

How to Enter Faculty Load in Banner

To enter faculty workload, you need to log into goPFW account using the **Mozilla Firefox browser**, go to the Employee tab, and select the link that says Login to **Banner 9 Admin**. Once logged into Banner, the faculty load process consists of three steps.

The three steps are: Check or enter a workload for instructional assignments,
Enter any workload value for non-instructional assignments, and
Check workload credit and FTE totals using Banner and Cognos reports.

The following sections describe the purpose of each form and the data that must be entered on each form. In order to complete a load report for each employee, the steps noted below MUST be completed sequentially.

Step 1: SIAASGN – Faculty Assignment Form

In Banner, go to the Welcome page and in the search bar type 'Faculty Assignment' OR type SIAASGN in the box and press Enter.

Step 1 consists of three parts: (1) entering a workload value for instructional assignments (if any); (2) entering a workload value for non-instructional assignments (if any); and (3) then checking the workload summary. Consequently, depending on an instructor's load, you will enter assignment information using a combination of forms to document the range of instructional and non-instructional activities. The main SIAASGN form is used to document instructional assignments. The Non-Instructional Assignment form allows you to document non-teaching activities (e.g., instructional support activities, research, administration, etc.). The Faculty Workload Summary form contains a summary of your workload values and term FTE.

Faculty Instructional Assignment Form

The main window used for assigning load is the Faculty Assignment [SIAASGN] form. To assign workload to teaching assignments, enter an instructor's PFW 900 number (Fig 1.) or you can click on the extended search dropdown (red arrow) and click on 'Faculty Search' (Fig 2.), select the term, and then press the 'GO' button on the left-hand side of your form.

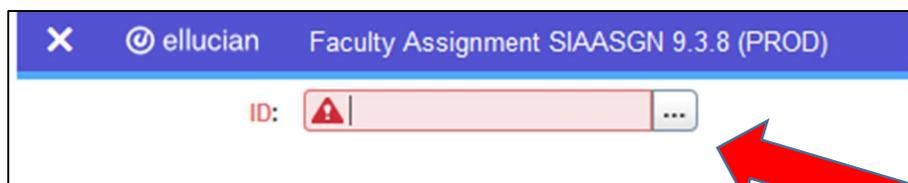
The image shows a browser window titled "Faculty Assignment SIAASGN 9.3.8 (PROD)". The browser's address bar shows "ellucian". In the main content area, there is a form with a field labeled "ID:" followed by a red warning triangle icon, a text input box, and a dropdown arrow icon.

Figure 1: Enter 900# in box of click the dropdown to search by name

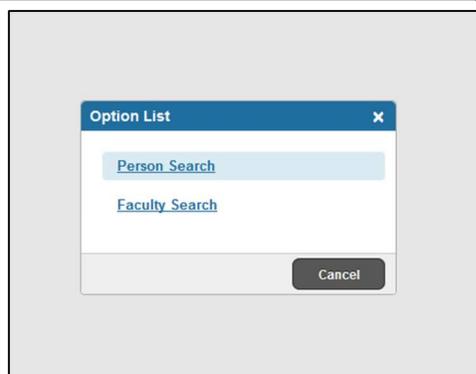
The image shows a dialog box titled "Option List" with a close button (X) in the top right corner. Inside the dialog, there are two options: "Person Search" and "Faculty Search". The "Faculty Search" option is highlighted with a blue background. At the bottom of the dialog, there is a "Cancel" button.

Figure 2: Click Faculty Search to find the person by name

Term: ... Faculty:

Advisor: Category: ...

Staff Type: Contract Type: ...

Tenure Status: Status: ...

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Figure 3: Select the term and be sure that the 'Faculty' box is checked.

