

**MIDDLE  
TENNESSEE**  
STATE UNIVERSITY.

I AM *true*  
**BLUE**



# Faculty Load Process

Updated: 7/2022

# 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

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID:  Start Over

FACULTY MEMBER BASE DETAILS

From Term: 202180 Maintenance To Term: 999999

Status\*  Active

Status Date\* 08/06/2019

Override User ID

Override Activity

Date

Category: LEC Lecturer

Staff Type: FT Full Time

Workload Rule: FTT Full-Time Temporary

Appointment Date

Faculty

Advisor

Override Process Rule Security

Use down arrow key to move to Faculty College & Department

FACULTY CONTRACT

From Term: Maintenance To Term: 999999

Type *	Type Description	Rule	Rule Description	Default Indicator *
				<input type="checkbox"/>

FACULTY COLLEGE AND DEPARTMENT

From Term: Maintenance To Term: 999999

Home	College	College Description	Department	Department Description	Percentage
<input checked="" type="checkbox"/>	BU	Business	ECON	Economics and Finance	100

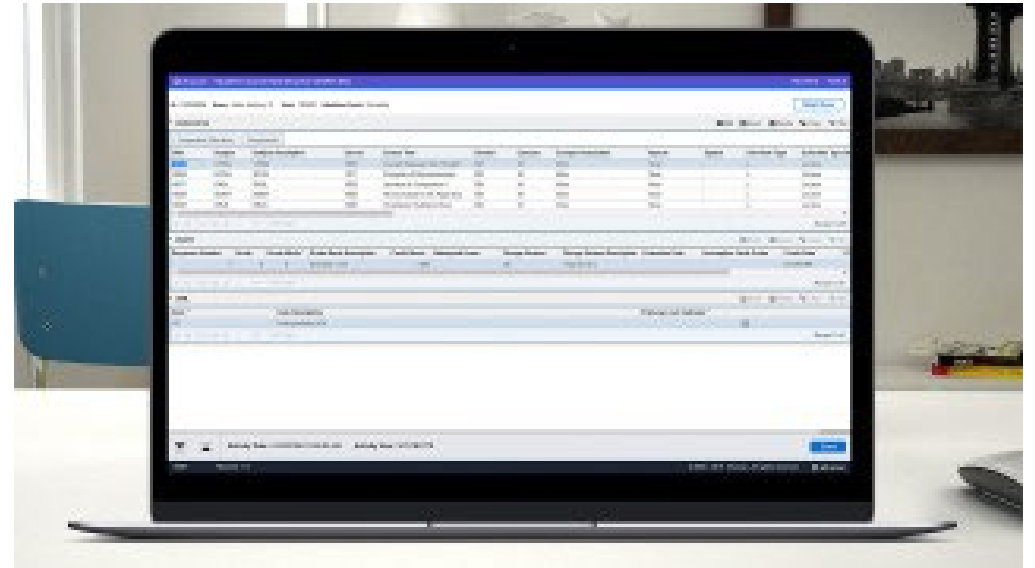
## ➤ The Faculty / Advisor Information Form – SIAINST

- 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.

# Assign Workload to Faculty

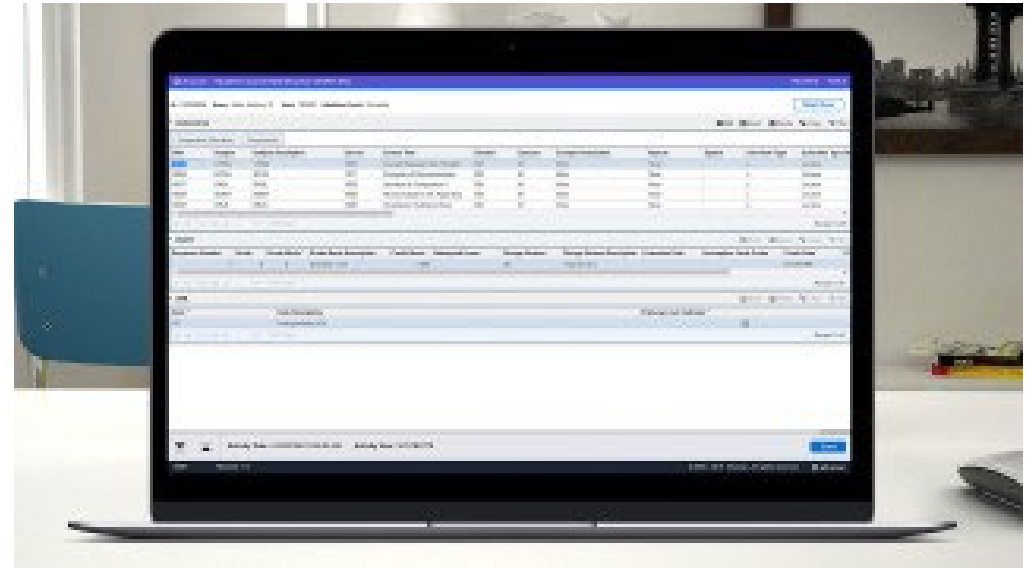
## ➤ The Faculty Assignment Form – SIAASGN

