

Banner Student Faculty Load Training Workbook

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Revision History Log

Publication Date	Summary
April 2008	New version that supports 8.0 software.

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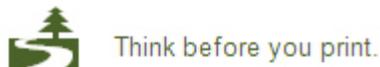


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Introduction



Course goal

The goal of this workbook is to provide you with the knowledge and practice to setup and maintain faculty information at your institution. The workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-Day Operations

Course objectives

In this course you will learn how to

- identify Faculty Load Code Validation forms
- identify Workload/Contract Analysis Control and Rules forms
- describe the Workload/Contract Rules creation process.
- create faculty records
- enter assignment information for a faculty member
- enter degree information for a faculty member
- perform faculty contract analysis
- identify the Faculty Load queries and reports.

Intended audience

Personnel responsible for maintaining faculty information

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- administrative rights to create and perform the necessary set up in Banner
- completed the Catalog and General Person modules.

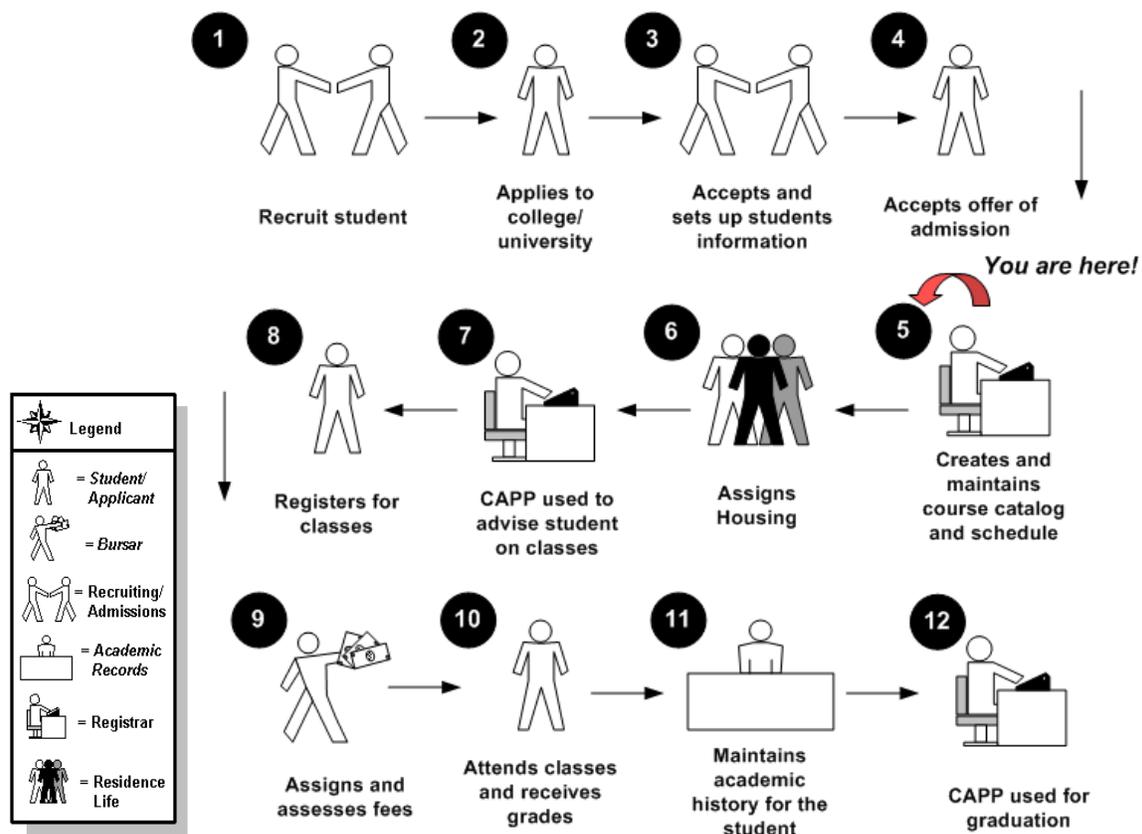
Process Introduction

Introduction

The Banner faculty load process provides the capability to identify and define faculty and advisors to the Banner Student System. It also provides the capability to dynamically calculate workload and contract analysis based upon a set of user-defined control and rules forms as well as the capability to produce hardcopy output of the calculated results of the analysis performed through use of the module delivered reports. In addition, a number of review/query forms are provided to look-up the related record information entered into the module.

Flow diagram

This diagram highlights the processes used to setup and maintain faculty information within the overall Student process.



About the process

Before faculty and/or advisors may be assigned to records in the Banner Student System, at minimum, a name must exist and each name must be identified in the Banner Student Faculty Load module as faculty and/or advisors. Upon completion of this identification within Banner Student, faculty instructional and non-instructional assignments can be made and advisor assignment to students can be completed.

Set Up



Section goal

The purpose of this section is to outline the Faculty Load set up process and detail the procedures of the set up.

Objectives

In this section you will learn how to

- identify Faculty Load Code Validation forms
- identify Workload/Contract Analysis Control and Rules forms
- describe the Workload/Contract Rules creation process.

Control, Rules, and Code Validation Forms that Support Faculty Load

Validation forms needed

Before entering any information about your faculty in the Banner Student System, several Control, Rule, and Code Validation forms require data to be entered first.

The following Control, Rule, and Code validation forms support important roles in the Faculty Load module. Review these forms and practice entering information in each.

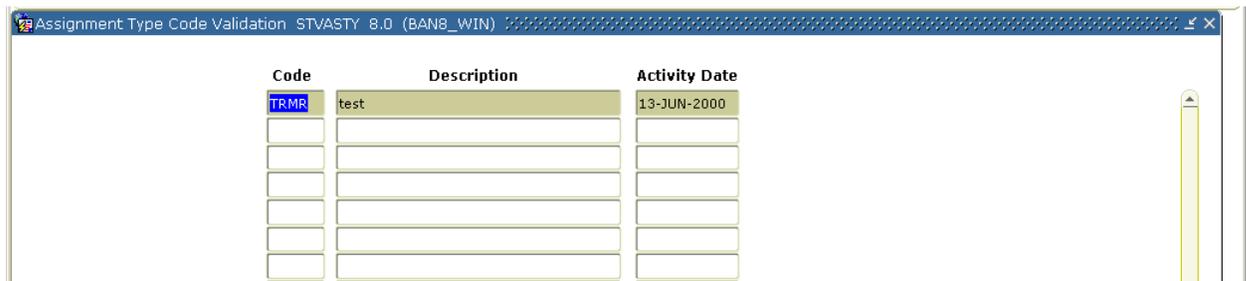
Form Description	Banner Name
Assignment Type Code Validation	STVASTY
Contract Rules Validation	STVCNTR
College Code Validation	STVCOLL
Degree Code Validation	STVDEGC
Department Code Validation	STVDEPT
Faculty Member Attributes Code Validation	STVFATT
Faculty Contract Type Code Validation	STVFCNT
Faculty Status Code Validation	STVFCST
Faculty Category Code Validation	STVFCTG
Faculty Staff Type Code Validation	STVFSTP
Institutional Honors Code Validation	STVHONR
Major, Minor, Concentration Code Validation	STVMAJR
Faculty Non-Instructional Type Code Validation	STVNIST
Term Code Validation	STVTERM
Taxonomy of Program Code Validation	STVTOPS
Term Workload Rules Code Validation	STVWKLD

Assignment Type Code Validation

Introduction

The Assignment Type Code Validation Form (STVASTY) is used to create, update, and delete Assignment Type codes for use in the Faculty Load module for instructional and non-instructional assignments, such as Over-Load, Academic Service, Committee Service, Club Advisor, Academic Advisor, or Department Service. The Assignment Type Code can be described as a table that lends further categorization to Instructional and Non-instructional assignments.

Banner form



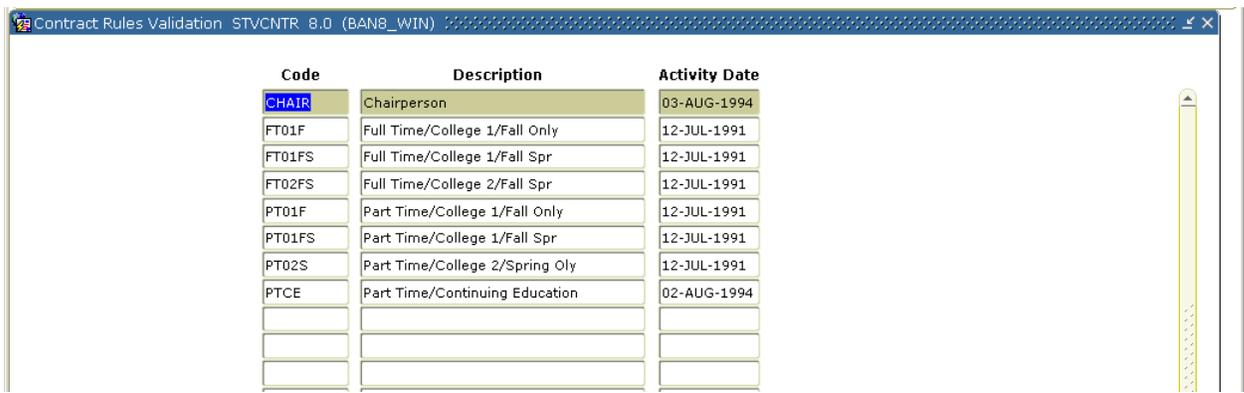
Code	Description	Activity Date
TRMR	test	13-JUN-2000

Contract Rules Validation

Introduction

The Contract Rules Validation Form (STVCNTR) is used to create, update, and delete Contract rules code(s).

