The Faculty Load Process

The presentation will demonstrate:
• How to assign workload to faculty
• How to perform term workload analysis
• Banner Faculty Load Reports
• Workload Reporting Procedures
• How to Access Forms Online
• Workload Guidelines
Assign Workload to Faculty

The Faculty / Advisor Information Form – SIAINST

- All faculty must exist on this form prior to having courses attached on the faculty assignment form SIAASGN.
- They must have a (Faculty) status code of ‘Active’
  - If part-time faculty have “IN” in status or do not exist (dual enrollment, dual service, military science) submit Activate Part-Time Faculty Workflow to activate.
- The faculty indicator flag must be checked.
- Category, staff type, and workload rule must be completed in order to perform the term workload analysis for a faculty member.
- College, department, and percentage should be verified for all faculty teaching in your department.

Use down arrow key to move to Faculty College & Department
Assign Workload to Faculty

The Faculty Assignment Form – SIAASGN

- Assign [instructional workload](#)
- Make [credit hour adjustments](#)
- Assign multiple instructors to a course
- Remove course assignments
- Enter [non-instructional workload](#)
- Override schedule conflicts
- Enter reassigned time information
- Perform [workload term analysis](#)
Assign Workload to Faculty

**SIAASGN** – Attach course to faculty member

- Type “SIAASGN” in the search box, click enter
- Enter M# in the ID field
  - If M# not available, click “...” to perform person search
  - Name search (Last, First)
- Enter term in the term field and click “Go”
Assign Workload to Faculty

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Institutional Credit</th>
<th>Session Credit</th>
<th>Workload</th>
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- Click on ‘Insert’ to add a new course
- Click on ‘Delete’ to remove a course
- Use arrow key to scroll to next course attached
Assign Workload to Faculty

**SIAASGN** – Attach course to faculty member

1. Enter the CRN for each course the faculty member will be teaching for the term.
2. Click the down arrow key or the “Insert” button to add additional courses to faculty member.
3. Check the “Primary Instructor” indicator, if the faculty member is the primary instructor for the course.
Assign Workload to Faculty

SIAASGN – Credit Hour Adjustments

- Use the “Override Workload” field on form SIAASGN to make credit hour adjustments.
- “Weekly Contact” hours is calculated using the meet days and times for the course.
Assign Workload to Faculty

**SIAASGN – Multiple Instructors Assigned to a Course**

- Attach course to both instructors and modify the “Percent Responsibility” field or adjust the credit hours using the “Override Workload” field.
- If the same course is assigned to a faculty member & a non-SACSCOC qualifying GTA, the “Primary Instructor” indicator will be set on the first instructor attached to the course. *(Only one instructor can be the Primary Instructor.)*
Assign Workload to Faculty

**SIAASGN** – Enter Non-Instructional Assignments

- Click on the next block function to access the non-instructional assignments form.

Use down arrow key to move to non-instructional assignment page
Assign Workload to Faculty

**SIAASGN** – Enter Non-Instructional Assignments

- Click on the next block function to access the non-instructional assignments form.
- Enter the non-instructional type, credit hours and reassigned time category.
- Click on the “Delete” button to remove a non-instructional assignment.

Use down arrow key to move to summary page
Assign Workload to Faculty

SIAASGN – Perform Workload Term Analysis

- Click on the next block button three times under to perform workload term analysis.
- Click in the message box when the message “Term Analysis Complete – workload rules satisfied by instructor” is displayed.
Assign Workload to Faculty

- **SIAASGN** – Courses that meet at the same time
  - Check the override conflicts box for additional courses taught by the faculty member that meet at the same time.
  