Criteria

Code	Description	Start Date	End Date	FinAid Yr
202130	Summer 2021	05/10/2021	08/22/2021	
202120	Spring 2021	12/21/2020	05/09/2021	
202110	Fall 2020	08/24/2020	12/20/2020	
202030	Summer 2020	05/11/2020	08/23/2020	
202020	Spring 2020	12/23/2019	05/10/2020	
202010	Fall 2019	08/26/2019	12/22/2019	1920
201930	Summer 2019	05/06/2019	08/25/2019	1819
201920	Spring 2019	12/17/2018	05/05/2019	1819
201910	Fall 2018	08/20/2018	12/16/2018	1819
201830	Summer 2018	05/07/2018	08/19/2018	1718

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Cancel OK

Figure 4: Select the correct term and click ok

Term: 201920 Faculty: Advisor: Category: Staff Type: Contract Type: Tenure Status: Status:

Start Over

FACULTY/ADVISOR QUERY

Basic Filter Advanced Filter

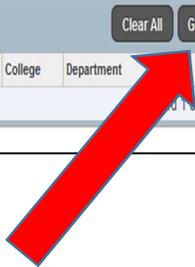
ID: Last Name: First Name: Middle Name: College: Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
1							

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Figure 5: Start by typing in the last name and click go



ellucian Faculty/Advisor Query SIAQRY 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201920 Faculty: Advisor: Category: Staff Type: Contract Type: Tenure Status: Status: Start Over

FACULTY/ADVISOR QUERY Insert Delete Copy Filter

Active filters: Last Name: Smith First Name: %a Clear All Filter Again

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
			H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AS	COM
			E.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EE	EDUS

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Figure 6: Select the correct person and press select on the bottom right of the screen

If the instructor is teaching a course section in the selected term, the course section information will automatically be loaded from the section records (see Figure 1 below).

ID: Start Over

FACULTY ASSIGNMENT Insert Delete Copy Filter

CRN	22756	<input checked="" type="checkbox"/> Override Conflicts	Generated Credits	54.000
Session	01	Workload	FTE	0.25
Subject	COM	Override Workload	Contract Type	
Course	35200	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	01	Assignment Type	Position Number	
Session Credit	3.000	Percent *	Position Number	
Institutional Credit	3.000	Responsibility	Suffix	
Percentage of *	100	Weekly Contact	Additional Instructors	
Session		Total Contact		
<input checked="" type="checkbox"/> Primary Instructor		<input type="checkbox"/> Compensation Extracted		

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Figure 7: Instructor and different course over view.

Notice: There are four courses this person teaches

In the Faculty Instructional Assignment form, you check whether the default workload value assigned in the Workload field are correct by clicking the down arrows at the bottom left of your screen till you get to the 'Workload Summary Page'.



Figure 8: Down arrows (Bottom left of the Screen)

FACULTY WORKLOAD SUMMARY			
Workload Rule			
Credit Hours	12.000	Instructional Workload	9.000
Generated Hours	123.000	Non-Instructional Workload	0.000
Weekly Contact	12.000	Total Workload	9.000
Term Contact	204.000	Term FTE	0.75

Figure 9: The Faculty Workload Summary with instructional FTE listed, non-instructional FTE, and term FTE listed.

If the default workload assigned to a section is NOT correct, then you need to assign a workload value to each section using the Override Workload field (see figure 10).

FACULTY ASSIGNMENT			
CRN	21089	<input type="checkbox"/> Override Conflicts	
Session	01	Workload	2.000
Subject	CHM	Override Workload	<input type="text"/>
Course	25600	Calculated Workload	2.000
Section	01	Assignment Type	<input type="text"/>
Session Credit	3.000	Percent *	100
Institutional Credit	3.000	Responsibility	
Percentage of * Session	<input type="text"/> 100	Weekly Contact	3
<input checked="" type="checkbox"/> Primary Instructor		Total Contact	51
		<input type="checkbox"/> Compensation Extracted	

Figure 10: you can override a workload by clicking the 'Override conflicts' box in different CRN sections

The rest of the fields will be pre-populated with information you have entered on section records. The FTE value will also be automatically calculated taking account of the Calculated Workload and Percent Responsibility. For instance, if the instructor's load is 3 credit hours at 100% responsibility, the FTE will be 0.25. However, if the load is 3 credits at 50% responsibility, the FTE will equal 0.125.