Banner form



Code	Description	Activity Date
CHAIR	Chairperson	03-AUG-1994
FT01F	Full Time/College 1/Fall Only	12-JUL-1991
FT01FS	Full Time/College 1/Fall Spr	12-JUL-1991
FT02FS	Full Time/College 2/Fall Spr	12-JUL-1991
PT01F	Part Time/College 1/Fall Only	12-JUL-1991
PT01FS	Part Time/College 1/Fall Spr	12-JUL-1991
PT02S	Part Time/College 2/Spring Oly	12-JUL-1991
PTCE	Part Time/Continuing Education	02-AUG-1994

College Code Validation

Introduction

The College Code Validation Form (STV_COLL) is used to create, update, insert, and delete College codes, such as *College of Engineering*, *College of Law*, and *College of Music*. The Faculty Load module uses these College codes to assign faculty to a particular College within your institution and from which College a Faculty Degree has been received.

Banner form

Code	Description	Voice Response Message Number	System Required	Canadian Statistics Code	MIS District	Activity Date
00	No College Designated		<input checked="" type="checkbox"/>			29-APR-1987
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AG	College of Agriculture		<input type="checkbox"/>			10-JAN-1995
AH	College of Allied Health		<input type="checkbox"/>			10-JAN-1995
AR	College of Architecture		<input type="checkbox"/>			10-JAN-1995
AS	College of Arts & Sciences		<input type="checkbox"/>			10-JAN-1995
BU	College of Business		<input type="checkbox"/>			10-JAN-1995
CE	Continuing Education		<input type="checkbox"/>			03-JAN-1995
DN	School of Dentistry		<input type="checkbox"/>			10-JAN-1995
ED	College of Education		<input type="checkbox"/>			10-JAN-1995
EN	College of Engineering		<input type="checkbox"/>			10-JAN-1995
LW	Law School		<input type="checkbox"/>			10-JAN-1995
MD	School of Medicine		<input type="checkbox"/>			10-JAN-1995
NU	College of Nursing		<input type="checkbox"/>			10-JAN-1995
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Degree Code Validation

Introduction

The Degree Code Validation Form (STVDEGC) is used to maintain the Degree codes, such as *Undeclared*, *Bachelor of Arts*, and *Doctor of Education*. The Faculty Load module uses Degree codes to maintain Faculty degree information.

Banner form

Code	Description	Count in Financial Aid	Level	Award Category	Voice Response Message Number	Web Indicator	System Required	Activity Date
000000	Undeclared	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-JUN-1991
AA	Associate in Arts	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AAS	Associate in Applied Scienc	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AS	Associate in Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AT	Associate in Technology	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA	Bachelor of Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA/MA	5 yr Bachelors and Masters	<input checked="" type="checkbox"/>	MA	42		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BAR	Bachelor of Architecture	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BBA	Bachelor of Business Adm	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BED	Bachelor of Education	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BFA	Bachelor of Fine Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BM	Bachelor of Music	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BS	Bachelor of Science	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSME	Bach of Science & Mech En	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSN	BS in Nursing	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	28-JUN-1995
BSW	Bachelor of Social Work	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CERT	Certificate Program	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CPR	CPR Certification	<input type="checkbox"/>	LA	21		<input type="checkbox"/>	<input type="checkbox"/>	09-MAY-1995
DDS	Doctor of Dental Surgery	<input checked="" type="checkbox"/>	DR	31		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
DIPL	Diploma	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995

Degree code.
Record: 1/?

Department Code Validation

Introduction

The Department Code Validation Form (STVDEPT) is used to maintain Department codes, such as *History Department*, *Counseling Department*, and *Department of Undeclared*. The Faculty Load module uses Department codes to assign faculty members to various departments.

Banner form

The screenshot shows a window titled "Department Code Validation STVDEPT 8.0 (BAN8_WIN)". The main area contains a table with the following columns: Code, Description, System Req, VR, Msg No, and Activity Date. The "Code" column has a dropdown menu with "0000" selected. The "System Req" column contains checkboxes, with the first two (for "Undeclared" and "Art") checked. The "VR" and "Msg No" columns are empty. The "Activity Date" column shows dates ranging from 03-JAN-1995 to 28-JUN-1995. At the bottom of the window, there is a status bar with the text "Department code." and "Record: 1/?".

Code	Description	System Req	VR	Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>			03-JAN-1995
ACCT	Accounting	<input type="checkbox"/>			28-JUN-1995
ART	Art	<input checked="" type="checkbox"/>			28-JUN-1995
BIOL	Biology	<input type="checkbox"/>			28-JUN-1995
BUS	Business	<input type="checkbox"/>			28-JUN-1995
CE	Adult and Continuing Education	<input type="checkbox"/>			04-JAN-1995
CHEM	Chemistry	<input type="checkbox"/>			28-JUN-1995
CIS	Computer & Information Systems	<input type="checkbox"/>			28-JUN-1995
COUN	Counseling	<input type="checkbox"/>			28-JUN-1995
DRAM	Drama	<input type="checkbox"/>			28-JUN-1995
ECON	Economics	<input type="checkbox"/>			28-JUN-1995
EDUC	Education	<input type="checkbox"/>			28-JUN-1995
ENGL	English	<input type="checkbox"/>			28-JUN-1995
ENGR	Engineering	<input type="checkbox"/>			28-JUN-1995
ENGT	Engineering Technology	<input type="checkbox"/>			28-JUN-1995
FREN	French	<input type="checkbox"/>			28-JUN-1995
HIST	History	<input type="checkbox"/>			28-JUN-1995
HUM	Humanities	<input type="checkbox"/>			28-JUN-1995
LAW	Law	<input type="checkbox"/>			28-JUN-1995
MATH	Mathematics	<input type="checkbox"/>			28-JUN-1995
MUS	Music Department	<input type="checkbox"/>			10-JAN-1995
NSCI	Music	<input type="checkbox"/>			28-JUN-1995

Department code.
Record: 1/?

Steps

Your institution has decided to add a new department for Instructional Design. Enter the new department by using the Department Code Validation Form (STVDEPT). Follow these steps to complete the process.

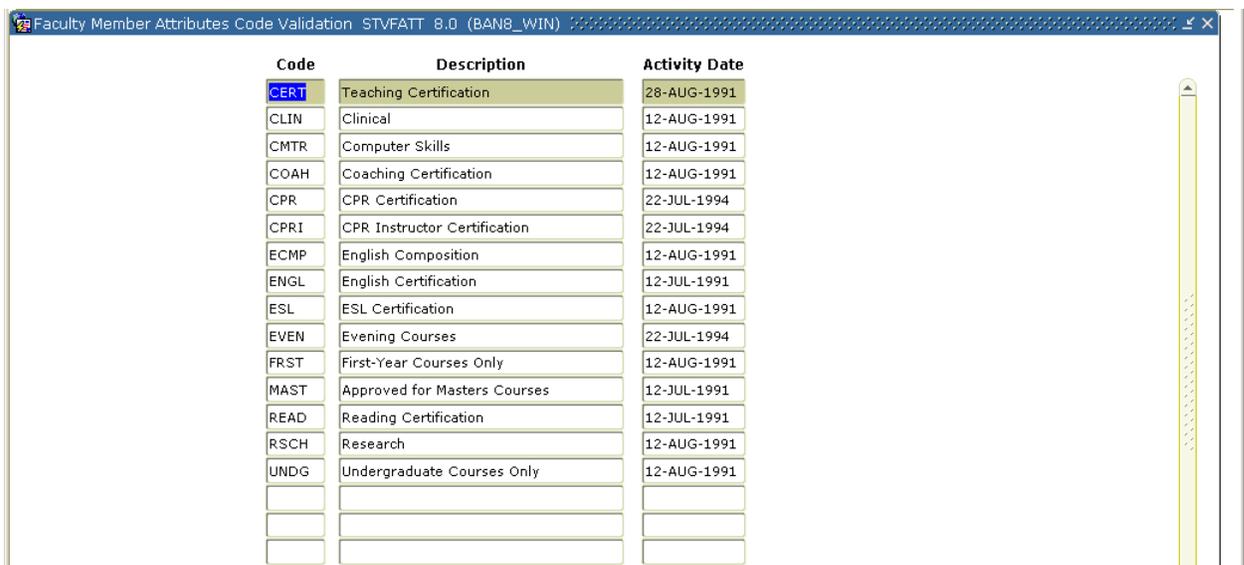
1. Access the Department Code Validation Form (STVDEPT).
2. Select the **Insert Record** function.
3. Enter *INST* in the **Code** field.
4. Enter *Instructional Design* in the **Description** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Faculty Member Attributes Code Validation

Introduction

The Faculty Member Attributes Code Validation Form (STVFATT) is used to create, update, and delete faculty member Attribute codes, such as *Certified to Teach English, Department Head, and Full-time Coach*. Other forms use this form to validate faculty member Attribute codes. The user can only create and update these codes from this form.

Banner form



The screenshot shows a window titled "Faculty Member Attributes Code Validation: STVFATT 8.0 (BAN8_WIN)". The window contains a table with three columns: Code, Description, and Activity Date. The table lists various attribute codes and their corresponding descriptions and activity dates. The first row, "CERT Teaching Certification", is highlighted in blue. The table has a vertical scrollbar on the right side.

