Faculty Workload Report:
Data Entry Instructions

• **What needs to be done:**
  - Verify the accuracy of rank and tenure status (update if needed)
  - Verify the accuracy of calculated teaching load
  - Enter budgeted workload credit (how many total workload credits is the person supposed to have?)
  - Enter non-teaching workload assignments, if any
  - Enter semester salary by source
  - Be sure that budgeted workload and actual workload match

• **Why is it important that this report is accurate?**
  - It is THE official source of data for required internal university, A&M System, Coordinating Board, and federal reporting
  - This rank and salary data drives external salary comparison studies
Login with your Island ID and password that you use to log into Outlook
Step 2: Select Faculty Member

After login, you will see a list of all faculty in the department who are listed in Banner as instructor of one or more class sections.

Click on name to see and edit workload detail

Note also that you use this screen to:
1. Logout of the application
2. Check for missing information
3. Lock down your data after everything is complete
Step 3: Verify rank and tenure status and correct if necessary

Step 4: Enter budgeted workload credits
Full-time appointment = 12 for part-time, enter part time credits (.25 FTE = 3)

Step 5: verify calculated teaching workload (credits are automatically calculated according to workload policy (notify PIR if you find an error)
**Non-Teaching Workload Details (0 hours)**

Enter non-teaching workload according to sections 3 and 4 of University Rule 12.03.99.C1.01, available [here](#).

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Non-Teaching Activity</td>
<td>Please Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Teaching Workload Credit</td>
<td></td>
</tr>
<tr>
<td>2) Non-Teaching Activity</td>
<td>Please Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Teaching Workload Credit</td>
<td></td>
</tr>
<tr>
<td>3) Non-Teaching Activity</td>
<td>Please Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Teaching Workload Credit</td>
<td></td>
</tr>
</tbody>
</table>

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**UNIVERSITY STATEMENTS**

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

12.03.99.C1.01 Assignment of Faculty Workload Credit

*Approved May 3, 2000*

*Revised March 24, 2003*

*Revised December 13, 2004*

*Supplements System Policy 12.03 and University Rule 12.03.99.C1*

1. **GENERAL**

   This document should be read in conjunction with University Rule 12.03.99.C1, Faculty Workload, which contains general standards for the assignment of the faculty workload credit. Provided below are more specific guidelines for the assignment of workload credit for direct instruction, administrative assignments, and non-administrative academic assignments.

2. **CREDIT-GENERATING DIRECT INSTRUCTION WORKLOAD CREDITS.**

   Generally, workload credits will be assigned to direct teaching activities as described below.

   2.1 **Lecture and Seminar Courses.** Academic workload credit is equal to the credit hour value of the course. (3-credit-hour course section = 3 workload credits.)

   2.2 **Lecture/Lab Courses.** Academic workload credit for the lecture portion of a lecture/lab course is equal to the contact hours assigned to the lecture portion of the course in the University Catalog. (The lecture portion of a 2.3-contact-hour lecture/lab course = 2 workload credits.)
Step 6: Select the type of workload assignment from the drop down box.

Step 7: Enter the number of workload credits for this assignment.

Step 8: Describe the specific assignment if not obvious from the brief drop down description.
Documenting non-teaching workload assignments:
An example

Enter non-teaching workload according to sections 3 and 4 of University Rule 12.03.99.C1.01, available here.

<table>
<thead>
<tr>
<th>1) Non-Teaching Activity</th>
<th>Description:</th>
<th>2) Non-Teaching Activity</th>
<th>Description:</th>
<th>3) Non-Teaching Activity</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1 - Large Lecture Classes</td>
<td>Enrollment in CHEM-1311.C02 exceeds 150.</td>
<td>4.1.5 - Instructional Support</td>
<td>Provide support to the General Chemistry Online Homework system.</td>
<td>Please Select</td>
<td></td>
</tr>
</tbody>
</table>
semester salary information is required for state reporting

Enter semester salary in whole dollars. Do not use dollar signs, commas, or decimals.
Enter a zero if no salary is awarded in a category.
An excerpt from the THECB reporting manual describing the different salary categories is available here.

State Funded Salary
Designated Salary
Restricted Salary
Overload Salary

Faculty Salary Source Definitions

State Funded Salary
- FUNDED FROM STATE APPROPRIATIONS INCLUDING SPECIAL ITEMS, WHETHER FUNDED BY GENERAL REVENUE OR OTHER EDUCATIONAL AND GENERAL INCOME.
- (UNIVERSITY ACCOUNT NUMBERS BEGINNING WITH “1”)

Designated Salary
- FUNDS ARISING FROM SOURCES THAT HAVE BEEN DESIGNATED INTERNALLY BY THE UNIVERSITY TO BE USED FOR SPECIFIC PURPOSES. SERVICE DEPARTMENT FUNDS AND REVOLVING AND CLEARING ACCOUNTS ARE INCLUDED IN THIS FUND GROUP.
- (UNIVERSITY ACCOUNT NUMBERS BEGINNING WITH “2” OR “3”)

Restricted Salary
- FUNDS AVAILABLE FOR CURRENT PURPOSES, THE USE OF WHICH HAS BEEN RESTRICTED BY OUTSIDE AGENCIES OR PERSONS, MOST OFTEN EXTERNAL GRANTS AND CONTRACTS.
- (UNIVERSITY ACCOUNT NUMBERS BEGINNING WITH “6”)

Overload Salary
- AN OVERLOAD APPLIES WHEN A FACULTY MEMBER IS EMPLOYED FULL-TIME (100 PERCENT) AND HAS COMPENSATED ASSIGNMENTS IN ADDITION TO THE 100 PERCENT LOAD.
- ENTER THE TOTAL AMOUNT OF OVERLOAD PAY, REGARDLESS OF THE SOURCE.

