

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
ACAD Academic Administr	9.000		AS	ACSS		FS		PERM		

At the bottom of the window, there is a status bar with the text "Non-instructional type - press LIST for valid codes". The Windows taskbar at the very bottom shows the "start" button, several application icons, and the system clock displaying "1:20 PM" on a "Tuesday".

The following is a list of descriptive non-instructional (Type) codes with corresponding PCS codes used to identify faculty non-instructional assignments.

Type	DESCRIPTION	PCS CODE
ACAD	ACADEMIC ADMINISTRATION	4.6.
ACCS	ACADEMIC COMPUTING SUPPORT	4.4.
ACPD	ACADEMIC PERSONNEL DEVELOPMENT	4.8.
ANCS	ANCILLARY SUPPORT	4.5.
AT	ATHLETIC TRAINER	5.1.
CCDE	COURSE/CURRICULUM DEVELOPMENT	4.7.
CCGU	COUNSELING/CAREER GUIDANCE	5.3.
CET	CET LEADERSHIP	4.5.
COAH	COACHING ASSIGNMENT	5.1.
COED	COMMUNITY EDUCATION	1.2.
CSVC	COMMUNITY SERVICE	3.1.
EDME	EDUCATIONAL MEDIA SERVICES	4.3.
EXMA	EXECUTIVE MANAGEMENT	6.1.
GRAN	GRANT ACTIVITY	2.1.
IPRE	INDIVIDUAL/PROJECT RESEARCH	2.1.
LIBR	LIBRARIES	4.1.
MUGA	MUSEUMS/GALLARIES	4.2.
PRDV	PUBLIC RELATIONS/DEVELOPMENT	6.5.
REMI	PREP/REMEDIAL INSTRUCTION	1.3.
RES	RESEARCH	2.0.
SCDE	SOCIAL/CULTURAL DEVELOPMENT	5.2.
SSAD	STUDENT SERVICE ADMINISTRATION	5.1.
SABB	SABBATICAL	4.8.

For additional information regarding the Common Cost Accounting Report please visit <http://www.passhe.edu/executive/finance/budget/pages/commoncost.aspx>

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment: SIAASGN 7.0 (PROD)

ID: [REDACTED] Term: 200720

Faculty Workload Summary: SIAASGN 7.0 (PROD)

Workload Rule: Full Time

Credit Hours:	<input type="text" value=".000"/>	Instructional Workload:	<input type="text" value="12.000"/>
Generated Hours:	<input type="text" value=".000"/>	Non-Instructional Workload:	<input type="text" value=".000"/>
Weekly Contact:	<input type="text" value=".000"/>	Total Workload:	<input type="text" value="12.000"/>
Term Contact:	<input type="text" value=".000"/>	Term FTE:	<input type="text" value="1.00"/>

Faculty Workload and Analysis

Workload Rule:

	Low	High		Low	High
Credit Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Generated Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Instructional Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Workload:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term FTE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ERM-40208: Form running in query-only mode. Cannot change database fields.

start 3:44 PM Friday

Once these screens have been updated each semester the data is extracted, calculation functions are applied and the data is uploaded to the Personnel Data Module (PDM). The PDM is a database that contains faculty workload information by semester.

Hopefully, this document has provided a better understanding of PASSHE's utilization of the data collected through the Institutional Research office. If you have any questions, comments or suggestions regarding this document, please contact Ms. Carla J. Higham, Institutional Research office at 732-2656.