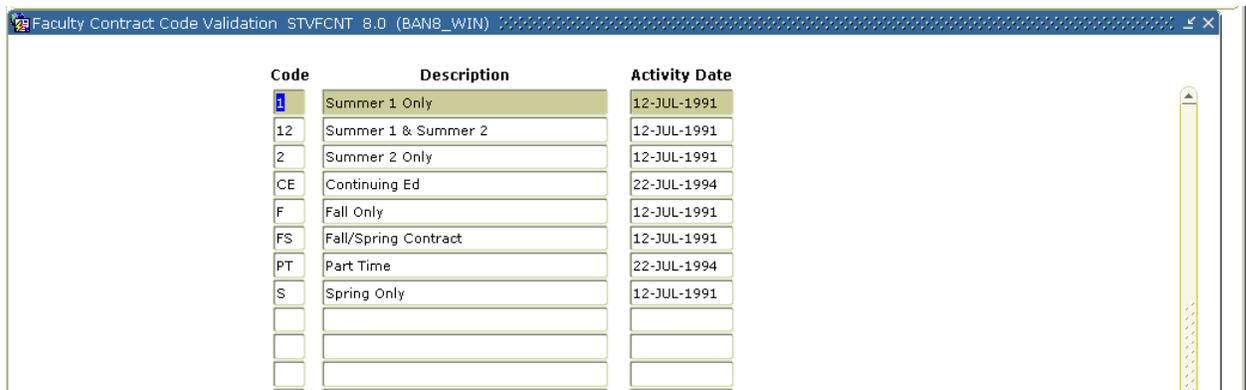
Code	Description	Activity Date
CERT	Teaching Certification	28-AUG-1991
CLIN	Clinical	12-AUG-1991
CMTR	Computer Skills	12-AUG-1991
COAH	Coaching Certification	12-AUG-1991
CPR	CPR Certification	22-JUL-1994
CPRI	CPR Instructor Certification	22-JUL-1994
ECMP	English Composition	12-AUG-1991
ENGL	English Certification	12-JUL-1991
ESL	ESL Certification	12-AUG-1991
EVEN	Evening Courses	22-JUL-1994
FRST	First-Year Courses Only	12-AUG-1991
MAST	Approved for Masters Courses	12-JUL-1991
READ	Reading Certification	12-JUL-1991
RSCH	Research	12-AUG-1991
UNDG	Undergraduate Courses Only	12-AUG-1991

Faculty Contract Type Code Validation

Introduction

The Faculty Contract Type Code Validation Form (STVFCNT) is used to create, update, insert, and delete Faculty Contract Type codes. The codes specify during which semesters the faculty member's contract runs.

Banner form



Code	Description	Activity Date
1	Summer 1 Only	12-JUL-1991
12	Summer 1 & Summer 2	12-JUL-1991
2	Summer 2 Only	12-JUL-1991
CE	Continuing Ed	22-JUL-1994
F	Fall Only	12-JUL-1991
FS	Fall/Spring Contract	12-JUL-1991
PT	Part Time	22-JUL-1994
S	Spring Only	12-JUL-1991

Faculty Status Code Validation

Introduction

The Faculty Status Code Validation Form (STVFCST) is used to create, update, insert, and delete Faculty Status codes. These codes specify faculty member status, such as *Active*, *Inactive*, and *On Sabbatical*. If the faculty member is designated as *Active*, then he/she will be available for assignments. If the faculty member is designated not active, then he/she is not available for assignments.

Banner form

Code	Description	Active	Activity Date
AC	Active	<input checked="" type="checkbox"/>	01-JUL-1991
IN	Inactive	<input type="checkbox"/>	12-JUL-1991
LA	Leave of Absence	<input type="checkbox"/>	12-AUG-1991
ML	Medical Leave	<input type="checkbox"/>	12-AUG-1991
SB	Sabbatical Leave	<input type="checkbox"/>	12-JUL-1991
		<input type="checkbox"/>	

Faculty Category Code Validation

Introduction

The Faculty Category Code Validation Form (STVFCTG) is used to create, update, insert, and delete Faculty Member Category codes. The codes represent into which category a faculty member is placed, such as *Advisor*, *Full-time Professor*, and *Part-time Professor*. These codes may be used in calculating workload.

Banner form



The screenshot shows a window titled "Faculty Category Code Validation STVFCTG 8.0 (BAN8_WIN)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". The table contains 18 rows of data, with the first row highlighted in blue. The "Code" column contains codes such as ADJASO, ADJAST, ADJINS, ADPROF, ASPROF, ASTPRO, COACH, GRAD, INST, LECT, LIBR, PROEMR, PROF, TA, and VSPROF. The "Description" column contains corresponding job titles like "Adjunct Associate Professor", "Adjunct Assistant Professor", "Adjunct Instructor", "Adjunct Professor", "Associate Professor", "Assistant Professor", "Coach", "Graduate Assistant", "Instructor", "Lecturer", "Librarian", "Professor Emeritus", "Professor", "Teaching Assistant", and "Visiting Professor". The "Activity Date" column shows dates such as 12-AUG-1991 and 28-AUG-1991.

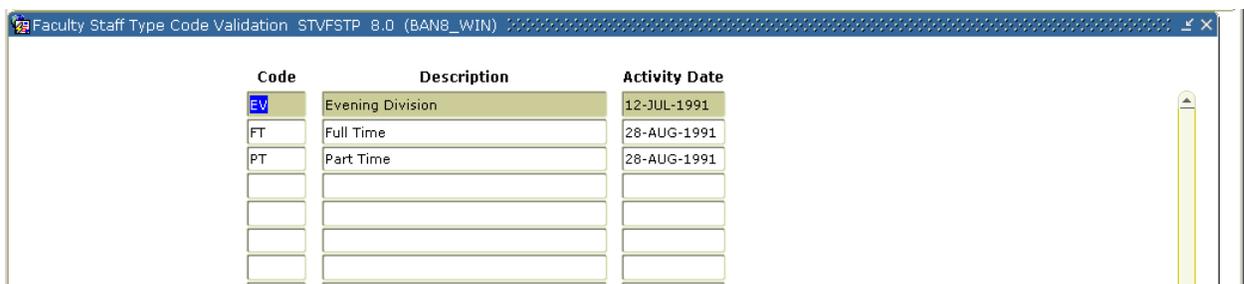
Code	Description	Activity Date
ADJASO	Adjunct Associate Professor	12-AUG-1991
ADJAST	Adjunct Assistant Professor	12-AUG-1991
ADJINS	Adjunct Instructor	12-AUG-1991
ADPROF	Adjunct Professor	12-JUL-1991
ASPROF	Associate Professor	12-JUL-1991
ASTPRO	Assistant Professor	12-AUG-1991
COACH	Coach	12-JUL-1991
GRAD	Graduate Assistant	28-AUG-1991
INST	Instructor	12-AUG-1991
LECT	Lecturer	12-AUG-1991
LIBR	Librarian	12-AUG-1991
PROEMR	Professor Emeritus	12-AUG-1991
PROF	Professor	12-AUG-1991
TA	Teaching Assistant	12-AUG-1991
VSPROF	Visiting Professor	12-JUL-1991

Faculty Staff Type Code Validation

Introduction

The Faculty Staff Type Code Validation Form (STVFSTP) is used to create, update, insert, and delete Faculty Staff Type codes. These codes represent the different Staff types, such as *Evening Division*, *Full time*, and *Part time*.

Banner form



The screenshot shows a window titled "Faculty Staff Type Code Validation STVFSTP 8.0 (BAN8_WIN)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". The table contains three rows of data and four empty rows below.

Code	Description	Activity Date
EV	Evening Division	12-JUL-1991
FT	Full Time	28-AUG-1991
PT	Part Time	28-AUG-1991

Institutional Honors Code Validation

Introduction

The Institutional Honors Code Validation Form (STVHONR) is used to create, update, insert, and delete Faculty Degree Institutional Honor codes, such as *Cum Laude*, *Magnum Cum Laude*, and *Summa Cum Laude*.

Banner form

Code	Description	Transcript Commencement Print Ind	Print Ind	EDI Equiv Activity Date
C	cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1999
M	magna cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1999
S	summa cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1999
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Major, Minor, Concentration Code Validation

Introduction

The Major, Minor, Concentration Code Validation Form (STVMAJR) is used to create, update, and delete Major, Minor, and Concentration codes, such as *History*, *Journalism*, and *Music*. The Faculty Load module uses this form to validate a faculty member's degree major, minor, and/or concentration from the degree(s) he/she has received.

Banner form

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared	010000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-MAY-2003
101	English - Literature		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
102	English - Communications		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
103	English - Drama		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
5180	Systems Engineering	015180	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-NOV-2006

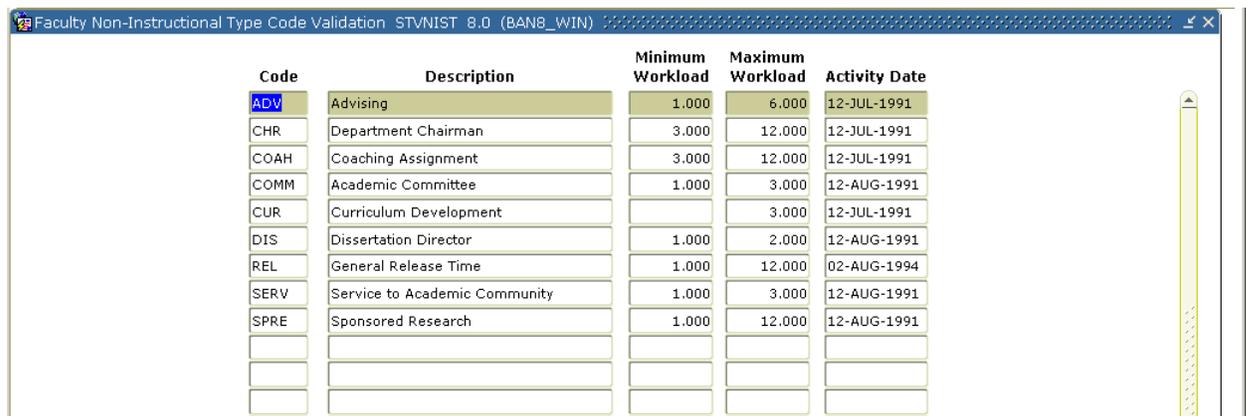
Major Code: Record: 1/?

