The Development of the Annual Faculty Workload Reports





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Faculty Reports Function

- Requested by the Provost and Vice Provost
- Designed by the Vice Provost and OIR team
 - Categories (faculty rank and status)
 - Measurements (WTU, FTEF, SCU, Salary)
 - Formulas and Calculations (cost/per WTU, cost/per FTES)

Regularly in support of:

- > Planning
- Budget allocation
- Faculty hiring

m "Home Grown" vs. Delaware Study

- Obtain comparison data from Delaware Study
- Local reports serve the university needs in a timely fashion

Key Elements of Three Faculty Reports



Faculty Teaching Assignment (FTA)

- Key element: Individual workload
- Support for Chairs of departments for planning and assessment



Instructional Personnel Costs Report (ICR)

- Key elements: Personnel cost per WTU and Personnel cost per FTES
- Support the budget and faculty hiring



Faculty Status Report (FSR)

- Key elements: Generated FTES and class level by faculty status
- Review the equity of teaching load

Terminology

- Full Time Equivalent Faculty (FTEF): All full-time faculty members are counted as 1 FTE. FTE for part-time faculty, early Retirement Program members (FERP) and Teaching Assistants are calculated based on their particular HR contracts. This also includes faculty on sabbatical and/or those without a current teaching load.
- Instructional FTEF: This incorporates only those faculty members with in-classroom workloads, including supervisory teaching, and/or instructors who are administrators or staff. The FTE for Full-time faculty is calculated as WTU/12. The FTE for Part-time, FERP, and Teaching Assistants are calculated as WTU/15. These FTEF are allocated to the department offering the course, regardless of the instructor's affiliation.
- Student Credit Units (SCU): Identifies the total number of earned course credit units for all students enrolled in a given section. For example, a 3-unit class with 48 students enrolled is computed as 48x3=144.
- Full Time Equivalent Student (FTES): FTES are calculated by dividing the sum of the Student Credit Units (SCU) by 15 for Undergraduates and 12 for Graduate Students. For example, if a course is a 3 credit unit class with an enrollment of 47 undergraduate students and 1 graduate student, the student FTE would be computed as (47x3)/15+(1x3)/12=9.4+0.25=9.65. These FTES are allocated to the department offering the course, regardless of the instructor's affiliation.
- Weighted Teaching Units (WTU): A measure of faculty workload. For example, a lecture class that meets three hours per week generates 3 WTU. Instructional WTU includes instruction of non-supervision and supervision courses.
- Externally Funded Assigned-Time WTU: Assigned-time units funded by sources external to the College. Examples are national and state grants, RCA, PEA, sabbaticals, and Academic Affairs funded assigned-time.
- Internally Funded Assigned-Time WTU: Assigned-time units funded by the College and/or Department. Examples are assigned-time for program coordination, enrollment enhancement, new faculty, research, and professional development.
- Half-Year Actual Salary: Refers to half-year actual pay received by the faculty. Temporary instructors receive a fraction of their base salary depending on number of units taught. The salary is adjusted by REMOVING externally funded assigned-time WTUs from the salary calculation. For example, a 3-unit externally funded assigned time reduces the salary for instruction by 25 percent based on the 12WTU instructional load.

The Work Flow

Academic Planning Database

Course Section File

Faculty File



Data Modeling

APDB Summary File

HR Personnel File



Three Faculty Reports

Teaching Assignment

Instructional Cost

Faculty Status

Faculty Teaching Assignment

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The clean-up!



- The summary report details a faculty's teaching assignment based on their SSN and cross-listed with the individual courses taught
- The report utilizes each course section by college and by department
- The report also showcase faculty who team taught courses and cross listed courses
- Approximately 6,000 course sections at Sac State
- Every faculty must have an SSN or assigned ID
 - People of interest on campus who do not have SSN's in the system are given one
 - i.e. 999-99-9990, 999-99-9991 etc.
 - At Sacramento State these people either teach for free or are MILS or AERO instructors
 - MILS and AERO courses do not generate WTU's but do generate FTES so they are still tracked

Organize and Reporting

Once the data is clean and ready to use

- Reorganize in Excel
- Custom sort by college, department, faculty and course
- Set up workbooks in Excel for each College and for each Department within the College
- Create and/or edit titles and headers
- Subtotal function by enrollment, FTES Total and WTU generated by each faculty
- Section fraction or team taught percentages
- Asterisk faculty who taught courses in more than one department
- Grand totals for departments
- Special Notes, page headers and footers, PDF

Final Report

Art Faculty Course Assignment (Spring 2014)