Do not forget to save the form before exiting the window. (Bottom Right of the Screen)

The Assignment Type on the Instructional page (Courses page) is selected **only if there is a paid overload**

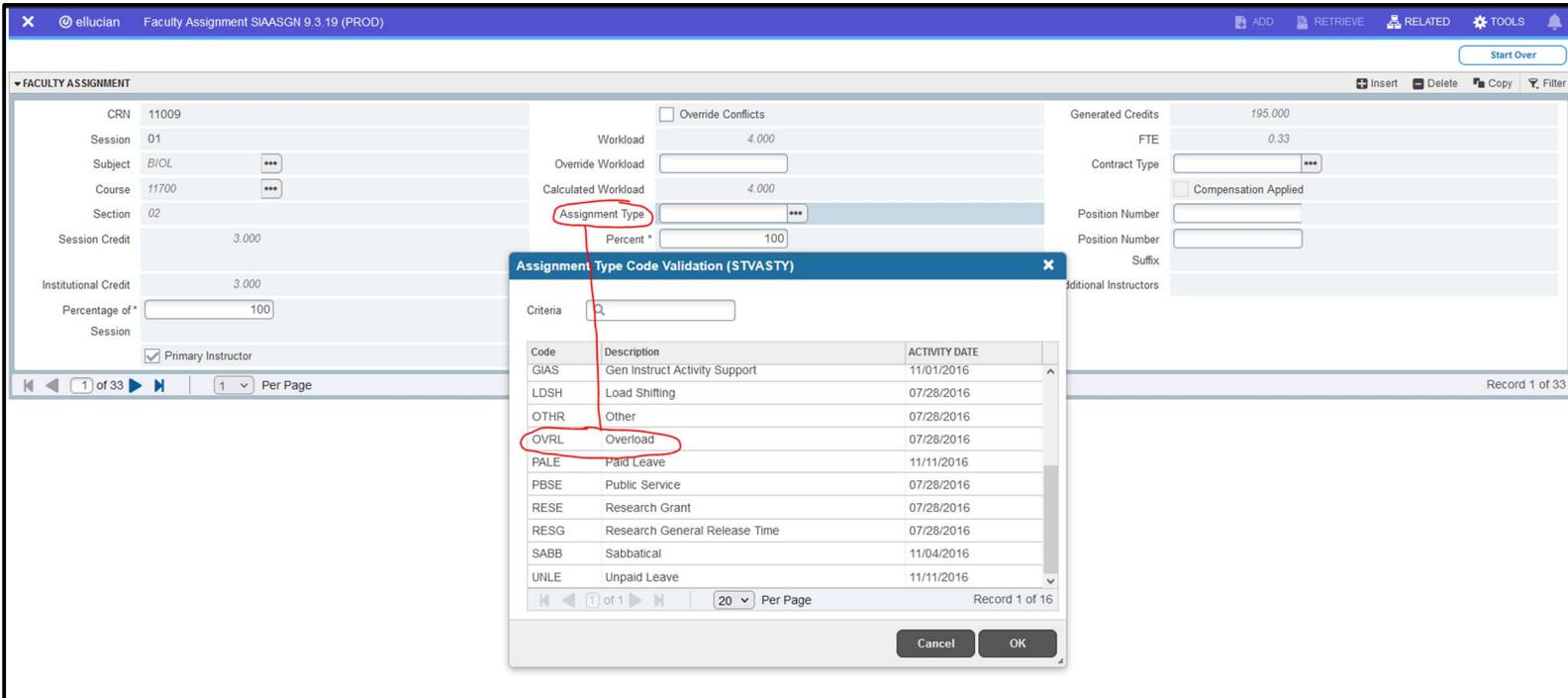


Figure 10: Red Lines, show the analysts which course the faculty is getting paid Overload pay for.

Faculty Non-Instructional Assignment Form

All non-teaching assignment should be reflected on the 'Faculty Non-instructional Assignment' form in figure 11. Accessed using the down arrows (Page two of the form).

The screenshot shows the 'FACULTY NON-INSTRUCTIONAL ASSIGNMENT' form. A red arrow points to the 'Type' dropdown menu. Below the form, a modal window titled 'Assignment Type Code Validation (STVASTY)' is open, displaying a table of assignment codes and their descriptions. The table has columns for Code, Description, and ACTIVITY DATE. The 'GIAS' code is highlighted with a red line.