Faculty Non-Instructional Type Code Validation

Introduction

The Faculty Non-Instructional Type Code Validation Form (STVNIST) is used to create, update, insert, and delete Faculty Non-Instructional Type codes. These codes describe the various types of non-instructional work that a faculty member might be involved in, such as *Coach, Academic Committee, and Department Head*. This form also associates the minimum and maximum allowable workload for the positions.

Banner form



The screenshot shows a window titled "Faculty Non-Instructional Type Code Validation STVNIST 8.0 (BAN8_WIN)". The window contains a table with the following data:

Code	Description	Minimum Workload	Maximum Workload	Activity Date
ADV	Advising	1.000	6.000	12-JUL-1991
CHR	Department Chairman	3.000	12.000	12-JUL-1991
COAH	Coaching Assignment	3.000	12.000	12-JUL-1991
COMM	Academic Committee	1.000	3.000	12-AUG-1991
CUR	Curriculum Development		3.000	12-JUL-1991
DIS	Dissertation Director	1.000	2.000	12-AUG-1991
REL	General Release Time	1.000	12.000	02-AUG-1994
SERV	Service to Academic Community	1.000	3.000	12-AUG-1991
SPRE	Sponsored Research	1.000	12.000	12-AUG-1991

Term Code Validation

Introduction

The Term Code Validation Form (STVTERM) is used to create, update, insert, and delete Term codes. Forms throughout the Student System use this form to validate Term codes. The Faculty Load module defines faculty records, faculty assignments, workload, Contact Analysis, and advisor and course section assignments, as well as faculty control and rules information by term codes.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date	Financial Aid Process Year	Term	Period	System Required	Activity Date
999999	The End of Time	01-JAN-2999	15-MAY-2999		9999	01-JAN-2999	15-MAY-2999	9999			<input checked="" type="checkbox"/>	03-JAN-1995
200920	Spring 2009 of 0809 Aid Year	10-JAN-2009	15-MAY-2009		2009	10-JAN-2009	15-MAY-2009	0809			<input type="checkbox"/>	25-OCT-2007
200910	Fall 2008 of 0809 Aid Year	01-SEP-2008	15-DEC-2008		2009	01-SEP-2008	15-DEC-2008	0809	1		<input type="checkbox"/>	25-OCT-2007
200820	Spring 2008 of 0708 Aid Year	01-JAN-2008	30-MAY-2008		2008	01-JAN-2008	30-MAY-2008	0708	2		<input type="checkbox"/>	05-DEC-2006
200810	Fall 2007 of 0708 Aid Year	01-SEP-2007	20-DEC-2007		2008	01-SEP-2007	20-DEC-2007	0708	1		<input type="checkbox"/>	05-DEC-2006

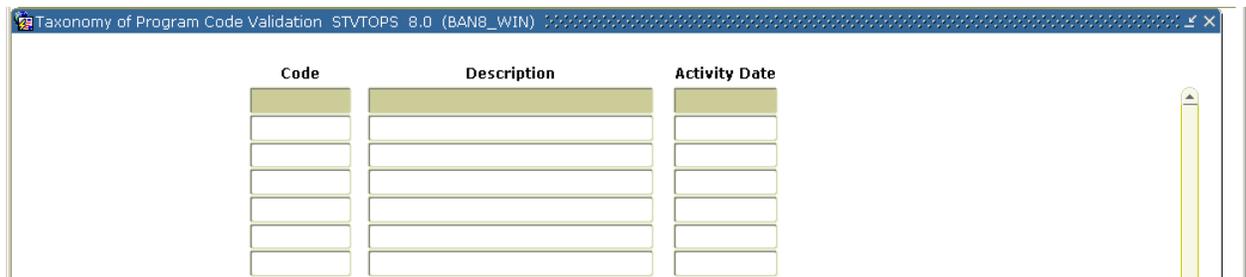
Term code.
Record: 1/?

Taxonomy of Program Code Validation

Introduction

The Taxonomy of Program Code Validation Form (STVTOPS) is used to create, update, insert, and delete taxonomy of program codes. These codes specify the taxonomy of the program in the Key block, such as *English* or *History*. This form is used by other forms to validate the program taxonomy.

Banner form



The screenshot shows a window titled "Taxonomy of Program Code Validation STVTOPS 8.0 (BAN8_WIN)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". The table has seven rows, with the first row serving as a header. The cells in the table are empty, indicating a blank form ready for data entry.

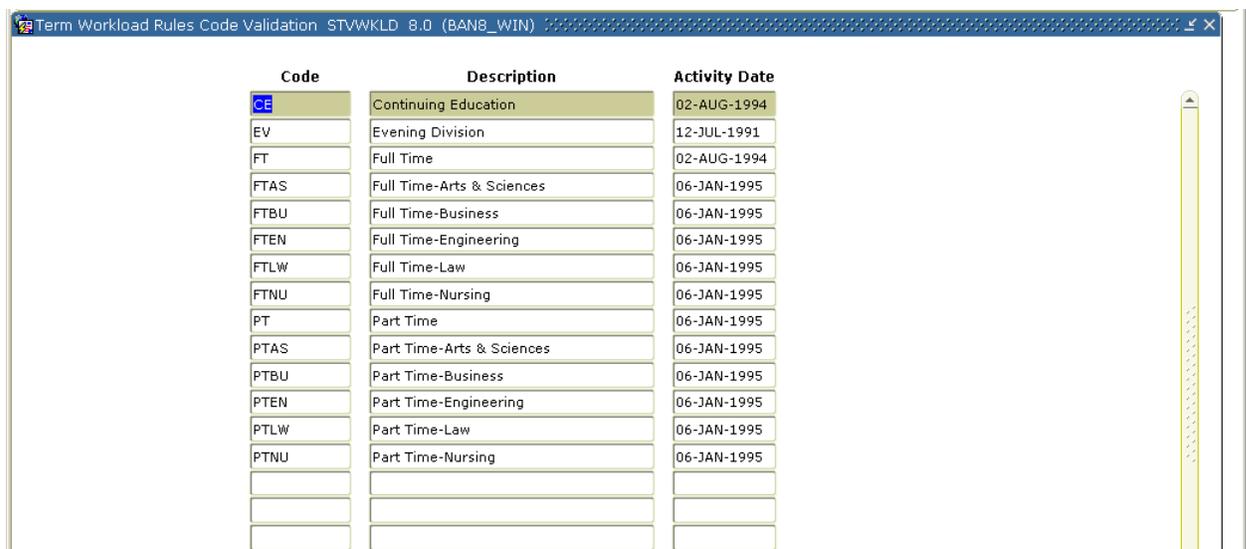
Code	Description	Activity Date

Term Workload Rules Code Validation

Introduction

The Term Workload Rules Code Validation Form (STVWKLD) is used to create, update, insert, and delete Term Workload Rule codes, such as *Full time*, *Evening Division*, and *Part-time - Business*.

Banner form



Code	Description	Activity Date
CE	Continuing Education	02-AUG-1994
EV	Evening Division	12-JUL-1991
FT	Full Time	02-AUG-1994
FTAS	Full Time-Arts & Sciences	06-JAN-1995
FTBU	Full Time-Business	06-JAN-1995
FTEN	Full Time-Engineering	06-JAN-1995
FTLW	Full Time-Law	06-JAN-1995
FTNU	Full Time-Nursing	06-JAN-1995
PT	Part Time	06-JAN-1995
PTAS	Part Time-Arts & Sciences	06-JAN-1995
PTBU	Part Time-Business	06-JAN-1995
PTEN	Part Time-Engineering	06-JAN-1995
PTLW	Part Time-Law	06-JAN-1995
PTNU	Part Time-Nursing	06-JAN-1995

Creating and Analyzing Faculty Workload Rules

Control and rules forms needed

Before Workload and Contract Analysis results may be calculated, there are several control and rules forms that need to be defined.

The following control and rules forms play important roles in the Faculty Load module. Review these forms and practice entering information in each.

Form Description	Banner Name
Faculty Load Term Control	SIATERM
Faculty Workload Contract FTE	SIACFTE
Faculty Contract Rules	SIAFCTR
Faculty Workload Term Rules	SIAFLRT
Faculty Contract Term Rules	SIAFLCT
Faculty Workload Contract Rules	SIAFLRC

Methods of faculty load analysis

There are three methods of faculty load analysis.

- Faculty Workload Analysis

Performed on the Faculty Assignment Form (SIAASGN) using the rules established on the Faculty Workload Term Rules Form (SIAFLRT).

- Faculty Contract Term Analysis

Performed on the Faculty Contract Analysis Form (SIACONA), using the rules created on the Faculty Contract Term Rules Form (SIAFLCT), the Faculty Workload Contract FTE Form (SIACFTE), and the Faculty Load Term Control Form (SIATERM).

- Faculty Contract Analysis

Performed on the Faculty Contract Analysis Form (SIACONA) using the rules created on the Faculty Workload Contract Rules Form (SIAFLRC) and the Faculty Workload Contract FTE Form (SIACFTE).

Note: The batch Faculty Load Contract Analysis Report (SIRCTAL) handles multiple faculty contract types and performs contract term analysis.