Name	Course	Section	Student Course Credits	Course Credits Enrollment Teaching		Student FTE	WTU	
Bertinuson, JA	ART 007	1	3	115	100	23.0	3.0	
Bertinuson, JA	Total			115		23.0	3.0	
Chacon, MM*	ART 135	1	2	8	100	1.1	2.0	
Chacon, MM*	ART 135	2	1	8	100	0.5	1.3	
Chacon, MM *	Total			16		1.6	3.3	
Chirapravati, P*	ART 003B	1	3	113	100	22.6	3.0	
Chirapravati, P*	Total			113		22.6	3.0	
Clarke, RE	ART 143	1	3	17	100	3.4	3.9	
Clarke, RE	ART 192A	2	3	10	100	2.0	3.0	
Clarke, RE	ART 197	1	3	24	96	4.8	3.7	
Clarke, RE	ART 199	2	3	10	100	2.0	3.3	
Clarke, RE	ART 297	1	3	1	4	0.3	0.2	
Clarke, RE	ART 500	6	3	1	100	0.3	0.5	
Clarke, RE	Total			63		12.7	14.6	
Connelly, A	ART 088	1	3	18	100	3.6	3.9	
Connelly, A	ART 187	1	3	13	100	2.7	3.9	
Connelly, A	ART 222	1	3	11	100	2.8	3.0	
Connelly, A	ART 289	1	3	4	100	1.0	2.0	
Connelly, A	ART 299	3	2	1	100	0.2	0.5	
Connelly, A	ART 500	1	3	2	100	0.5	1.0	
Connelly, A	Total			49		10.7	14.3	
Dertinger, D	ART 101	1	3	20	25	4.0	0.8	
Dertinger, D	Total			20		4.0	0.8	
Emerson, ML	ART 022	3	3	16	100	3.2	3.9	
Emerson, ML	ART 040D	1	3	18	100	3.6	3.9	
Emerson, ML	Total			34		6.8	7.8	
Flohr, SJ	ART 022	2	3	22	100	4.4	3.9	
Flohr, SJ	ART 120	1	3	21	100	4.2	3.9	
Flohr, SJ	ART 122B	1	3	20	100	4.0	3.9	
Flohr, SJ	ART 199	1	3	1	100	0.2	0.3	
Flohr, SJ	ART 500	2	3	1	100	0.3	0.5	
Flohr, SJ	Total			65		13.1	12.5	
Foster, SA	ART 133	1	2	26	100	3.5	2.0	
Foster, SA	ART 133	2	1	26	100	1.7	1.3	
Foster, SA	Total			52		5.2	3.3	

Instructional Personnel Costs Report

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Data Modeling Process

Combine HR Personnel data and APDB summary file using (SPSS):

- Aggregate the APDB summary file at individual faculty level (per faculty, per record for WTU,SCU,FTES and enrollment)
- Use HR census file (flat file) which includes faculty, administrators, staff and Teaching Assistants.
- Merge the two files twice to identify faculty who did not teach, faculty who taught but did not have an HR record and instructors who may not be faculty or who have no HR record such as staff or administrators

Following are the data elements of the combined file:

- Faculty rank and status
- Faculty salary
- Course college and department
- Instructional WTU's
- Student Credit Units (SCU)
- Full-time Equivalent Student (FTES)

Information Gathering

- Additional information is gathered for the ICR report
 - Deans, Chairs, Administrators, Teaching Associates and Staff
 - Faculty Assigned time
 - Faculty Reimbursed time
 - Sabbaticals
 - Faculty Early Retirement Program (FERP's)
 - Difference in pay (DIP's)
 - Leave with pay (LWP)
 - Leave without pay (LWOP)
 - Retired Annuitants
 - People of Interest

The Data Clean-Up!



After the SPSS merge, start the Clean-Up process:

- Find faculty who taught courses but do not have an HR record (Either teaching without pay or missing HR salary information late hires)
- Find faculty who have an HR record but did not teach (Sabbatical's, Paid or Unpaid Leaves, special circumstances)
- Add in FERP's and DIP's
- Check for faculty who have different names, alias's
- Retired Annuitant's
- Verify Titles, Status, Names and Chairs/Directors

Calculation of Instructional Personnel Costs

- Chair's Salary is calculated based on % assignment of Administrative salary vs. Instructional salary
- The salary of faculty who taught 2 or more departments under one contract are recalculated based on % instructional WTU of each department

Salary=(WTU of Dept. A/Total WTU)*Monthly Salary.

- The salary of staff instructors are excluded
- The salary for external assigned WTU are subtracted because of "buy-out time"

½Year Actual Salary*(1-Externally Funded Assigned Time WTU/12)

Calculate ½ year salary by "actual" vs. "instructional" for each semester

Organizing and Reporting

- Copy data into Excel tables and tabs by College and Department
- Break down and organize further by Title and Status
- Add in Assigned and Reimbursed Time Units
- Differentiate FERP's and Sabbaticals by term taken
- Subtotal and totals for Instructional WTU's, SCU's, FTES, Half-Year Actual Salary and Half-Year Instructional Salary
- Add a summary page for each college and summary report for the university
- Link cells from Summary reports to College/Dept. workbooks

Department Report

Instructional Personnel Cost by College - Art (Fall 2013)