Code	Description	ACTIVITY DATE
ADCD	Admin-School Direct/Pgm Direct	10/31/2016
ADCL	Admin-College Level	07/28/2016
ADDC	Admin-Department Chair	07/28/2016
ADUL	Admin-University Level	07/28/2016
ADVI	Advising	07/28/2016
DEOL	Deferred Overload	01/12/2017
GIAS	Gen Instruct Activity Support	11/01/2016
LDSH	Load Shifting	07/28/2016
OTHR	Other	07/28/2016
OVRL	Overload	07/28/2016
PALE	Paid Leave	11/11/2016
PBSE	Public Service	07/28/2016
RESE	Research Grant	07/28/2016
RESG	Research General Release Time	07/28/2016
SABB	Sabbatical	11/04/2016
UNLE	Unpaid Leave	11/11/2016

Figure 11: Faculty Non-instructional Assignment form

Non-Teaching Activities entered into workload reports should be for work where there is a formal agreement that a faculty member's FTE has been devoted to a certain task/administrative role.

The FTE value will be automatically calculated on the Cognos report based on the workload value entered.

If there are no course section assigned to an instructor or GA in a given term, a warning message saying "Active faculty workload rules not defined for this term". Disregard it and proceed to the non-instructional form where you will still able to enter load for non-instructional assignments.

We will need these four items from you:

1. Workload
2. College
3. Department
4. Assignment Type

Keep in mind that you will not be able to access the Faculty Workload Summary form if there are no teaching activities assigned in a given term.

Do not forget to save the form before exiting the window. (Bottom Right of the Screen)

Faculty Workload Summary

Once both the instructional **AND** non-instructional forms have been completed, go to the Faculty Workload Summary. If everything looks correct then print off your Cognos report and review for accuracy.

For fall and spring semesters, the assigned workload for a full-time instructor should typically be 1.00 Full-Time Equivalent (FTE), which is equivalent to a workload of 12 credit hours.

Furthermore, each activity performed by a full-time instructor (whether teaching or non-teaching) receives a fraction of 1.00 FTE per semester. There are cases where it is expected for a full-time instructor to have an FTE of less than or greater than 1. When a faculty member is paid an overload for a course, then you would expect his or her semester FTE to be greater than 1. When an instructor is load shifting, his or her semester FTE will be either greater than 1 in the semester they are carrying a heavier teaching load or less than 1 in the semester with reduced teaching load. When these two cases do not apply, and the term FTE value appears to be lower or higher than expected, it is an indication that there may be data entry errors that need to be corrected either on instructional or non-instructional assignment forms.

ID: 900211920 Smith, Barbara H. Term: 201920 Start Over

FACULTY WORKLOAD SUMMARY Insert Delete Copy Filter

Workload Rule			
Credit Hours	12.000	Instructional Workload	9.000
Generated Hours	123.000	Non-Instructional Workload	0.000
Weekly Contact	12.000	Total Workload	9.000
Term Contact	204.000	Term FTE	0.75

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FACULTY WORKLOAD AND ANALYSIS Insert Delete Copy Filter

Workload Rule	Low	High	Under/Over
Credit Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Generated Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Workload	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Instructional Workload	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Workload	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term FTE	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Examples of Assignment Categories

Teaching Activities are always entered on the SIAASGN Instructional Assignment form.

1. **Teaching** – all credit and non-credit hour generating classes taught by the instructor. It is usually a face-to-face instruction of Purdue Fort Wayne students. This also includes online courses.

Non-Teaching Activities are always entered on the SIAASGN Non-Instructional Assignment form.

1. **General Instructional Activity Support (GIAS)** – an activity that is directly associated with the instruction of Purdue Fort Wayne students. Some of the examples are:

Supervising student teachers
Course/program development
Lab supervisor
Workshops
Coaching, ensembles, band, etc.

2. **Research** – scholarly activities or creative endeavors undertaken in support of the university mission.