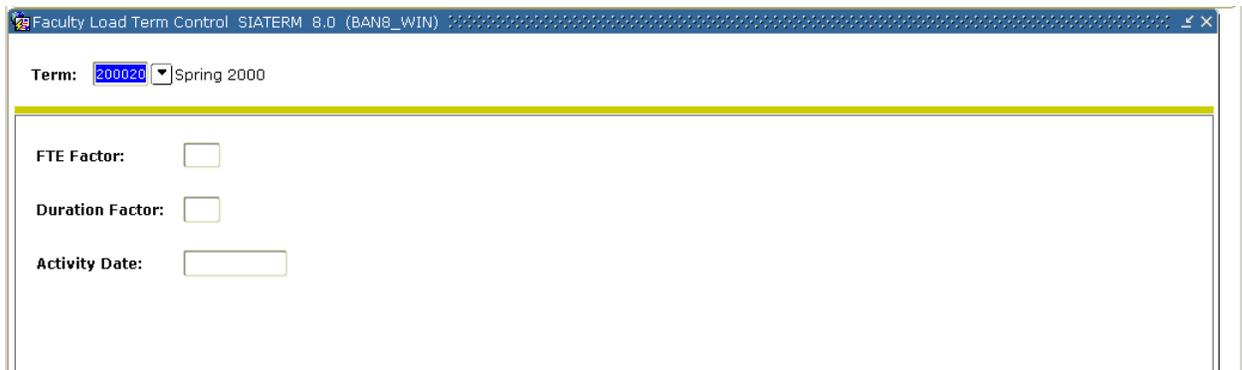
Note: Review Chapter 8 of the Student User Manual for more information on FTE and Workload calculations.

Faculty Load Term Control

Introduction

The Faculty Load Term Control Form (SIATERM) must be defined for each term before faculty assignments are made to course schedule sections. The form is used to maintain the faculty load term information of FTE and duration factors. The FTE factor is used in the faculty workload term analysis as the divisor and is the normal workload unit load for a term. The duration factor is used in the calculation of the section contact hours and indicates the number of minutes that represent an hour of class meeting time. If the FTE factor is not entered, then no term FTE analysis can be performed on the Faculty Assignment Form (SIAASGN).

Banner form



Faculty Load Term Control SIATERM 8.0 (BAN8_WIN)

Term: 200020 Spring 2000

FTE Factor:

Duration Factor:

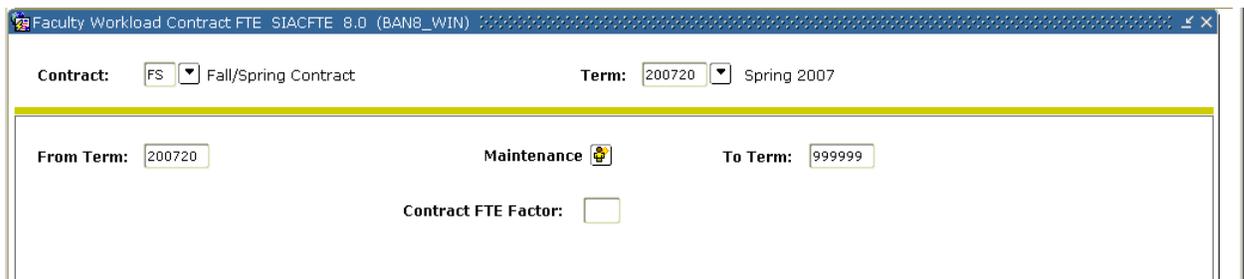
Activity Date:

Faculty Workload Contract FTE

Introduction

The Faculty Workload Contract FTE Form (SIACFTE) must then be defined to establish the contract FTE factor for a Contract code. The Contract FTE is defined by effective term (a from – to range). The form is used to specify the FTE factor that will be used when calculating the Contract Term FTE or the Contract FTE on the Faculty Contract Analysis Form (SIACONA). It represents the normal workload unit factor for the contract terms.

Banner form



Faculty Workload Contract FTE SIACFTE 8.0 (BAN8_WIN)

Contract: FS Fall/Spring Contract Term: 200720 Spring 2007

From Term: 200720 Maintenance To Term: 999999

Contract FTE Factor:

Faculty Contract Rules

Introduction

The Faculty Contract Rules Form (SIAFCTR) is used to establish the terms associated with a contract type by Effective term. These rules are then used in the faculty member's Contract Analysis, which is performed on the Faculty Contract Analysis Form (SIACONA).

Banner form

The screenshot shows a web browser window titled "Faculty Contract Type Term Rules SIAFCTR 8.0 (BAN8_WIN)". The form contains the following elements:

- Contract Type:** A dropdown menu with "FS" selected and "Fall/Spring Contract" displayed.
- Term:** A dropdown menu with "200720" selected and "Spring 2007" displayed.
- From Term:** An empty text input field.
- Maintenance:** A label with a small icon.
- To Term:** An empty text input field.
- Table:** A table with three columns: "Term", "Description", and "Activity Date".
 - The "Term" column has a dropdown menu and five empty text input fields.
 - The "Description" column is currently empty.
 - The "Activity Date" column has five empty text input fields.

Faculty Workload Term Rules

Introduction

The Faculty Workload Term Rules Form (SIAFLRT) is used to create and update the workload rules to be used when performing term analysis. Multiple rules for a term and a Workload Rule code may be established on this form. Credit hours, contract hours, and workload values may all be used in Term rules. Term rules may be copied forward to a future term via the Default Term field.

Banner form

The screenshot shows the SIAFLRT form with the following fields and layout:

- Term:** 200720 (dropdown menu) Spring 2007
- Default Term:** (empty dropdown menu)
- Active:**
- Workload Rule Code:** (empty dropdown menu)
- Credit Hours:**
 - Total: [] []
 - Generated: [] []
- Contact Hours:**
 - Weekly: [] []
 - Total: [] []
- Workload:**
 - Instructional: [] []
 - Non-Instructional: [] []
 - Total: [] []
 - FTE Range: [] []

Faculty Contract Term Rules

Introduction

The Faculty Contract Term Rules Form (SIAFLCT) is used to create and update the rules that are used when performing a contract term analysis. Multiple rules for a term and a contract rule code may be established on this form. Credit hours, contact hours, and contract values may all be used in term rules. Term rules may be copied forward to a future term via the Default Term field. These term rules are used on the Faculty Workload Summary window of the Faculty Assignment Form (SIAASGN) where workload summary information and workload rules and analysis are displayed. These term rules must exist prior to accessing the term analysis block on SIAASGN.

Banner form

The screenshot shows the 'Faculty Contract Term Rules' form in Banner 8.0. The form is titled 'SIAFLCT 8.0 (BAN8_WIN)'. It contains the following fields and sections:

- Term:** 200720 (dropdown menu)
- Contract Type:** FS (dropdown menu) with the text 'Fall/Spring Contract' below it.
- Default Term:** (empty dropdown menu)
- Active:** Active
- Contract Rule Code:** (empty dropdown menu)
- Credit Hours:**
 - Total: () ()
 - Generated: () ()
- Contact Hours:**
 - Weekly: () ()
 - Total: () ()
- Workload:**
 - Instructional: () ()
 - Non-Instructional: () ()
 - Total: () ()
 - FTE Range: () ()

Faculty Workload Contract Rules

Introduction

The Faculty Workload Contract Rules Form (SIAFLRC) is used to create and update the workload rules for a contract type and an effective term that are used when performing the contract analysis. Multiple rules for a contract type and effective term may be established on this form. Credit hours, contact hours, and workload values may all be used in contract rules. These rules must exist prior to running the contract analysis via the Faculty Contract Analysis Form (SIACONA).

Banner form

Faculty Workload Contract Rules SIAFLRC 8.0 (BAN8_WIN)

Contract: Fall/Spring Contract Term: Spring 2007

From Term: Maintenance To Term:

Active Contract Rule Code:

Credit Hours

Total:

Generated:

Contact Hours

Weekly:

Total:

Workload

Instructional:

Non-Instructional:

Total:

FTE Range:

Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Identify the form used to assign classes to your faculty members.

Question 2

One of the faculty members is on sabbatical. What form should you use so that no one schedules that faculty member to a class?

Question 3

A faculty member was just promoted to Department Head. On what form can you record this promotion?

Question 4

Identify the forms associated with Faculty Workload Rules Creation.

Answer Key for Self Check

Question 1

Identify the form used to assign classes to your faculty members.

Faculty Assignment Form (SIAASGN)

Question 2

One of the faculty members is on sabbatical. What form should you use so that no one schedules that faculty member to a class?

Faculty Information Form (SIAINST)

Question 3

A faculty member was just promoted to Department Head. On what form can you record this promotion?

There are two possible answers for this

- **The Faculty Attributes Block of the Faculty Information Form (SIAINST)**
- **The Faculty Non-Instructional Assignment block of the Faculty Assignment Form (SIAASGN)**

Question 4

Identify the forms associated with Faculty Workload Rules Creation.

- **Faculty Load Term Control Form (SIATERM)**
- **Faculty Workload Contract FTE Form (SIACFTE)**
- **Faculty Contract Rules Form (SIAFCTR)**
- **Faculty Workload Term Rules Form (SIAFLRT)**
- **Faculty Contract Term Rules Form (SIAFLCT)**
- **Faculty Workload Contract Rules Form (SIAFLRC)**

Day-to-Day Operations



Section goal

The purpose of this section is to explain the regular process and to detail the procedures to enter faculty and workload/contract information.

Objectives

In this lesson you will learn how to

- create faculty records
- enter assignment information for a faculty member
- enter degree information for a faculty member
- perform faculty contract analysis
- identify the Faculty Load queries and reports.