- 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

Click on 'Insert' to add a new course

Click on 'Delete' to remove a course

Faculty Assignment SIAASGN 9.3.8 (TEST)

ID: Term: 201880

**FACULTY ASSIGNMENT**

CRN	84382	<input type="checkbox"/> Override Conflicts	Generated Credits	114.000
Session	01	Workload	FTE	0.2
Subject	BIOL	Override Workload	Contract Type	...
Course	3500	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	002	Assignment Type	Position Number	...
Session Credit	3.000	Percent *	Position Number	
Institutional Credit	3.000	Responsibility	Suffix	
Percentage of * Session	100	Weekly Contact	Additional Instructors	
<input checked="" type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

1 of 7 | 1 Per Page | Record 1 of 7

SAVE

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.

Faculty Assignment SIAASGN 9.3.19 (PROD)

ID: Term: 202180

Start Over

Setting **Insert** Delete Copy More Information Filter

**FACULTY ASSIGNMENT**

CRN \*

Session \*

Subject  ...

Course  ...

Section

Session Credit

Institutional Credit

Percentage of \*  100

Session

Primary Instructor

Override Conflicts

Workload

Override Workload

Calculated Workload

Assignment Type  ...

Percent \*  100

Responsibility

Weekly Contact

Total Contact

Compensation Extracted

Generated Credits

FTE

Contract Type  ...

Compensation Applied

Position Number  ...

Position Number

Suffix

Additional Instructors

1 of 1 Per Page

Record 1 of 1

# 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.

Faculty Assignment SIAASGN 9.3.19 (PROD) ADD RETRIEVE RELATED TOOLS 1

ID: Term: 202180 Start Over

FACULTY ASSIGNMENT Settings Insert Delete Copy More Information Filter

CRN *	<input type="text"/>	<input type="checkbox"/> Override Conflicts	Generated Credits	<input type="text"/>
Session *	<input type="text"/>	Workload	FTE	<input type="text"/>
Subject	<input type="text"/> ...	Override Workload	Contract Type	<input type="text"/> ...
Course	<input type="text"/> ...	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	<input type="text"/>	Assignment Type	Position Number	<input type="text"/> ...
Session Credit	<input type="text"/>	Percent *	Position Number	<input type="text"/>
Institutional Credit	<input type="text"/>	Responsibility	Suffix	<input type="text"/>
Percentage of * Session	<input type="text"/> 100	Weekly Contact	Additional Instructors	<input type="text"/>
<input type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

Record 1 of 1



# 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.)*

Faculty Assignment SIAASGN 9.3.19 (PROD)

ID: Term: 202180

Start Over

FACULTY ASSIGNMENT

Settings Insert Delete Copy More Information Filter

CRN *	<input type="text"/>	<input type="checkbox"/> Override Conflicts	Generated Credits	<input type="text"/>
Session *	<input type="text"/>	Workload	FTE	<input type="text"/>
Subject	<input type="text"/> ...	Override Workload	Contract Type	<input type="text"/> ...
Course	<input type="text"/> ...	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	<input type="text"/>	Assignment Type	Position Number	<input type="text"/> ...
Session Credit	<input type="text"/>	Percent *	Position Number	<input type="text"/>
Institutional Credit	<input type="text"/>	Responsibility	Suffix	<input type="text"/>
Percentage of * Session	<input type="text"/> 100	Weekly Contact	Additional Instructors	<input type="text"/>
<input type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