  *If you do not check the override conflicts box, Banner will not allow the additional course to be added*
**Faculty Load Module**

**Term Analysis Report**

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**College:** BA Basic and Applied Sciences  
**Department:** ABAS Agriculture

**Id:** M  
**Name:**

**Status:** AC Active  
**Category:** FPRDF Professor  
**Staff Type:** FT  
**Workload Rule:** FT Full-Time Tenured/T

### College & Department Information

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<th>Home College</th>
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### Instructional Assignment

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### No Non-Instructional Assignment

### Workload Summary

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**Faculty Member**  
**Date**  
**Department Chair**  
**Date**  
**Dean**  
**Date**
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**INSTRUCTIONAL**

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**NON-INSTRUCTIONAL**

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Determining Faculty Workloads

- Policy defines a full faculty load as 15 workload units (WU) per semester.
- Full-time temporary faculty (instructor-track and lecturer) will teach 15 WU per term with no research/creative activity or service obligations.
- Full-time tenured/tenure-track/specialized faculty consists of a combination of teaching, mentoring, research/creative activity, academic administration, and public/institutional service.

[Workload Guidelines and Quick View Sheet from mtsu.edu/provost](http://mts.edu/provost)
Workload Forms

- **Reassigned Time Request and Faculty Evaluation**
  
  - Request completed in [Dynamic Forms](#) & Evaluation completed in [Faculty Success](#)
  
  - By April for the fall term
  
  - By November 1 for the spring term
  
  - Must complete overview of accomplishments for approved reassigned time by entering a summary of completed work with measurable outcomes in Annual Evaluation by April 30 in Faculty Success

- **Workload Form - Part B**
  
  - Full-time faculty only, must be signed by faculty member and chair. Include 3 WU for typical faculty duties.
  
  - Not required by full-time instructor-track or lecturer unless teaching load is less than 15 WU
Instructions for Non-Instructional Activities
Workload Form - Part B

- Academic Advising /Mentoring
- Academic Administration
  - The workload assignment of a department chair or other faculty for administrative duties will be determined by the college dean and the Provost.
  - Chairs may assign official workloads to faculty members for administrative responsibilities in the department (coordinators of graduate studies, freshman English, laboratories, etc.)
Instructions for Non-Instructional Activities
Workload Form - Part B

➢ Research/Scholarship/Creative Activity
  ▪ Included in this category are pure and applied research, creative writing, artistic productions (plays, operas, concerts, etc.) and other scholarly endeavors related to a faculty member’s area of interest and expertise.
    ▪ 1) Sponsored Research – all research and development activities that are sponsored by federal and nonfederal agencies and organizations
    ▪ 2) University Research – all research and development activities that are separately budgeted and accounted for by MTSU under an internal application of institutional funds
Instructions for Non-Instructional Activities

Workload Form - Part B

- **Institutional/Public Service**
  - Workload assignments for institutional service can be made only when such service is an accepted responsibility of the University.
  - Workload assignments maybe made for institutional improvement for developing a new program or course or experimenting with new pedagogies/technologies with a view toward department implementation.
Instructions for Non-Instructional Activities
Workload Form - Part B

Committee Work or University Activities: Faculty participation in the work of committees is generally recognized as the appropriate mechanism through which faculty contribute to the decision-making processes of the university (work above and beyond 3 typical WU).

- Faculty Senate President (9 WU)
- Faculty Senate Secretary (3 WU)
- Faculty Trustee (3 WU)
- Liaison Committee membership (0.75 WU)

First-year tenure-track faculty may be given a reduced teach load of 3 WU for developing instructional materials for assigned courses.
Faculty Workload

Departmental Support Flow Chart

Start

Asset or ensure Part B is completed for all full-time faculty in department.

Enter Non-instructional workload into SIAARGN

This generates Faculty Workload Report - Part A. In addition to assigning course & adjusting credits hours, as needed.

Log into BDM on Day 5
1. Review
2. Export/Print
3. Make appropriate updates in Banner - SIAARGN

Log into BDM on Day 10
1. Review
2. Export/Print
3. Make appropriate updates in Banner - SIAARGN

Print

1. Review printed report
2. Make appropriate updates in Banner - SIAARGN
3. Signature required by Faculty, Department Chair, and Dean

Scan signed documents and label appropriately for uploaded to the A2RM drive

A2RM Drive

Sync to BDM

End