Remember that these are SEMESTER SALARY AMOUNTS, not 9-MONTH SALARIES.
Step 9: Enter salary data in each of the four boxes. Enter zero if salary source does not apply DO NOT LEAVE BLANK!

NOTE: Salary data is pre-loaded whenever available, but overload salary field will always be blank.

Semester Salary Information

Enter semester salary in whole dollars. Do not use dollar signs, commas, or decimals.
Enter a zero if no salary is awarded in a category.

An excerpt from the THECB reporting manual describing the different salary categories is available here.

<table>
<thead>
<tr>
<th>Salary Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funded Salary</td>
<td>30000</td>
</tr>
<tr>
<td>Designated Salary</td>
<td>0</td>
</tr>
<tr>
<td>Restricted Salary</td>
<td>10000</td>
</tr>
<tr>
<td>Overload Salary</td>
<td>0</td>
</tr>
</tbody>
</table>

Click save button to record your work, and then return to department list.
Check your data entry status from the department list screen

Clicking here gives you a real-time status report in PDF format that identifies any remaining blank fields. The report groups information by workload category.

Data entry is not complete if blank fields remain.

Options
To logout, click here.

To download a PDF file of all current data, click here.

To download a PDF file of workload detail by person, click here.

Once you have entered data for all instructors, please click here to lock your data.

FACULTY WORKLOAD DATA ENTRY VERIFICATION FOR FALL 2009

College: ED Department: EDAD

General information

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
<th>TENURE</th>
<th>BUDGETED WORKLOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhattacharya, Kekali</td>
<td>Assistant Professor</td>
<td>On tenure</td>
<td>BLANK</td>
</tr>
<tr>
<td>Kouzekanani, Kamier</td>
<td>Associate Professor</td>
<td>On tenure</td>
<td>BLANK</td>
</tr>
<tr>
<td>Moody, Michael</td>
<td>Assistant Professor</td>
<td>On tenure</td>
<td>BLANK</td>
</tr>
<tr>
<td>Prezas, Raul</td>
<td>Assistant Professor</td>
<td>On tenure</td>
<td>BLANK</td>
</tr>
<tr>
<td>Shepperd, Richard</td>
<td>Professor</td>
<td>Tenured</td>
<td>BLANK</td>
</tr>
<tr>
<td>Sherritt, Caroline</td>
<td>Professor</td>
<td>Tenured</td>
<td>BLANK</td>
</tr>
<tr>
<td>Solis, Enrique</td>
<td>Professor</td>
<td>Tenured</td>
<td>BLANK</td>
</tr>
<tr>
<td>Walter, James</td>
<td>Associate Professor</td>
<td>Tenured</td>
<td>BLANK</td>
</tr>
<tr>
<td>Zeng, Guang</td>
<td>Assistant Professor</td>
<td>On tenure</td>
<td>BLANK</td>
</tr>
</tbody>
</table>
Clicking here runs a person-by-person workload detail report

Options
To logout, click here.
To download a PDF file of all current data, click here.
To download a PDF file of workload detail by person, click here.

Once you have entered data for all instructors, please click here to lock your data.

FACULTY WORKLOAD DATA ENTRY VERIFICATION FOR FALL 2009

College: ED  Department: EDAD

Workload Sum by Person

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE</th>
<th>TYPE</th>
<th>CRN</th>
<th>CROSS LIST</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhattacharya, Kakali</td>
<td>EDLD-6384.001</td>
<td>Lecture</td>
<td>23052</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Bhattacharya, Kakali</td>
<td>EDLD-6384.002</td>
<td>Lecture</td>
<td>25703</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Bhattacharya, Kakali</td>
<td>4.3.1 - Professional Service Activities</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Bhattacharya, Kakali</td>
<td>4.2.1 - Scholarly and Creative Activity</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Bhattacharya, Kakali</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>12.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE</th>
<th>TYPE</th>
<th>CRN</th>
<th>CROSS LIST</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kouzeikanani, Kamiar</td>
<td>EDFN-5301.003</td>
<td>Lecture</td>
<td>23037</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Kouzeikanani, Kamiar</td>
<td>EDLD-6392.201</td>
<td>Lecture</td>
<td>23054</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Kouzeikanani, Kamiar</td>
<td>EDLD-6397.002</td>
<td>Research</td>
<td>25504</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Kouzeikanani, Kamiar</td>
<td>4.2.1 - Scholarly and Creative Activity</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Kouzeikanani, Kamiar</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>12.00</td>
</tr>
</tbody>
</table>
The end of the process: Lock your data

(If a mistake is discovered after data has been locked, contact Planning & Institutional Effectiveness)

Instructors for Department EDAD

Select an instructor to enter data.

- Bhattacharya, Kakali
- Kouzakanani, Kamiar
- Moody, Michael
- Prezas, Raul
- Shepperd, Richard
- Sherritt, Caroline
- Solis, Enrique
- Walter, James
- Zeng, Guang

When the current data report shows no “BLANK” data fields, lock your data so it is no longer editable.

Everyone’s data needs to be locked before we run our Coordinating Board reports.

Options

To logout, click here.

To download a PDF file of all current data, click here.

Once you have entered data for all instructors, please click here to lock your data.
• For questions and help contact:

  – Leona M. Urbish  leona.urbish@tamucc.edu
  – Danette Williams danette.williams@tamucc.edu