Title	Status	Name	Externally Funded Assigned- Time WTU ¹	Internally Funded Assigned- Time WTU ²	Note	Instructional WTU ³	SCU⁴	FTES⁵	Half-Year Actual Salary ⁶	Half-Year Instructional Salary ⁷
Associate Professor	Tenured	Harvey, Ian				13.2	187	12.6	\$32,916	\$32,916
Associate Professor	Tenured	Monteith, Thomas			Sabbatical (AY)				\$16,410	\$16,410
Associate Professor	Tenured	Ortbal, Robert				11.3	159	10.8	\$32,274	\$32,274
Associate Professor	Tenured	Parady, Scott				13.5	186	12.5	\$31,968	\$31,968
Professor	Tenured	Chirapravati, Pattaratorn	3.0	3.0		6.6	402	26.8	\$36,066	\$27,050
Professor	Tenured	Clarke, Rachel				14.7	194	13.0	\$37,458	\$37,458
Professor	Tenured	Connelly, Andrew				11.1	153	10.8	\$36,066	\$36,066
Professor	Tenured	Flohr, Sarah				14.0	179	12.1	\$36,066	\$36,066
Professor	Tenured	Frye, Daniel				13.0	183	12.2	\$38,172	\$38,172
Professor	Tenured	Hitchcock Jr, Philip	3.0	6.0		4.4	69	4.7	\$53,886	\$40,415
Professor	Tenured	O'Brien, Elaine			Sabbatical (Fall)				\$40,722	\$0
Professor	Tenured	Turrill, Catherine			Chair .60	3.8	93	6.3	\$54,876	\$19,410
Sub-Total			6.0	9.0		105.5	1805.0	121.5	\$446,880	\$348,204
Lecturer	None	Bertinuson, Joy A		3.0		3.0	351	23.4	\$10,182	\$10,182
Lecturer	None	Foster, Sue				3.3	75	5.0	\$5,874	\$5,874
Lecturer	None	Graham, Robert				7.8	111	7.4	\$10,788	\$10,788
Lecturer	None	Hunt, Benjamin				3.9	60	4.0	\$5,634	\$5,634
Lecturer	None	Johnson, David W				3.6	36	2.4	\$4,980	\$4,980
Lecturer	None	Jones, Lynn			Retired Annuitant	3.0	60	4.0	\$5,628	\$5,628
Lecturer	None	Listopad, John				9.0	504	33.6	\$16,362	\$16,362
Lecturer	None	Louie, Brenda				11.7	150	10.0	\$25,026	\$25,026
Lecturer	None	Mesbah, Mehran				3.9	72	4.8	\$5,394	\$5,394
Lecturer	None	Miyagi, Masamichi Gregg				3.9	63	4.2	\$5,394	\$5,394
Lecturer	None	Moe, Livia				3.0	126	8.4	\$4,242	\$4,242
Lecturer	None	Owens, Ryan				3.9	57	3.8	\$5,520	\$5,520
Lecturer	None	Pierce-Urlando, Milissa				9.9	234	15.6	\$17,640	\$17,640
Lecturer	None	Potter, Berit N				6.0	228	15.3	\$9,072	\$9,072
Lecturer	None	Prieto, Rosa		3.0		6.0	573	38.2	\$16,410	\$16,410
Lecturer	None	Seban, Laurel				3.0	210	14.0	\$4,332	\$4,332
Lecturer	None	Titus, Ann-Catrin				3.0	33	2.8	\$4,152	\$4,152
Lecturer	None	Van Fleet, Ellen			Retired Annuitant	3.9	75	5.0	\$7,818	\$7,818
Lecturer	None	Wetzl, David				7.8	129	8.6	\$15,810	\$15,810
Lecturer	None	Young, Robert W				1.1	18	1.2	\$1,848	\$1,848
Lecturer	None	Zaybel, Lisa A				3.0	147	9.8	\$4,332	\$4,332
Sub-Total			0.0	6.0		103.7	3312.0	221.4	\$186,438	\$186,438
Department Total			6.0	15.0		209.2	5117.0	342.9	\$633,318	\$534,642

Summary Report by College

Instructional Personnel Cost by College (Academic Year 2013/2014)