Record 1 of 1

# Assign Workload to Faculty

## ➤ SIAASGN – Enter Non-Instructional Assignments

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

The screenshot displays the 'Faculty Assignment SIAASGN' form. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The form is titled 'Faculty Assignment SIAASGN' and shows 'Term: 201880'. A 'Start Over' button is located in the top right corner. The form is divided into several sections:

- Faculty Assignment Section:** Contains fields for CRN (87038), Session (01), Subject (BIOL), Course (4080), and Section (001). It also shows Session Credit (4.000), Institutional Credit (4.000), and Percentage of \* Session (100). A checkbox for 'Primary Instructor' is checked.
- Workload Section:** Includes 'Override Conflicts' (checked), Workload (4.000), Override Workload (3.000), Calculated Workload (3.000), Assignment Type (dropdown), Percent \* (100), Responsibility, Weekly Contact (2.75), and Total Contact (39.41). A checkbox for 'Compensation Extracted' is unchecked.
- Generated Credits Section:** Shows Generated Credits (72.000), FTE (0.2), Contract Type (dropdown), Compensation Applied (checkbox), Position Number (dropdown), and Additional Instructors (text area).

At the bottom left, a red circle highlights a dropdown arrow icon, with a red arrow pointing to it from a text box that reads: 'Use down arrow key to move to non-instructional assignment page'. The bottom right corner features a 'SAVE' button. The footer indicates 'Record 2 of 7'.

# 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.

Faculty Assignment SIAASGN

ID: Term: 201880

Start Over

FACULTY NON-INSTRUCTIONAL ASSIGNMENT

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
AURC	3.000							OTDR		
WSER	1.000							ONIS		
WSER	1.800							OTNS		

Record 1 of 3

Description Univ Research/C Compensation Applied

Rectangular Snip

SAVE

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



Page Down x 3

Faculty Assignment SIAASGN 9.3.19 (PROD) | ADD | RETRIEVE | RELATED | TOOLS | 1

ID: | Term: 202080

**Term Analysis Complete – workload rules satisfied by Instructor**

**FACULTY WORKLOAD SUMMARY**

Workload Rule	FT	Full-Time Tenured/Tenure Track
Credit Hours	17.000	
Generated Hours	264.000	
Weekly Contact	22.540	
Term Contact	141.550	
Instructional Workload	9.000	
Non-Instructional Workload	9.000	
Total Workload	18.000	
Term FTE	1.2	

Record 1 of 1

**FACULTY WORKLOAD AND ANALYSIS**

Workload Rule	FT	Full-Time Tenured/Tenure Track	Low	High	Under/Over
Credit Hours			0.000	100.000	
Generated Hours					
Weekly Contact					
Total Contact					
Instructional Workload	0.000			12.000	
Non-Instructional Workload	0.000			15.000	
Total Workload	0.000			15.000	○
Term FTE	0.99			1	○

Record 1 of 1

# 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*

The screenshot shows the Faculty Assignment SIAASGN 9.3.19 (PROD) interface. The top navigation bar includes a close button (X), the title 'Faculty Assignment SIAASGN 9.3.19 (PROD)', and action buttons for ADD, RETRIEVE, RELATED, TOOLS, and a page indicator '1'. Below the navigation bar, the 'ID:' field is empty and the 'Term:' field is set to '202180'. A 'Start Over' button is located in the top right corner. The main content area is titled 'FACULTY ASSIGNMENT' and contains a form with various input fields and checkboxes. The 'Override Conflicts' checkbox is highlighted with a red box. The form includes fields for CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Workload, Override Workload, Calculated Workload, Assignment Type, Percent, Responsibility, Weekly Contact, Total Contact, Generated Credits, FTE, Contract Type, Compensation Applied, Position Number, and Additional Instructors. The 'Percentage of Session' field is set to '100' and the 'Percent' field is also set to '100'. The 'Primary Instructor' and 'Compensation Extracted' checkboxes are unchecked. The bottom of the interface shows a pagination bar with '1 of 1' and '1 Per Page', and a 'Record 1 of 1' indicator in the bottom right corner.