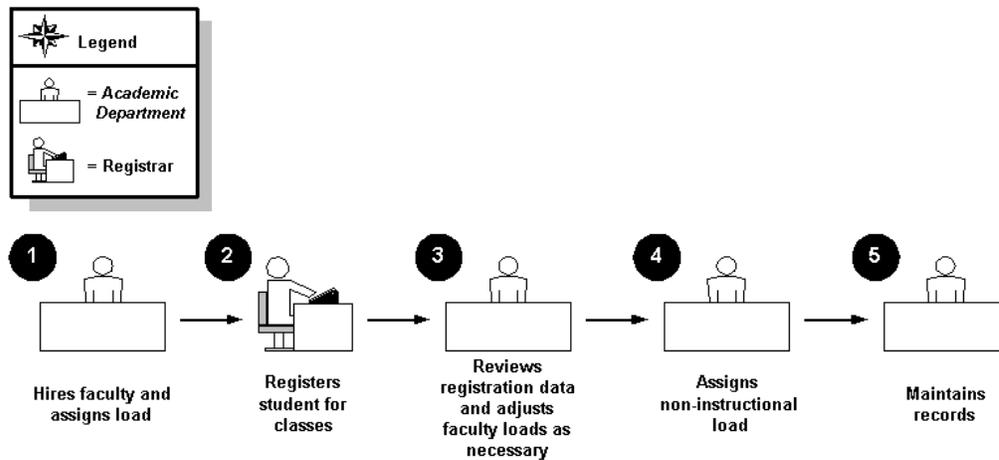
Process Introduction

About the process

The Faculty Load process supports the creation, assignments, and maintenance of faculty and advisor records within Banner Student.

Flow diagram

This diagram highlights the processes used to manage faculty information.



What happens

The stages of the process are described in this table.

Stage	Description
Academic Department	
1	Hires faculty and assigns load.
Registrar	
2	Registers student for classes.
Academic Department	
3	Reviews registration data and adjusts the faculty loads as necessary.
4	Assigns non-instructional load.
5	Maintains the records.

Creating a Faculty Record

Introduction

Your new faculty member information can then be input into the Banner Student System through the Faculty Information Form (SIAINST).

Note: New faculty members must first be entered on the General Person Form (SPAIDEN).

The Faculty Information Form is used to enter and maintain that faculty information which changes over time. The Faculty Member ID and the Effective Term are required in order to view or update data.

Faculty information which can be maintained on this form includes

- Status
- Category
- Staff Type
- Contract and Workload Rules
- Contract Type
- College and Department
- Attributes
- Comments.

Banner form

The screenshot shows a web browser window titled "Faculty/Advisor Information SIAINST 8.0 (BANS_WIN)". The form displays the following information:

- ID:** 217829375 (dropdown) Chapin, Michael S. (text field)
- Term:** 200720 (dropdown)
- Faculty Member Base Details:**
 - From Term:** 199510 (text field)
 - Maintenance:** 
 - To Term:** 999999 (text field)
 - Status:** AC (dropdown) Active (text)
 - Status Date:** 06-JAN-1995 (calendar icon)
 - Faculty**
 - Advisor**
 - Appointment Date:** (calendar icon)
 - Category:** PROF (dropdown) Professor (text)
 - Staff Type:** FT (dropdown) Full Time (text)
 - Workload Rule:** FTAS (dropdown) Full Time-Arts & Sciences (text)

At the bottom of the form, there is a status bar with the text: "Faculty Data From Term; press DUPLICATE RECORD to copy the data." and "Record: 1/1" followed by navigation icons.

Steps 1

Follow these steps to add a person to the system.

Note: A faculty member must have an active status and a checkmark in the **Faculty Indicator** checkbox prior to entering instructional assignments.

1. Access the Identification Form (SPAIDEN).
2. Select the **Generate ID** icon.

Result: You are taken to the Common Matching Entry Form (GOAMTCH) if this has been enabled in your system. This will allow you to ensure the person does not already exist in the system. You can also select **GOAMTCH** from the **Options** menu.

3. Click the down arrow next to the **Matching Source** field to select a matching source, if necessary.
4. Perform a **Next Block** function.
5. Enter the last name of the new faculty member in the **Last Name** field.

6. Enter the first name of the new faculty member in the **First Name** field.

Note: You can choose to enter information in the remaining fields, such as, **Middle Name, Prefix, and Suffix**.

7. Click the **Duplicate Check** icon.

Note: If the person already exists in the system, the name will appear on the Match tab. If this happens, perform a **Rollback** function and enter a different last name and first name to create a new person.

8. Click the **Yes** button to create the new person. (Or, click **Select ID** if Common Matching found the person you were looking for).

9. Click **OK** at the prompt.

Result: You are returned to the key block of SPAIDEN; the new ID appears in the **ID** field.

10. Perform a **Next Block** function.

11. Complete any additional information if necessary and click the **Save** icon.

Note: Notice that a Generated ID number populates both **ID** fields.

12. Click the **Exit** icon.

Steps 2

Follow these steps to create a faculty member.

1. Access the Faculty Information Form (SIAINST).

Note: The **ID** and **Name** fields should already be populated with the ID number and name of the new Associate Professor.

2. Click the down arrow next to the **Term** field and select a term code from the Term Code Validation Form (STVTERM).

3. Perform a **Next Block** function.

4. Click the down arrow next to the **Status** field and select *Active* from the Faculty Status Validation Form (STVFCST).

Note: Inactive faculty members may not be assigned to sections. The **Status Date** field will automatically display today's date.

5. Select the **Faculty** checkbox to identify your new faculty member.

6. Click the down arrow next to the **Category** field and select the code for *Associate Professor* from the Faculty Category Validation Form (STVFCTG).

7. Click the down arrow next to the **Staff Type** field and select the code for *Full Time* from the Faculty Staff Type Validation Form (STVFSTP).

8. Click the down arrow next to the **Workload Rule** field and select the code for *Full Time-Arts and Sciences* from the Workload Rules Code Validation Form (STVWKLD).

Note: The workload rule code maintained on this form is important in the Term Analysis process. It will determine the set of rules to be used to analyze the faculty member's term assignments.

9. Click the **Save** icon.

10. Select **Faculty Contract, College, Dept. Info** from the **Options** menu. (You can also reach this section by performing a **Next Block**.)

11. Click the down arrow below the **Type** field, and select the code for *Fall/Spring Contract* from the Faculty Contract Type Code Validation Form (STVFCNT).

12. Click the down arrow below the **Rule** field and select the code for *Full Time/College 1/Fall Spr* from the Contract Rules Code Validation Form (STVCNTR).

13. Click the **Default Indicator** checkbox.
14. Click the down arrow below the **Type** field, and select the code for *Summer 1 Only* from the Faculty Contract Type Code Validation Form (STVFCNT).
15. Click the down arrow below the **Rule** field and select the code for *Part Time/Continuing Education* from the Contract Rules Code Validation Form (STVCNTR).
16. Click the **Save** icon.
17. Click the **Home** checkbox. This checkbox indicates the primary college/department with which the faculty member is associated.
18. Click the down arrow below the **College** field and select the code for *College of Education* from the College Validation Form (STV_COLL).
19. Click the down arrow below the **Department** field and select the code for *Instructional Design* from the Department Validation Form (STVDEPT).
20. Set the percentage(s) for each college/department to indicate how much of the workload belongs to that college/department.
21. Click the **Save** icon.
22. Select **Faculty Attributes and Comments** from the **Options** menu.
23. Click the down arrow below the **Code** field and select *Research* from the Faculty Member Attribute Code Validation Form (STVFATT).
24. Click the **Save** icon.
25. Select **Bio/Demo Information** from the **Options** menu.
26. Enter the necessary information about the new Associate Professor in the **Gender, Date of Birth, SSN/SIN/TFN, Citizen, Ethnic, Marital, Religion, and Legacy** fields.
27. Click the **Save** icon.
28. Click the **Exit** icon to return to the Faculty Information Form (SIAINST).
29. Click the **Exit** icon to return to the Menu.

Note: The Faculty Personnel Form (SIAFPER) can be used to maintain the tenure and sabbatical information, as well as AAUP membership and years of teaching experience. If Banner HR is installed then the PEAFAC form must be used instead of SIAFPER.

Faculty Assignment Form

The Faculty Assignment Form (SIAASGN) is used to enter and maintain the assignment information for a term for a faculty or advisor. Instructional and non-instructional assignments can be maintained in the main and Faculty Non-Instructional Assignment windows of this form. The Faculty Workload Summary window contains the workload summary information and the workload rules and analysis results. The Schedule Form (SSASECT) will also update this form when instructors are assigned to sections.

The faculty member must exist on the Faculty/Advisor Information Form (SIAINST) prior to having assignments created. They must have a Faculty **Status** Code of *Active*, and the **Faculty Indicator** code must be checked.

Note: Review the Banner Student User Manual for more information on Faculty Assignments. Contract Types must be assigned to a faculty member on SIAINST before instructional assignments are given in order for Term and Contract analysis to be performed on SIACONA.

Banner form

Faculty Assignment SIAASGN 8.0 (BAN8_WIN)

ID: 217829375 Chapin, Michael S. Term: 200720

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

Steps

Assign your new Associate Professor to an Education course, as well as give him/her a non-instructional assignment to sponsor research for the College of Education. Follow these steps to complete the process.

1. Access the Faculty Assignment Form (SIAASGN).
2. Enter the ID of the Associate Professor generated in the previous lesson in the **ID** field.
3. Enter the term in the **Term** field.
4. Perform a **Next Block** function.
5. At the **CRN** field, perform a list function and execute a query.
6. Using the vertical scroll bar, locate an Education course.
7. Double-click the on the *Education* course to return it to the Faculty Assignment Form (SIAASGN).
8. Select **Faculty Non-Instruct Assignment** from the **Options** menu.
9. Click the down arrow below the **Type** field and select the code for *Sponsored Research* from the Faculty Non-Instructional Type Validation Form (STVNIST).
10. Click the down arrow below the **College** field and select the code for *College of Education* from the College Validation Form (STVCOLL).
11. Click the down arrow below the **Department** field and select the code for *Education* from the Department Validation Form (STVDEPT).
12. Click the **Save** icon.
13. Select **Faculty Workload Summary** from the **Options** menu and view your Associate Professor's workload summary.
14. Click the **Exit** icon.