ENGINEERING & COMPUTER

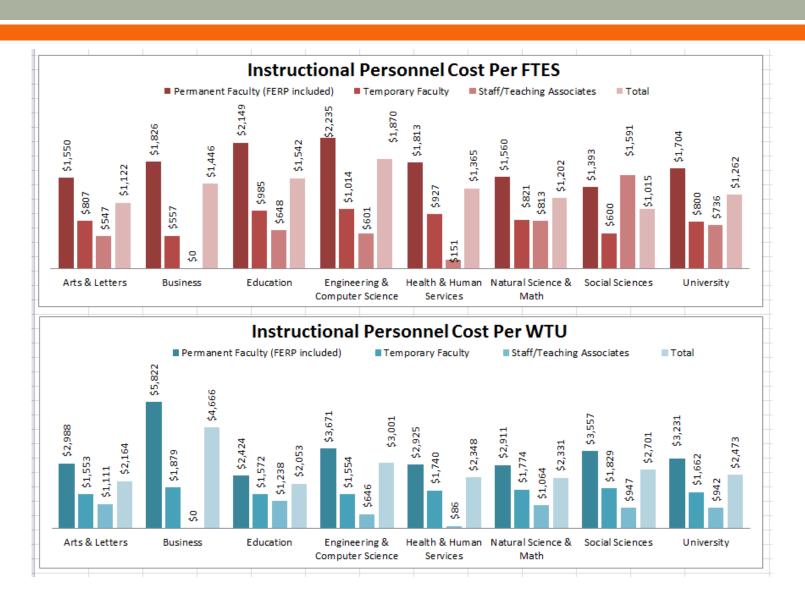
SCIENCE									
Department	Instructional	Student Credit	Student	Half-Year	SCUs/	FTES/	Half-Year	Half-Year	Half-Year
	WTU	Units (SCUs)	FTE	Instructional	WTU	WTU	Instructional	Instructional	Instructional
				Salary			Salary/WTU	Salary/SCU	Salary/FTES
College Level:									
Permanent Faculty:									
Subtotal Fall 2013	0.0	0	0.0	\$0	0.0	0.0	\$0	0	0
Permanent Faculty:	6.0	128.0	8.6	0.0	21.3	1.4	\$703	\$33	\$490
Subtotal Spring 2014	6.0	128.0	8.6	0.0	21.3	1.4	\$703	\$33	\$490
Department Totals	6.0	128.0	8.6	0.0	21.3	1.4	\$703	\$33	\$490
Civil Engineering	121.0	2 020 00	205.2	6444.210	25.0		62.672	6147	62.154
Permanent Faculty:	121.0 91.0	3,028.00 1,928.00	206.3 130.3	\$444,319 \$146,481	25.0 21.2	1.7	\$3,672 \$1,610	\$147 \$76	\$2,154 \$1,124
Temporary Faculty: Subtotal Fall 2013	212.0		336.6	\$590,800	23.4	1.4	\$2,787		
	103.3	4,956.00 2,604.0	336.6 176.1	\$360,673	25.2	1.0	\$2,787	\$119 \$139	\$1,755 \$2,048
Permanent Faculty: Temporary Faculty:	75.0	2,604.0 1,614.0	110.8	\$125,700	25.2	1.7 1.5	\$3,492 \$1,676	\$139	\$2,048 \$1,134
Staff/Teaching Associates	1.0	92.0	6.1	\$125,700	92.0	6.1	\$1,070	\$0	\$0
Subtotal Spring 2014	179.3	4,310.00	293.0	\$486,373	24.0	1.6	\$2,713	\$113	\$1,660
Department Totals	391.3	9,266,00	629.7	\$1.077,172	23.7	1.6	\$2,713	\$115	\$1,711
Computer Science	371.3	7,200.00	025.7	91,077,172	23.7	1.0	92,733	9110	Ψ1,/11
Permanent Faculty:	195.1	4,663.00	323.0	\$763,380	23.9	1.7	\$3,913	\$164	\$2,364
Temporary Faculty:	38.4	1.083.00	73.1	\$41,010	28.2	1.9	\$1.068	\$38	\$561
Subtotal Fall 2013	233.5	5,746.00	396.1	\$804,390	24.6	1.7	\$3,445	\$140	\$2,031
Permanent Faculty:	179.5	4,301.0	297.5	\$724,624	24.0	1.7	\$4,037	\$168	\$2,436
Temporary Faculty:	32.6	893.0	59.9	\$49,074	27.4	1.8	\$1,505	\$55	\$819
Subtotal Spring 2014	212.1	5,194.00	357.4	\$773,698	24.5	1.7	\$3,648	\$149	\$2,165
Department Totals	445.6	10,940.00	753.5	\$1,578,088	24.6	1.7	\$3,542	\$144	\$2,094
Comstruction Management									
Permanent Faculty:	36.7	616.00	41.1	\$133,074	16.8	1.1	\$3,629	\$216	\$3,240
Temporary Faculty:	21.0	549.00	36.6	\$46,176	26.1	1.7	\$2,199	\$84	\$1,262
Subtotal Fall 2013	57.7	1,165.00	77.7	\$179,250	20.2	1.3	\$3,108	\$154	\$2,308
Permanent Faculty:	30.0	620.0	41.3	\$115,163	20.7	1.4	\$3,839	\$186	\$2,786
Temporary Faculty:	18.0	335.0	22.3	\$42,682	18.6	1.2	\$2,371	\$127	\$1,911
Subtotal Spring 2014	48.0	955.00	63.7	\$157,844	19.9	1.3	\$3,288	\$165	\$2,479
Department Totals	105.7	2,120.00	141.3	\$337,094	20.1	1.3	\$3,190	\$159	\$2,385
Electronic & Electrical Engineering									
Permanent Faculty:	125.7	2,523.00	181.0	\$409,496	20.1	1.4	\$3,259	\$162	\$2,262
Temporary Faculty:	47.3	1,344.00	91.7	\$79,239	28.4	1.9	\$1,674	\$59	\$864
Staff/Teaching Associates	4.0	34.00	2.3	\$0	8.5	0.6	\$0	\$0	\$0
Subtotal Fall 2013	177.0	3,901.00	275.0	\$488,735	22.0	1.6	\$2,761	\$125	\$1,778
Permanent Faculty:	117.2	2,453.0	174.9	\$399,845	20.9 22.9	1.5	\$3,412	\$163	\$2,286
Temporary Faculty: Staff/Teaching Associates	63.7 6.0	1,457.0 51.0	99.9	\$100,981 \$7,104	8.5	1.6 0.6	\$1,585 \$1,184	\$69 \$139	\$1,011 \$2,059
Subtotal Spring 2014	186.9	3,961.00	278.3	\$507,930	21.2	1.5	\$2,718	\$128	\$1,825
Department Totals	363.9	7,862.00	553.3	\$996,665	21.6	1.5	\$2,718	\$120	\$1,823
Mechanical Engineering	303.9	7,802.00	333.3	3990,003	21.0	1.3	\$2,139	\$127	\$1,001
Permanent Faculty:	132.3	3,374.00	230.2	\$456,657	25.5	1.7	\$3,452	\$135	\$1,984
Temporary Faculty:	54.7	1,155.00	76.9	\$75,030	23.3	1.7	\$1,373	\$65	\$975
Subtotal Fall 2013		4,529.00	307.1	\$531.687	24.2	1.4	\$2,844	\$117	\$1,731
	186.9 115.0	4,529.00 3,335.0	227.8		29.0	2.0	\$3,973	\$117	\$2,006
Permanent Faculty:				\$456,953					
Temporary Faculty: Subtotal Spring 2014	77.5	1,408.0	94.1	\$100,369	18.2	1.2	\$1,295	\$71	\$1,067
	192.5	4,743.00	321.9	\$557,322	24.6	1.7	\$2,895	\$118	\$1,732
Department Totals	379.5	9,272.00	629.0	\$1,089,009	24.4	1.7	\$2,870	\$117	\$1,731
College Total	11010	27 645 0	1,907.7	84.264.104	22.0		80.071	****	£2.225
Permanent Faculty:	1,161.7	27,645.0		\$4,264,184	23.8	1.6	\$3,671	\$154	\$2,235
Temporary Faculty:	519.2	11,766.00	795.76	\$806,741	22.7	1.5	\$1,554	\$69	\$1,014 \$601
Staff/Teaching Associates	11.0	177.0	11.8	\$7,104	16.1	1.1	\$646	\$40	
ECS College Totals	1,691.9	39,588.0	2,715.3	\$5,078,029	23.4	1.6	\$3,001	\$128	\$1,870