- a. **Research General Release Time (RESG)** – Scholarly activities funded internally by the University. Some of the examples are:

Departmental research assignment
Endowed Chair assigned time for research
Funded research – General Fund grants or cost-sharing
Faculty recitals, trios, quartets, quintets

- b. **External Fund (RESE) – Research Grant-** Scholarly activities funded by external agencies or foundations.

Some of the examples:

NSF Grants
Lumina Foundation Grant
Lilly Endowment Grants

3. **Department Level Administration (ADCD, ADDC)** – duties carried out in support of the department administration, management of department programs, and other major departmental committees. Some of the examples are:

Department chair
Assistant or associate chair
Program Director
School Director
Graduate Program Coordinator
Undergraduate Program Coordinator
Lead Advisor

4. **College Level Administration (ADCL)** – duties carried out in support of college administration, program coordination, and other college non-teaching activities. Some of the examples are:

Assistant or Associate Dean
Interdisciplinary Program Director

5. **University Level Administration (ADUL)** – duties performed in support of university-wide initiatives. Some of examples:

OAA Fellow

6. **Sabbatical (SABB)** – only includes paid leave on sabbatical.
7. **Other (OTHR)** – various activities that cannot be included in any of the other categories.
8. **Paid Leave (PALE)** – only includes paid leave
9. **Unpaid Leave (UNLE)** - only includes unpaid leave

Table 1. Instructional Assignment Types ONLY

Banner Code	Assignment Type	Description
OVRL	Overload	Place on section (course) receiving overload

Table 2. Non-Instructional Assignments ONLY

Banner Code	Assignment Type	Description
ADCD	Admin – School Direct/Pgm Direct	All non-chair departmental administration activities
ADCL	Admin – College Level	College administration
ADDC	Admin – Department Chair	Chairperson, assistant chair
ADUL	Admin – University Level	University administration
ADVI	Advising	Advising
DEOL	Deferred Overload	Deferred Overload
GIAS	General Instructional Activity Support	Program development; supervising students, etc.
LDSH	Load Shifting	Place code on non-instructional form for both semesters load averaging
OTHR	Other	Explain on report
RESE	Research Grant	All grant activities administered through SPO should be recorded as RESE.
RESG	Research General Release Time	Research activities funded by the university
SABB	Sabbatical	Paid sabbatical
PALE	Paid Leave	Paid Leave
UNLE	Unpaid Leave	Unpaid Leave

General University Guidelines Regarding Faculty Load

1. Term FTE for a **full-time instructor** usually equals 1.00 in fall and spring terms, which is equivalent to an assigned 12 credit hour workload, except when an instructor carries a paid overload or is load-averaging over the academic year. Thus, instructor workloads are calculated on an “equivalent to” 12 credit hour basis.
2. *FTE formula = (Calculated Workload X Percent Responsibility) / 12 credit hours*
3. The faculty assignment form **must be completed** for every active instructor in the department.

Instructors who are on grant activities for an entire semester receive 1.00 FTE (or a 12 credit hour workload). Instructors who are on sabbatical receive 1.00 FTE except for when it is without pay. In this case, you would still load them in Banner but with 0.00 FTE assigned. Instructors who are on any medical leave without pay receive 0.00 FTE. You do not need to enter that in Banner.

If an instructor is unable to teach his/her load for the entire semester, the workload should be prorated for the number of weeks worked. For example, a person teaching four 3 credit hour lecture classes who goes on sick leave after four out of sixteen weeks of classes, should be assigned 4/16 of 3 credit hour (i.e. a workload of 0.75) for each course.

If you need help with the prorated FTE calculation, contact Irah Modry-Caron.

4. Faculty workload and student credit hours for classes taught by a faculty member from another department are credited to faculty's home department workload.
5. Load shifting: for a variety of reasons, departments may need for full-time faculty to adjust their teaching and research load between semesters of the same academic year. Sometime this causes a full-time faculty member to carry an unpaid overload one semester (i.e., over 1.00 FTE) and less than full load (less than 1.00 FTE) in the other, thus averaging load over two semesters.