Note: You can use the Faculty Leave Assignment Form (SIALVAS) to track instructional and non-instructional assignments a faculty member would have been assigned for a term, had they not been on leave for that term.

Entering Degree Information for a Faculty Member

Introduction

The Faculty Degree Information Form (SIAFDEG) is used to enter and maintain the degree information associated with a faculty member. An unlimited number of college and degree records may be maintained for a faculty member. In addition, each degree may have major, minor, and concentration information associated with it.

Note: If you attempt to delete a degree record that has attached majors, minors, or concentrations, you will receive the following message: *"Cannot delete Prior College Degree; Major/Minor/Area of Concentration data exists."*

Banner form

Faculty Degree Information SIAFDEG 8.0 (BAN8_WIN)

ID: 217829375 Chapin, Michael S.

Prior Colleges

Prior College: []
Transcript Received: [] Reviewed: [] Official

Degree Details

Degree: [] Date: []
Attended From: [] Attended To: [] Year: [] Hours: []
College: [] Honors: [] GPA: []

Identification number; press LIST for name/ID search list form.
Record: 1/1 | ... | <OSC>

Steps

Enter degree information for your Associate Professor. Follow these steps to complete the process.

1. Access the Faculty Degree Information Form (SIAFDEG).
2. Enter the ID of the Associate Professor generated in previous lessons in the **ID** field.
3. Perform a **Next Block** function.
4. Click the down arrow next to the **Prior College** field and select the code of the college attended from the Source/Background Institution Query-Only Form (SOISBGI).
5. Enter the date that the transcript was received in the **Transcript Received** field.
6. Enter the date that the transcript was reviewed in the **Reviewed** field.
7. Click the **Official** checkbox.
8. Click the **Save** icon.
9. Perform a **Next Block** function.
10. Click the down arrow next to the **Degree** field and select the code for Bachelor of Education from the Degree Code Validation Form (STVDEGC).
11. Enter the date that the degree was awarded in the **Date** field.
12. Enter the dates that your Associate Professor attended the college in the **Attended From** and **Attended To** fields.
13. Click the **Save** icon.

Note: If another college a record needs to be added, click the **Save** icon then perform a **Next Block** function.

14. Select **Majors, Minors, and Concentrations** from the **Options** menu.
15. Click the down arrow next to the **Major** field and select the code for *English* from the Majors Listing.
16. Click the down arrow next to the **Minor** field and select the code for *History* from the Minors Listing.
17. Click the **Save** icon.
18. Click the **Exit** icon.

Performing a Contract Analysis

Introduction

The Faculty Contract Analysis Form (SIACONA) is used to perform the contract analysis for the faculty member on a term basis and on an overall contract basis. This process works in the same fashion as the term analysis, which is performed on the Faculty Assignment Form (SIAASGN).

Contract analysis will summarize the terms associated with the contract in the first section on the form. For example, if Fall and Spring are both included in the contract, then the instructional workload for both Fall and Spring will be summarized into one total.

The Contract Term Analysis information will perform the analysis and display an overload or underload indicator for those rules that are not satisfied by the instructor's assignments.

Only those assignments associated with a contract will be used in the contract analysis. The faculty member must exist on the Faculty/Advisor Information Form (SIAINST) prior to having assignments created. They must have a Faculty **Status** Code of *Active*, and the **Faculty Indicator** code must be checked.

Note: Review the Banner Student User Manual for more information on Faculty Assignments. Contract Types must be assigned to a faculty member on SIAINST before instructional assignments are given in order for Term and Contract analysis to be performed on SIACONA.

Banner form

Faculty Contract Analysis SIACONA 8.0 (BAN8_WIN)

Contract: Fall/Spring Contract Term: Spring 2007

ID: Chapin, Michael S.

Contract Term Workload

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

Contract Term Analysis

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

Steps

Perform the Contract Analysis for the Associate Professor on a term basis as well as on an overall contract basis.

Follow these steps to complete the process.

1. Access the Faculty Contract Analysis Form (SIACONA).
2. Click the down arrow next to the **Contract** field and select *Contract Type Validation* from the Options List.
3. Select the *Fall/Spring* contract code from the Faculty Contract Type Code Form (STVFCNT).
4. Enter the term of your Associate Professor in the **Term** field.
5. Enter the ID number of your Associate Professor in the **ID** field.
6. Perform a **Next Block** function.
7. Enter the contract rule associated with the professor in the **Contract Rule** field. Click on the **Next Block** icon.

Note: The hours associated with this Contract Rule will populate the appropriate fields.

Note: In the Contract Analysis block, the Contract Analysis will summarize the terms associated with the contract based on the selected Contract Type, Contract Term, and Contract Rule. A Contract Term Analysis is also performed and either an overload or underload indicator will be displayed for those rules that are not satisfied by the Associate Professor's assignments.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Faculty Load Reports and Queries

Available query forms and delivered reports

The following Query forms and Banner Reports are used frequently in the Faculty Load Module.

Form Description	Banner Name
Faculty Schedule Query	SIAASGO
Faculty Contract Query	SIACONQ
Available Faculty Query	SIAFAVL
Faculty/Advisor Query	SIAIQRY
Faculty Information Query	SIINST
Faculty Course Section Query	SIOSECM
Available Faculty by Term Query	SOAFAVQ
Reports	
Instructor Schedule Report	SIRASGO
Faculty Load Contract Analysis Report	SIRCTAL
Faculty Load Term Analysis Report	SIRTRAL
Instructional Assignment Purge	SIPASGN

Faculty Schedule Query

Introduction

The Faculty Schedule Query Form (SIAASGQ) gives an online view of a faculty member's schedule. It will display all class assignments that the faculty member has been assigned for the term and the specified ID.

Banner form

Faculty Schedule Query SIAASGQ 8.0 (BAN8_WIN)

Term: 200720 ID: 217829375 Chapin, Michael S.

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
							<input type="checkbox"/>								
							<input type="checkbox"/>								
							<input type="checkbox"/>								
							<input type="checkbox"/>								

Term code; press LIST for valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

Faculty Contract Query

Introduction

The Faculty Contract Query Form (SIACONQ) is used to view all faculty members or advisors who are associated with a particular Contract type.

Banner form

ID	Last Name	First Name	Faculty	Advisor	Contract Rule	College	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to view faculty contract information.

1. Access the Faculty Contract Query Form (SIACONQ).
2. Click the down arrow next to the **Contract** field and select the code for *Fall/Spring Contract* from the Faculty Contract Type Code Form (STVFCNT).
3. Enter the term for which you assigned your professor in the **Term** field.
4. Perform a **Next Block** function.
5. View the faculty contract information.
6. Click the **Exit** icon.

Faculty/Advisor

Introduction

The Faculty/Advisor Form (SIAIQRY) enables the user to select key pieces of information about faculty members or advisors and to list those people who meet the selection criteria.

Banner form

Faculty/Advisor Query SIAIQRY 8.0 (BAN8_WIN)

Term: 200720
Staff Type:
Contract Type:
Faculty Advisor
Tenure Status:
Category:
Status:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

Faculty Indicator, 'Checked' for faculty.
Record: 1/1 | | ... | | | <OSC>

Faculty Course Section Query

Introduction

The Faculty Course Section Query Form (SIOSECM) is used to display course section information such as starting and ending dates, meeting times, and building names and room numbers in association with the instructor's existing schedule.

Note: This form is accessed from SIAASGN by performing a List function from the **CRN** field.

Banner form

CRN	Subject	Course	Section	Session Number	Schedule Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								

Instructor Schedule																
CRN	Subject	Course	Section	Session Number	Schedule Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								
								<input type="checkbox"/>								

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

Instructor Schedule Report

Introduction

The Instructor Schedule Report (SIRASGQ) is used to print an instructor's schedule, with detailed information including session dates and times, course names and CRNs, rooms where the classes are being held, and enrollments. Optionally, Faculty salary information may be printed on faculty schedules only if the Banner Human Resources System is installed.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form contains the following sections:

- Process:** SIRASGQ (dropdown) and Instructor Schedules (text input).
- Parameter Set:** (dropdown menu).
- Printer Control:** Printer: (dropdown), Special Print: LANDSCAPE (text input), Lines: (checkbox), Submit Time: (text input).
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Process Term	200110
02	Instructor ID(s)	%
03	Part of Term	%
04	Print Salary	N
05	Salary Effective Date	02-OCT-2000

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term from which instructor schedules are derived.
- Submission:** Save Parameter Set as, Name: (text input), Description: (text input), Hold, Submit.
- Footer:** Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line. Record: 1/1 | ... | List of Valu... | <OSC>

Faculty Load Contract Analysis Report

Introduction

The Faculty Load Contract Analysis Report (SIRCTAL) is used to calculate and print the Faculty Load contract analysis.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GIAPCTL 8.0 (BAN8)". The form is organized into several sections:

- Process:** A dropdown menu set to "SIRCTAL" and a text field containing "Faculty Load Contract Analysis".
- Parameter Set:** A dropdown menu.
- Printer Control:** Includes a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains the following data:

Number	Parameters	Values
01	Schedule Term	199901
02	ID Number	@00002623
03	Contract Type	FS
04	Category Code	
05	Staff Type	
06	Instructor/Assignment Indicatr	A
07	College Code	
08	Department Code	
- Submission:** Includes a checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, and radio buttons for "Hold" and "Submit".
- Footer:** A status bar with the text "Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line." and "Record: 1/1 | ... | List of Valu... | <OSC>".