Summary Report by University

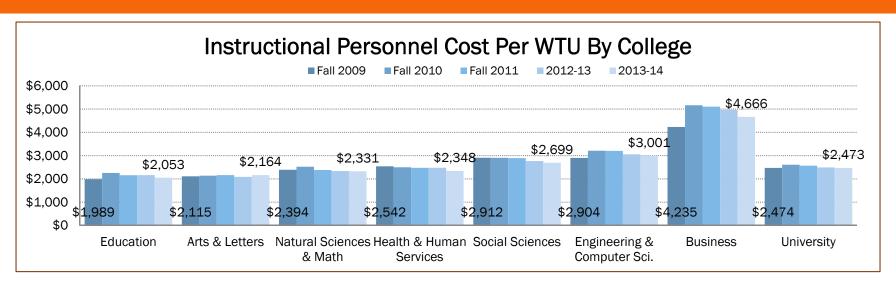
Instructional Personnel Cost by College (Academic Year 2013/2014)

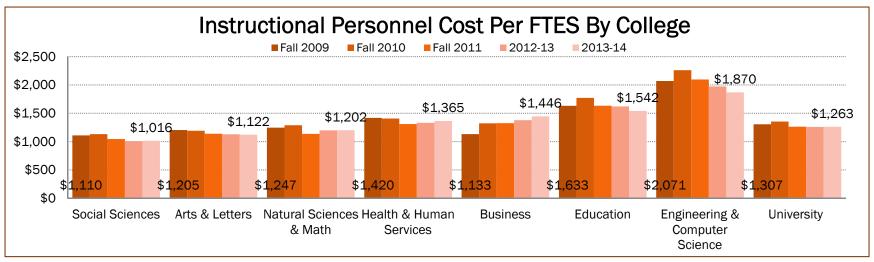
Summary									
College	Instructional	Student Credit	Student	Annual	SCUs/	FTES/	Annual	Annual	Annual
	WTU	Units (SCUs)	FTE	Instructional	WTU	WTU	Instructional	Instructional	Instructional
				Salary			Salary/WTU	Salary/SCU	Salary/FTES
ARTS & LETTERS									
Permanent Faculty:	2,929.6	83,797.1	5,646.3	\$8,754,092	28.6	1.9	\$2,988	\$104	\$1,55
Temporary Faculty:	3,641.1	104,891.4	7,004.5	\$5,655,417	28.8	1.9	\$1,553	\$54	\$80
Staff/Teaching Assistant	179.3	5,457.5	363.8	\$199,164	30.4	2.0	\$1,111	\$36	\$54
College Totals	6,750.0	194,146.0	13,014.7	\$14,608,673	28.8	1.9	\$2,164	\$75	\$1,12
BUSINESS									
Permanent Faculty:	901.3	42,603.0	2,873.5	\$5,246,949	47.3	3.2	\$5,822	\$123	\$1,82
Temporary Faculty:	351.0	17,737.0	1,184.6	\$659,586	50.5	3.4	\$1,879	\$37	\$55
Staff/Teaching Assistant	13.5	362.0	25.9	\$0	26.8	1.9	\$0	\$0	\$
College Totals	1,265.8	60,702.0	4,084.0	\$5,906,535	48.0	3.2	\$4,666	\$97	\$1,44
EDUCATION									
Permanent Faculty:	1,898.6	30,358.4	2,141.6	\$4,602,412	16.0	1.1	\$2,424	\$152	\$2,14
Temporary Faculty:	1,446.7	33,448.5	2,308.1	\$2,274,177	23.1	1.6	\$1,572	\$68	\$98
Staff/Teaching Assistant	9.0	258.0	17.2	\$11,142	28.7	1.9	\$1,238	\$43	\$64
College Totals	3,354.2	64,064.8	4,466.8	\$6,887,731	19.1	1.3	\$2,053	\$108	\$1,54
ENGINEERING									
Permanent Faculty:	1,161.7	27,645.0	1,907.7	\$4,264,184	23.8	1.6	\$3,671	\$154	\$2,23
Temporary Faculty:	519.2	11,766.0	795.8	\$806,741	22.7	1.5	\$1,554	\$69	\$1,01
Staff/Teaching Assistant	11.0	177.0	11.8	\$7,104	16.1	1.1	\$646	\$40	\$60
College Totals	1,691.9	39,588.0	2,715.3	\$5,078,029	23.4	1.6	\$3,001	\$128	\$1,87
HEALTH & HUMAN SERVICES									
Permanent Faculty:	2,116.1	48,936.2	3,414.8	\$6,190,062	23.1	1.6	\$2,925	\$126	\$1,81
Temporary Faculty:	1,813.6	50,176.0	3,405.5	\$3,155,749	27.7	1.9	\$1,740	\$63	\$92
Staff/Teaching Assistant	52.9	418.9	30.0	\$4,523	7.9	0.6	\$86	\$11	\$15
College Totals	3,982.7	99,531.1	6,850.3	\$9,350,335	25.0	1.7	\$2,348	\$94	\$1,36
NATURAL SCIENCES & MATH									
Permanent Faculty:	1,629.8	45,321.5	3,041.8	\$4,743,915	27.8	1.9	\$2,911	\$105	\$1,56
Temporary Faculty:	1,184.8	38,364.0	2,560.3	\$2,101,938	32.4	2.2	\$1,774	\$55	\$82
Staff/Teaching Assistant	224.6	4,411.5	294.1	\$239,022	19.6	1.3	\$1,064	\$54	\$81
College Totals	3,039.2	88,097.0	5,896.2	\$7,084,874	29.0	1.9	\$2,331	\$80	\$1,20
SOCIAL SCIENCES									
Permanent Faculty:	1,751.7	66,454.5	4,473.0	\$6,230,439	37.9	2.6	\$3,557	\$94	\$1,39
Temporary Faculty:	1,381.8	63,103.5	4,211.0	\$2,527,595	45.7	3.0	\$1,829	\$40	\$60
Staff/Teaching Assistant	168.8	1,484.0	100.4	\$159,815	8.8	0.6	\$947	\$108	\$1,59
College Totals	3,302.3	131,042.0	8,784.4	\$8,917,848	39.7	2.7	\$2,701	\$68	\$1,01
University									
Permanent Faculty:	12,388.8	345,115.6	23,498.7	\$40,032,053	27.9	1.9	\$3,231	\$116	\$1,70
Temporary Faculty:	10,338.2	319,486.4	21,469.8	\$17,181,202	30.9	2.1	\$1,662	\$54	\$80
Staff/Teaching Assistant	659.1	12,568.9	843.3	\$620,770		1.3			\$73
University Totals	23,386.1	677,170.9	45,811.8	\$57,834,025		2.0	\$2,473	\$85	\$1,26