CRN *	<input type="text"/>	<input type="checkbox"/> Override Conflicts	Generated Credits	<input type="text"/>
Session *	<input type="text"/>	Workload	FTE	<input type="text"/>
Subject	<input type="text"/>	Override Workload	Contract Type	<input type="text"/>
Course	<input type="text"/>	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	<input type="text"/>	Assignment Type	Position Number	<input type="text"/>
Session Credit	<input type="text"/>	Percent *	Position Number	<input type="text"/>
Institutional Credit	<input type="text"/>	Responsibility	Suffix	<input type="text"/>
Percentage of * Session	<input type="text" value="100"/>	Weekly Contact	Additional Instructors	<input type="text"/>
<input type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

# SZRTRAL – Term Analysis Report

08/02/2020 06:35 PM  
202050 Summer 2020

MTSU

PAGE 1  
SZPTRAL

Faculty Load Module  
Term Analysis Report

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

Id: M Name:

Status: AC Active  
Category: FTPROF Professor

Home Admin Coll: BA Basic and Applied Sc Home Admin Dept: ABAS Agriculture  
Staff Type: FT Full Time  
Workload Rule: FT Full-Time Tenured/T

\*\*\*\* College & Department Information \*\*\*\*

Home	College	Department	%
Y	BA Basic and Applied Sciences	ABAS Agriculture	100

\*\*\*\* Instructional Assignment \*\*\*\*

CRN	SI	Subj	Crse	Sec	Course Title	Sch	Enr	Sess	Genl	Wkload	Hours	%	Calc	Contact	Hours	FTE	P	O	Meet	Time	Days
								Cred	Cred	Std	Adj	Res	Wkld	Weekly	Course						
52397	01	COMS	7500	007	Directed Research	RES	1	3.00	3.00	1.00	1.20	100	1.20	3.00	1.00	.08	Y				
50622	5B	PLSO	4310	D01	Forage Crops	LLB	15	3.00	45.00	3.00		100	3.00	3.00	3.00	.20	Y				

\*\*\*\* No Non-Instructional Assignment \*\*\*\*

\*\*\*\* Workload Summary \*\*\*\*

Session Credit Hours:	6.000	Instructional Credit Hours:	6.000
Generated Hours:	48.000	Instructional Workload:	4.200
Weekly Contact Hours:	6.000	Non-Instructional Workload:	
Term Contact Hours:	0.000	Total Workload:	4.200
		Term FTE:	0.28

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

# SIRASGQ – Instructor Schedule

```

12-APR-2007 13:33:37                MTSU                PAGE 93
200780                               Instructor Schedules  SIRASGQ

INSTRUCTOR NAME:
INSTRUCTOR ID:

                                I N S T R U C T I O N A L

----- SESSION ----- DATES ----- DAYS --- -- TIME --
CRN PT  SUBJ CRSE  SEC NO SCHD HOURS  START  END  M T W R F S U  BEG  END  BUILDING ROOM  - ENROLLMENT - CROSS
-----  -----  -----  -----  -----  -----  -----  -----  -----  -----  -----  -----  - MAXIMUM ACTUAL - LIST C

82843 1  COMM 3300 001 01 LEC 3.000 27-AUG-07 15-DEC-07  T  R  0100-0225pm BDA 214 20 2
82844 1  COMM 3300 002 01 LEC 3.000 27-AUG-07 15-DEC-07  T  R  0240-0405pm BDA 214 20 1

                                N O N - I N S T R U C T I O N A L

TYPE      DESCRIPTION      WLOAD  COLL DEPT      DESCRIPTION      TOPS      DESCRIPTION      FTE
-----  -----  -----  -----  -----  -----  -----  -----
ADM Academic Administration 6.000  LA SPEE Speech and Theatre 0.400
UDPR Departmental Research 3.000  LA SPEE Speech and Theatre 0.200
    
```

# Workload Guidelines

## ➤ 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](https://mtsu.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