Faculty Load Term Analysis Report

Introduction

Faculty Load Term Analysis Report (SIRTRAL) is used to calculate and print the Faculty Load term analysis.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GIAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu set to "SIRTRAL" and a text field containing "Faculty Load Term Analysis Rpt".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Values".

Number	Parameters	Values
01	Schedule Term	200410
02	ID Number	
03	Contract Type	
04	Category Code	
05	Staff Type	
06	Instructor/Assignment Indicatr	A
07	College Code	
08	Department Code	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term for which analysis will be performed.
- Submission:** A section with a "Save Parameter Set as" checkbox, "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".
- Footer:** A status bar with the text "Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line." and "Record: 1/1".

Instructional Assignment Purge

Introduction

The Instructional Assignment Purge (SIPASGN) is used to purge the instructional assignments, the non-instructional assignments, and the rules associated with the term being processed.

Banner form

The screenshot shows a Banner form window titled "Process Submission Controls - GIAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** SIPASGN (dropdown), Instructor/Term Rule Purge Rpt (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: (dropdown), Special Print: (text field), Lines: (checkbox), Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Report Term	
02	Purge Term	
03	Purge Instructional Assignment	
04	Purge Non-Instr Assignments	
05	Purge Workload Rules	
06	Run Mode	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term used in report heading.
- Submission:** Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit
- Footer:** Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line. Record: 1/1 | ... | List of Valu... | <OSC>

Summary

Let's review

As a result of completing this workbook, you have

- created the rules and validation forms used in the Faculty Load module
- created faculty records
- entered assignment information for a faculty member
- entered degree information for a faculty member
- performed faculty contract analysis
- identified the Faculty Load query forms and reports.

Now you are ready to begin determining what information related to your faculty will be implemented within the Banner Student Faculty Load module. Decisions will need to be made based upon your organization's needs as to which code validation forms and control and rules forms will be used as well as what your values will be on these forms.

Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What field on the Faculty Information Form will allow a faculty member to be assigned to classes?

Question 2

On what form must the faculty member exist before being entered as a faculty member on the Faculty Information Form?

Question 3

One of the professors was assigned to Chair an Academic Committee. How can you record this information and the hours involved?

Question 4

Where can you find information on all of the classes that a professor is assigned?

Question 5

An unlimited number of colleges and degrees can be maintained for faculty members.

True / False

Question 6

Describe the Contract Analysis process.

Question 7

Identify the report that calculates term analysis.

Question 8

Name the query that provides a list of faculty members associated with a particular contract type.

Answer Key for Self Check

Question 1

What field on the Faculty Information Form will allow a faculty member to be assigned to classes?

A status of Active must be entered in the Status Code field.

Question 2

On what form must the faculty member exist before being entered as a faculty member on the Faculty Information Form?

The General Person Identification Form (SPAIDEN)

Question 3

One of the professors was assigned to Chair an Academic Committee. How can you record this information and the hours involved?

The information can be recorded on the Faculty Non-Instructional Assignment block accessed from Navigation Frame of the Faculty Assignment Form (SIAASGN).

Question 4

Where can you find information on all of the classes that a professor is assigned?

The information can be found on the Faculty Workload Summary window of the Faculty Assignment Form (SIAASGN).

Question 5

An unlimited number of colleges and degrees can be maintained for faculty members.

True

Question 6

Describe the Contract Analysis process.

The Contract Term Analysis process will perform the analysis and display an overload or underload indicator for those rules that are not satisfied by the instructor's assignments.

Question 7

Identify the report that calculates term analysis.

Faculty Load Term Analysis Report (SIRTRAL)

Question 8

Name the query that provides a list of faculty members associated with a particular contract type.

Faculty Contract Query Form (SIACONQ)

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
STVASTY	Assignment Type Code Validation	Createcreate, update and delete Assignment Type codes for use in the Faculty Load module for instructional and non-instructional assignments.
Rules Forms		
Day-to-Day Forms		
Reports and Queries		
SCACRSE	Basic Course Information Form	Establish establish the instructional workload. Must be done prior to assigning faculty to classes.
SIAASGN	Faculty Assignment	Enter enter and maintain the assignment information for a term for a faculty or advisor. Faculty must exist on SIAINST and have a status code of Active.
SIAASGO	Faculty Schedule Query	Have have an online view of a faculty member's schedule.
SIACFTE	Faculty Workload Contract FTE	Specify specify the FTE factor that will be used when calculating the Contract Term FTE or the Contract FTE on SIACONA. Represents the normal workload unit factor for the contract terms.
SIACONA	Faculty Contract Analysis	Perform perform the contract analysis for the faculty member on a term basis and on an overall contract basis.
SIACONQ	Faculty Contract Query	View view all faculty members or advisors who are associated with a particular contract type.
SIAFAVL	Available Faculty Query	Enter enter selection criteria for a section that is available for assignment and view a list of available faculty members based on the information provided.
SIAFCTR	Faculty Contract Rules	Establish establish the terms associated with a contract type by Effective term. Used by SIACONA.

Form	Full Name	Use this Form to...
SIAFDEG	Faculty Degree Information	enter and maintain the degree information associated with a faculty member.
SIAFLCT	Faculty Contract Term Rules	create and update the rules that are used when performing a contract term analysis. Used by SIAASGN, and must exist prior to accessing the term analysis block on SIAASGN.
SIAFLRC	Faculty Workload Contract Rules	create and update the workload rules for a contract type and an effective term that are used when performing the contract analysis. These rules must exist before running the contract analysis via SIACONA.
SIAFLRT	Faculty Workload Term Rules	create and update the workload rules to be used when performing term analysis.
SIAINST	Faculty Information	enter and maintain faculty information that changes over time, such as status, category, College and Department, or Attributes.
SIAIQRY	Faculty/Advisor	select criteria for viewing lists of faculty members and advisors who satisfy those criteria, and view the list(s).
SIATERM	Faculty Load Term Control	maintain the faculty load term information of FTE and duration factors. Must be defined for each term before faculty assignments are made to course schedule sections.
SIINST	Faculty Information Query	query information for a faculty member, and display a view of data for that instructor by term over time.
SIPASGN	Instructional Assignment Purge	purge the instructional assignments, non-instructional assignments, and the rules associated with the term being processed.
SIQSECM	Faculty Course Section Query	display course section information such as starting and ending dates, meeting times, and building names and room numbers in association with the instructor's existing schedule.
SIRASGO	Instructor Schedule Report	print an instructor's schedule, with detailed information about the section, session, course, rooms and enrollments.
SIRCTAL	Faculty Load Contract Analysis Report	calculate and print the Faculty Load contract analysis.

Form	Full Name	Use this Form to...
SIRTRAL	Faculty Load Term Analysis Report	calculate and print the Faculty Load term analysis.
SOAFAVQ	Available Faculty by Term Query	query and view faculty information by category, staff, contract, college or department.
SPAIDEN	Identification	maintain identification records for persons and non-persons in Banner. In this case, maintain faculty identification.
STVCNTR	Contract Rules Validation	create, update and delete Contract rules codes, such as Chair or Full Time/College 1/Fall Only.
STVCOLL	College Code Validation	create, update, insert and delete College codes, such as College of Engineering, College of Law or College of Music.
STVDEGC	Degree Code Validation	maintain the Degree codes, such as Undeclared, Bachelor of Arts or Doctor of Education.
STVDEPT	Department Code Validation	maintain Department codes, such as History Department, Counseling Department or Department of Undeclared.
STVFATT	Faculty Member Attributes Code Validation	create, update and delete faculty member Attribute codes, such as Certified to Teach English, Department Head or Full Time Coach.
STVFCNT	Faculty Contract Type Code Validation	create, update, insert and delete Faculty Contract Type codes, such as Summer 1 Only, Continuing Ed or Fall/Spring Contract.
STVFCST	Faculty Status Code Validation	create, update, insert and delete Faculty Status codes, such as Active, Inactive or On Sabbatical.
STVFCTG	Faculty Category Code Validation	create, update, insert and delete Faculty Member Category codes, such as Advisor, Full-time Professor or Part-time Professor.
STVFSTP	Faculty Staff Type Code Validation	create, update, insert and delete Faculty Staff Type codes, such as Evening Division, Full time or Part time.
STVHONR	Institutional Honors Code Validation	create, update, insert and delete Faculty Degree Institutional Honor codes, such as Cum Laude, Magna Cum Laude or Summa Cum Laude.

Form	Full Name	Use this Form to...
STVMAJR	Major, Minor, Concentration Code Validation	create, update and delete Major, Minor and Concentration codes, such as History, Journalism or Music.
STVNIST	Faculty Non-Instructional Type Code Validation	create, update, insert and delete Faculty Non-Instructional Type codes, such as Coach, Academic Committee or Department Head. Also, to associate minimum and maximum workload for the positions.
STVTERM	Term Code Validation	create, update, insert and delete Term codes, such as 200920 Spring 2009 of 0809 Aid Year or 200810 Fall 2007 of 0708 Aid Year.
STVTOPS	Taxonomy of Program Code Validation	create, update, insert and delete taxonomy of program codes, such as English or History. Used in the Key Block.
STVWKLD	Term Workload Rules Code Validation	create, update, insert and delete Term Workload Rule codes, such as Full time, Evening Division or Part time – Business.

Terminology

FTE (Full Time Equivalent) factor

The FTE factor is used in the faculty workload term analysis as the divisor and is the normal workload unit load for a term.

Instructional assignment

Faculty assignment to teach class sections.

Non-instructional assignment

Additional assignment(s) to fulfill contract requirements that are not instructional, for example, Department Chair, Research, etc.

Workload and contract rules

Provides end users with the capability to define their organization's requirements to be used to perform dynamic (real-time) calculation functions based upon faculty assignments.

Workload and contract analysis

The results of the rules calculations that provide the information that determines whether workload and contract requirements have been met.