Comparison among Colleges



Five-Year Trend Report





Faculty Status Report

3

CB

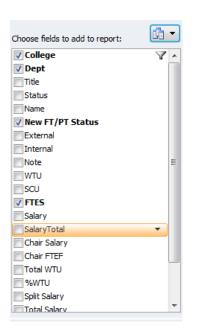
Data Modeling Process

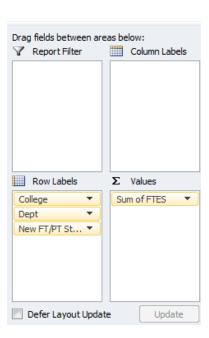
- File #1: Use the same merged file of HR personnel and APDB summary file to obtain faculty status and department/college.
- File #2: Add faculty status to the original summary file (non-aggregated) to obtain the course level of all classes taught by each faculty (Excel VLookup)
- In order to run pivot tables later for reporting, recode the status for easy data pulls
 - 1-TT, 2-FERP, 3-None and 4-TA
 - Reorganize after assigning new status
 - Make sure every faculty has college and department affiliation

Pivot Tables and Data Pulls

After reorganizing by faculty status

- Create Pivot Tables for each area for Fall and Spring terms
 - Headcount
 - Instructional FTEF
 - Generated FTES
 - Lower Division, Upper Division and Graduate Division





Row Labels	Sum of FTES
■ALS	6726.9
■ALS	103.9
1-Π	33.2
3-None	21.9
Full-time	48.7
■ART	342.9
1-Π	121.5
3-None	221.4
□ COMS	1348.0
1-∏	622.2
2-FERP	19.8
3-None	612.5
4-Teach Asst.	93.4
Full-time	0.2
□ DOD	303.6
1-∏	153.1
3-None	150.6
■ ENGL	1265.3
1-∏	419.0
2-FERP	27.0
3-None	753.2
4-Teach Asst.	66.0
(blank)	
■ FORL	481.3
1-TT	227.6
2-FERP	16.7
3-None	237.1

College Report

Faculty Status Report for Fall 13/Spring 14 (Headcount, Instructional FTEF, FTES and Course Level)

Health and Human Services

	Headcount		Instructional FTEF		Generate	d FTES	Lower Di	v. Courses	Upper Di	v. Courses	Graduate Div. Courses		
Colleges	#	%	#	%	#	%	#	%	#	%	#	%	
Criminal Justice													
Fall 2013													
Tenure/Tenure track	19	43.2%	15.6	59.3%	344.6	36.4%	5	21.7%	33	47.8%	4	80.0%	
FERP	3	6.8%	0.5	1.9%	16.8	1.8%	1	4.3%	1	1.4%			
Non-Tenure Track	22	50.0%	10.2	38.8%	586.5	61.9%	17	73.9%	35	50.7%	1	20.0%	
Dept. Fall Total	44	100.0%	26.3	100.0%	948.0	100.0%	23	100.0%	69	100.0%	5	100.0%	
Spring 2014													
Tenure/Tenure track	19	50.0%	17.4	65.2%	421.0	48.3%	5	22.7%	41	64.1%	8	80.0%	
FERP	3	7.9%	2.5	9.4%	54.9	6.3%	3	13.6%	3	4.7%	2	20.0%	
Non-Tenure Track	16	42.1%	6.8	25.5%	395.9	45.4%	14	63.6%	20	31.3%			
Dept. Spring Total	38	100.0%	26.7	100.0%	871.8	100.0%	22	100.0%	64	100.0%	10	100.0%	
Kinesiology & Health Sciences													
Fall 2013													
Tenure/Tenure track	17	37.0%	14.9	53.0%	324.4	44.5%	11	34.4%	97	59.9%	19	95.0%	
FERP	1	2.2%	1.0	3.6%	27.5	3.8%			5	3.1%			
Non-Tenure Track	27	58.7%	11.9	42.3%	375.4	51.5%	21	65.6%	58	35.8%	1	5.0%	
Teaching Assistants	1	2.2%	0.3	1.1%	2.1	0.3%			2	1.2%			
Dept. Fall Total	46	100.0%	28.1	100.0%	729.5	100.0%	32	100.0%	162	100.0%	20	100.0%	
Spring 2014													
Tenure/Tenure track	17	37.8%	14.9	61.6%	316.9	49.4%	10	33.3%	93	67.4%	20	100.0%	
FERP	1	2.2%	0.0	0.0%	0.0	0.0%							
Non-Tenure Track	26	57.8%	9.2	38.0%	323.7	50.4%	20	66.7%	44	31.9%			
Teaching Assistants	1	2.2%	0.1	0.4%	1.3	0.2%			1	0.7%			
Dept. Spring Total	45	100.0%	24.2	100.0%	641.9	100.0%	30	100.0%	138	100.0%	20	100.0%	
Nursing													
Fall 2013													
Tenure/Tenure track	15	22.7%	12.3	37.4%	213.6	46.2%	5	23.8%	91	42.5%	12	85.7%	
FERP	3	4.5%	1.5	4.6%	36.7	7.9%	2	9.5%	11	5.1%	1	7.1%	
Non-Tenure Track	48	72.7%	19.1	58.1%	211.6	45.8%	14	66.7%	112	52.3%	1	7.1%	
Dept. Fall Total	66	100.0%	32.9	100.0%	461.8	100.0%	21	100.0%	214	100.0%	14	100.0%	
Spring 2014													
Tenure/Tenure track	15	21.4%	12.2	39.1%	209.9	51.4%	4	22.2%	100	45.9%	6	60.0%	
FERP	3	4.3%	1.3	4.2%	31.2	7.6%	2	11.1%	8	3.7%	2	20.0%	
Non-Tenure Track	52	74.3%	17.7	56.7%	166.9	40.9%	12	66.7%	110	50.5%	2	20.0%	
Dept. Spring Total	70	100.0%	31.2	100.0%	408.0	100.0%	18	100.0%	218	100.0%	10	100.0%	