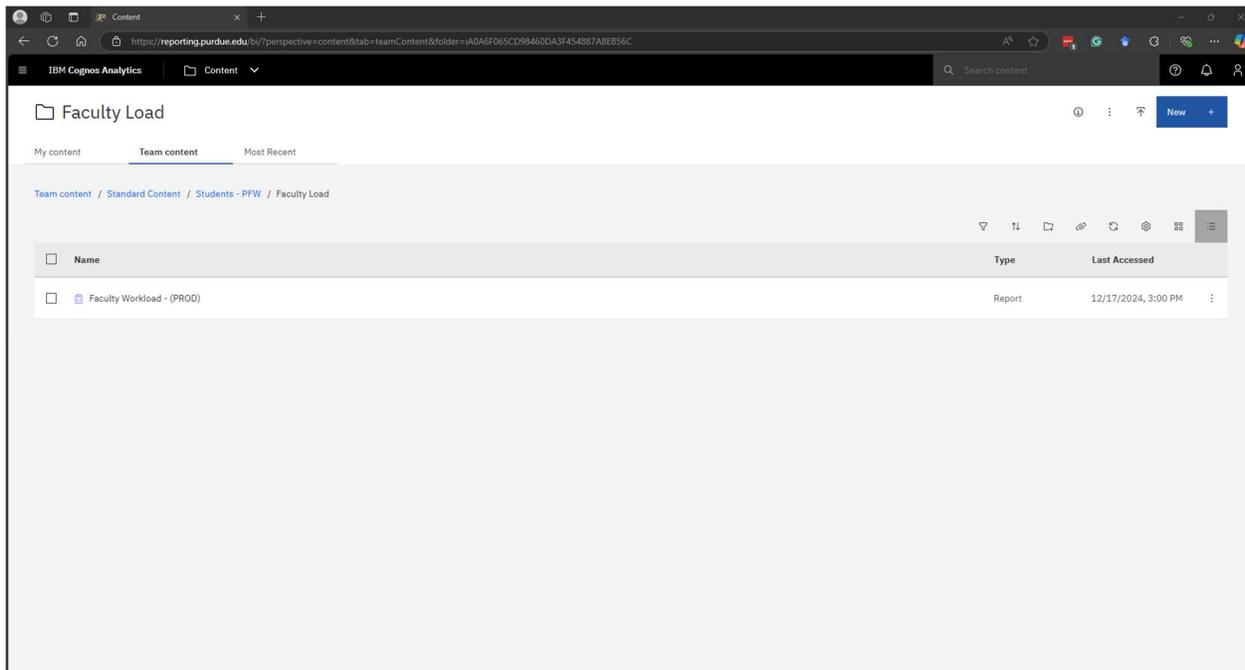
In conclusion, the information gathered from the Faculty Workload data provides the basis for both internal and external productivity reports and analyses. Therefore, consistent and accurate reporting of all faculty activities is essential.

Thank you for your effort and diligence in this important university process.

How to Run Faculty Workload Reports in Cognos

This will allow you to check the faculty workload data for your department

1. Go to <https://reporting.purdue.edu/bi/> and log in
 - a. If you don't have access, please email Melissa Litmer (litmerm@pfw.edu)
2. In Cognos, go to the Content folder
3. Within the Shared Content folder, go to the Students - PFW folder
4. Navigate to the Faculty Load folder
5. To open the Faculty Workload Report, double-click on the report labeled Faculty Workload – (Prod)



6. To run the Faculty Load Report, you should:
 - a. Select the Term.
 - b. If you want to pull all departments within a College, then scroll to and select the name of the College you want to see.
 - c. If you want to see a specific department workload report, then scroll to and select the name of the Department you want to see.
 - d. You have a choice in pulling a report for specific types of faculty (e.g., tenured, tenure-track, etc.). If you want to pull all instructors, then do not select any faculty categories.
 - e. Click the Finish button to generate the HTML report.

Faculty Workload - (PROD)

https://reporting.purdue.edu/bi/7/perspective=classviewer&id=9896315D78D24F0C84899DF087A3D64&objRef=9896315D78D24F0C84899DF087A3D64&action=run&format=HTML&prompt=false&c...