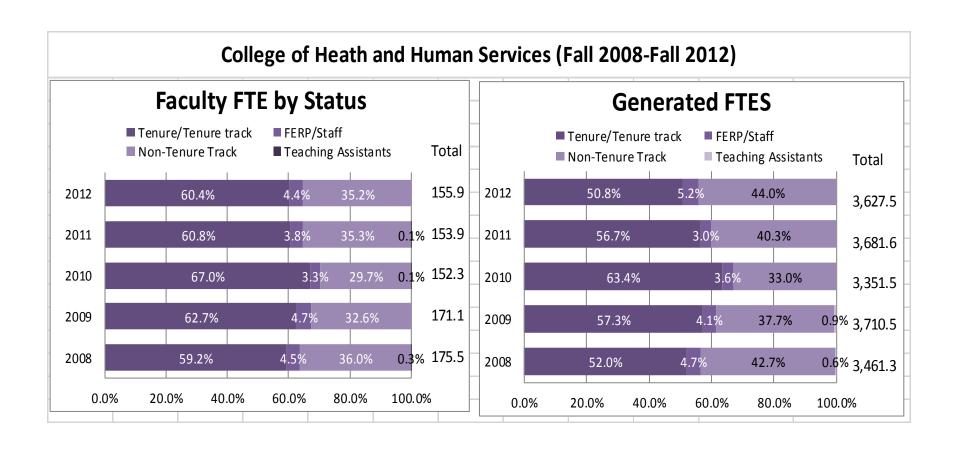
University Report

Faculty Status Report for Fall 13/Spring 14 (Headcount, Instructional FTEF, FTES and Course Level)

Summary

	Headcount		Instruction	nal FTEF	Generate	d FTES	Lower Div	v. Courses	Upper Div	v. Courses	Grad Div	. Courses
Colleges	#	%	#	%	#	%	#	%	#	%	#	%
Arts and Letters												
Fall 2013												
Tenure/Tenure track	128	31.9%	119.4	47.7%	2585.7	38.4%	174	25.1%	332	53.9%	77	74.0%
FERP	21	5.2%	6.9	2.8%	310.6	4.6%	9	1.3%	37	6.0%	5	4.8%
Non-Tenure Track	235	58.6%	117.2	46.8%	3622.3	53.8%	463	66.8%	245	39.8%	22	21.2%
Teaching Associates	17	4.2%	5.8	2.3%	159.4	2.4%	29	4.2%	0	0.0%	0	0.0%
Staff	0	0.0%	1.1	0.4%	48.9	0.7%	18	2.6%	2	0.3%	0	0.0%
College Fall Total	401	100.0%	250.4	100.0%	6726.9	100.0%	693	100.0%	616	100.0%	104	100.0%
Spring 2014												
Tenure/Tenure track	126	32.6%	107.8	45.6%	2488.8	39.6%	168	25.9%	333	52.7%	87	78.4%
FERP	19	4.9%	8.0	3.4%	261.4	4.2%	25	3.9%	19	3.0%	3	2.7%
Non-Tenure Track	225	58.1%	115.2	48.7%	3382.1	53.8%	428	66.0%	279	44.1%	21	18.9%
Teaching Associates	17	4.4%	5.4	2.3%	149.0	2.4%	27	4.2%	0	0.0%	0	0.0%
Staff	0	0.0%	0.1	0.0%	6.5	0.1%	0	0.0%	1	0.2%	0	0.0%
College Spring Total	387	100.0%	236.5	99.9%	6287.8	100.0%	648	100.0%	632	100.0%	111	100.0%
Business												
Fall 2013												
Tenure/Tenure track	52	59.8%	47.8	73.4%	1298.9	63.1%	6	24.0%	132	69.8%	16	64.0%
FERP	6	6.9%	3.5	5.4%	85.0	4.1%	1	4.0%	8	4.2%	4	16.0%
Non-Tenure Track	29	33.3%	13.6	20.9%	657.9	32.0%	18	72.0%	48	25.4%	2	8.0%
Staff	0	0.0%	0.2	0.3%	17.0	0.8%	0	0.0%	1	0.5%	3	12.0%
College Fall Total	87	100.0%	65.1	100.0%	2058.8	100.0%	25	100.0%	189	100.0%	25	100.0%
Spring 2013												
Tenure/Tenure track	52	64.2%	49.0	76.1%	1331.6	65.8%	7	35.0%	142	72.8%	17	85.0%
FERP	7	8.6%	4.5	7.0%	158.0	7.8%	1	5.0%	12	6.2%	0	0.0%
Non-Tenure Track	22	27.2%	10.9	16.9%	526.7	26.0%	12	60.0%	40	20.5%	0	0.0%
Staff	0	0.0%	0.0	0.0%	8.9	0.4%	0	0.0%	1	0.5%	3	15.0%
College Spring Total	81	100.0%	64.4	100.0%	2025.2	100.0%	20	100.0%	195	100.0%	20	100.0%