IBM Cognos Analytics

Excel data

Your report is ready and

- HTML
- PDF
- Excel
- Excel data
- CSV
- XML

to your Web browser in a few moments.

Faculty Workload - (PROD) T12_37_28 - Excel

Search

File Power Pivot Home Insert Page Layout Formulas Data Review View Help Analytic Solver Data Science

Manage Measures KPIs Add to Data Model Detect Settings

Data Model Calculations Tables Relationships

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Page1 Page2

Ready

100%

Spring 2025 Faculty Workload - (PROD) for Biological Sciences

Full Name	ID	PEM	College	Department	Faculty Category	FTPT Status	CRN	Course	Course Title	Cross List Group	588SECT_CAMP_CODE	Credit
Ahmed, Haab Usdan	900411507	40013	Science	Biological Sciences	Graduate Assistant	GA	21011	BIOC 20400 07	Human Antrhy & Physiol	CA, FW		PFV
							21198	BIOC 20400 12	Human Antrhy & Physiol	CF, FW		PFV
							22122	BIOC 20400 19	Human Antrhy & Physiol	CA, IUF		PFV
							22198	BIOC 20400 24	Human Antrhy & Physiol	CF, IUF		PFV
							23417	BIOC 20400 11	Human Antrhy & Physiol	CE, FW		PFV
							23422	BIOC 20400 23	Human Antrhy & Physiol	CE, IUF		PFV
	900411507 - Total											
Alan, Sayta	900396356	304853	Science	Biological Sciences	Graduate Assistant	GA	21014	BIOC 21800 04	Genetics & Molecular	CI, FW		PFV
							21183	BIOC 20400 03	Human Antrhy & Physiol	BW, FW		PFV
							22099	BIOC 20400 16	Human Antrhy & Physiol	BW, IUF		PFV
							23916	BIOC 21800 06	Genetics & Molecular	CI, IUF		PFV
	900396356 - Total											
Alka, Umrao	900411276	399732	Science	Biological Sciences	Graduate Assistant	GA	21154	BIOC 20400 04	Human Antrhy & Physiol	BX, FW		PFV
							22100	BIOC 20400 16	Human Antrhy & Physiol	BX, IUF		PFV
							22915	BIOC 20400 09	Human Antrhy & Physiol	CC, FW		PFV
							22916	BIOC 20400 21	Human Antrhy & Physiol	CC, IUF		PFV
	900411276 - Total											
Bergeson, Scott H	900324403	312605	Science	Biological Sciences	Tenure Track	FT	21024	BIOC 59500 02	RSCH: Wildlife Biology	FW		PFV
							21025	BIOC 69500 01	Research MS Thesis	FW		PFV
							22026	BIOC 54500 01	Population Ecology	FW		PFV
							23653	BIOC 58600 01	Ecological Application Of GIS	FW		PFV
	900324403 - Total											
Daniel, Jayanth	900263032	250819	Science	Biological Sciences	Tenured	FT	21105	BIOC 59500 07	RSCH: Mycobacterial Biofilms	FW		PFV
							21471	BIOC 69800 03	Research MS Thesis	FW		PFV
							23654	BIOC 54400 01	Prin Of Virology	PR, FW		PFV
							23796	BIOC 57710 01H	Emerging Infectious Diseases	DE		PFV
							24024	BIOC 54400 02	Prin Of Virology	PR, DE		PFV
	900263032 - Total											
Delle, Benjamin P	900160254	111359	Science	Biological Sciences	Tenured	FT	21580	BIOC 43400 01	Marine Comm Ecology	K7, FW		PFV
							21912	EAPG 41000 02	Undergraduate Research In Geol	FW		PFV
							21913	EAPG 41000 03	Undergraduate Research In Geol	FW		PFV
							22499	BIOC 59500 17	Special Assignments	FW		PFV
							23425	BIOC 43401 01	Marine Cmty Ecol Field Trip	K7, FW		PFV
							23764	BIOC 59500 22	Marine Cmty Ecol Field Trip	K7, FW		PFV
							23935	GEOG 19700 01	Phys Systems Environ	FW		PFV
	900160254 - Total											