Five-Year Trend Report



Error Checking Process

Check Grand Total

Category subtotals

All subtotals

Check Formulas

The cells of summary page

The cells of individual page

Check Cell Links

Inner file links

Inter file links

Error Checking Formulas

	Α	В	С	D)	Е		F	G	Н	1	J	K	L	M	N
1	I	nstructional I	Personnel	Cost by	y Coll	lege (A	cadem	ic Yea	r 2013/	2014)			Do not do anything for this page			
2	ARTS & LETTERS															
3	Department	Instructional	Student Cre	dit Stud	ent	Annua	1 5	SCUs/	FTES/	Annual	Annual	Annual				
4		WTU	Units (SCI	Js) FT	E	Instructio	nal	WTU	WTU	Instructional	Instructional	Instructional				
5						Salary				Salary/WTU	Salary/SCU	Salary/FTES	Checking			
6	College Level												WTU	SCU	FTES	Salar
7	Permanent Faculty:	5.8	4	98.0	33.2	\$2	21,288	85.9	5.7	\$3,670	\$43	\$641				
8	Temporary Faculty:	109.6	3	29.0	22.0		\$0	3.0	0.2	\$0	\$0	\$0				
9	Staff/Teaching Associates	9.5	7	31.0	48.7		\$0	76.9	5.1	\$0	\$0	\$0				
10	Subtotal Fall 2013	124.9	15	58.0	103.9	21,	,288.0	12.5	0.8	\$170	\$14	\$205	T	T	T	T
11	Permanent Faculty:	7.2	1	46.5	9.8	\$2	23,902	20.3	1.4	\$3,320	\$163	\$2,439				
12	Temporary Faculty:	107.6	3	23.0	21.6		\$0	3.0	0.2	\$0	\$0	\$0				
13	Staff/Teaching Associates	1.5	i	97.5	6.5		\$0	65.0	4.3	\$0	\$0	\$0				
14	Subtotal Spring 2014	116.3	5	67.0	37.9	\$2	23,902	4.9	0.3	\$206	\$42	\$631	T	T	T	T
15	<u>Totals</u>	241.2	21	25.0	141.8	\$4	15,190	8.8	0.6	\$187	\$21	\$319				
16	Art															
17	Permanent Faculty:	105.5	18	05.0	121.5	\$34	18,204	17.1	1.2	\$3,301	\$193	\$2,866				
18	Temporary Faculty:	103.7	33	12.0	221.4	\$18	36,438	31.9	2.1	\$1,798	\$56	\$842				
19	Subtotal Fall 2013	209.2	. 51	17.0	342.9	\$53	34,642	24.5	1.6	\$2,556	\$104	\$1,559	T	T	T	T
20	Permanent Faculty:	112.2	21	76.0	147.0	\$36	57,448	19.4	1.3	\$3,274	\$169	\$2,500				
21	Temporary Faculty:	117.6	31	44.0	209.7	\$20	08,452	26.7	1.8	\$1,773	\$66	\$994				
22	Subtotal Spring 2014	229.8	53	20.0	356.6	\$57	75,900	23.1	1.6	\$2,506	\$108	\$1,615	T	T	T	T
23	Department Totals	439.0	104	37.0	699.5	\$1,11	10,541	23.8	1.6	\$2,530	\$106	\$1,588				
96	Permanent Faculty:	92.2	2109.0	140.7	I	\$265,392	22.9) 1	1.5 \$	32,878						
97	Temporary Faculty:	75.5	3016.0	201.1		\$121,434	39.9) 2	2.7	1,608						
98	Subtotal Spring 2014	167.7	5125.0	341.8		\$386,826	30.6			\$2,306						
	Department Totals	315.1	9457.0	630.7		\$743,790	30.0) 2	2.0	\$2,360	=IF	(B10='Coll	egeALS	Fall201	3'!G12,"	T","F")
	College Total											•	_			
	Permanent Faculty:	2,929.6	83,797.1	5,646.3		\$8,754,092	28.6	_		52,988						
	Temporary Faculty:	3,641.1	104891.4	7,004.5		\$5,655,417	28.8			31,553						
	Staff/Teaching Associates	179.3	5457.5	363.8		\$199,164	30.4			31,111						
	ALS College Totals	6,750.0	194146.0	13,014.7	\$14	4,608,673	28.8	3 1	.9 \$2	2,164						
105																

\$14,608,673

108 Checking Total

108 Checking To 109 110 111 Spring 2014 112 113

6,750.0

3,320.2

194146

T

93803

13,014.7

6287.4

Q and A

Questions?

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www.csus.edu/oir

Data Center—Faculty: Special Reports