

# Faculty Workload Training

**PURDUE**  
UNIVERSITY  
FORT WAYNE

A large bronze sculpture of a mammoth stands in a field of tall, golden-brown grass. The mammoth is facing right, with its trunk curved upwards. In the background, there are trees with vibrant autumn foliage in shades of red, orange, and yellow. A paved path winds through the scene, and a few people can be seen walking in the distance.

**Fall 2023**  
**Office of Institutional Research**

# FACULTY WORKLOAD IN BANNER

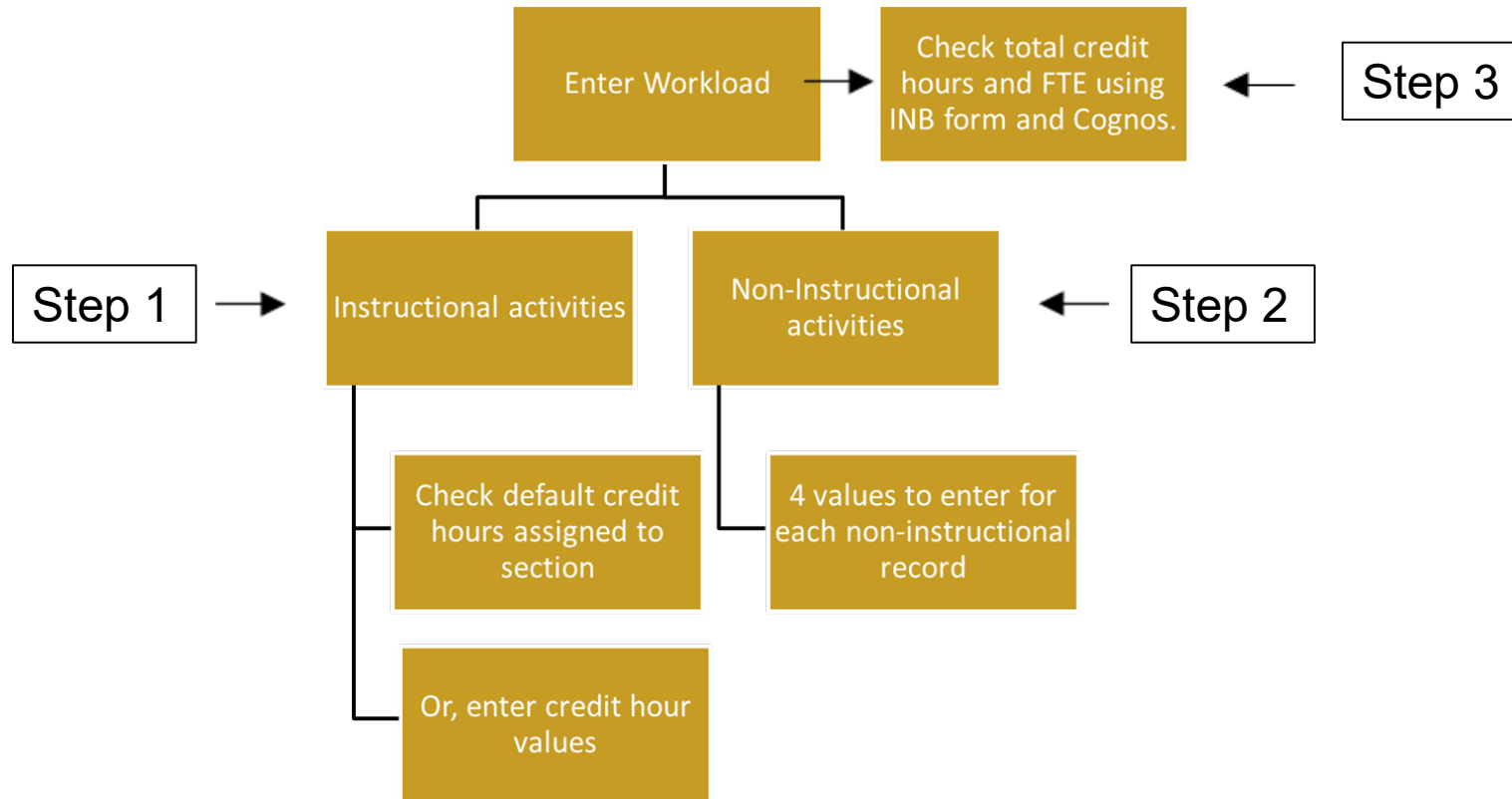
## Purpose

Today we learn how to enter faculty assignment using two Banner forms and a Cognos report

**Deliverable:** Streamline reporting by automating a substantial portion of the data entry process as well as use a standardized Cognos report for Deans and VCAA

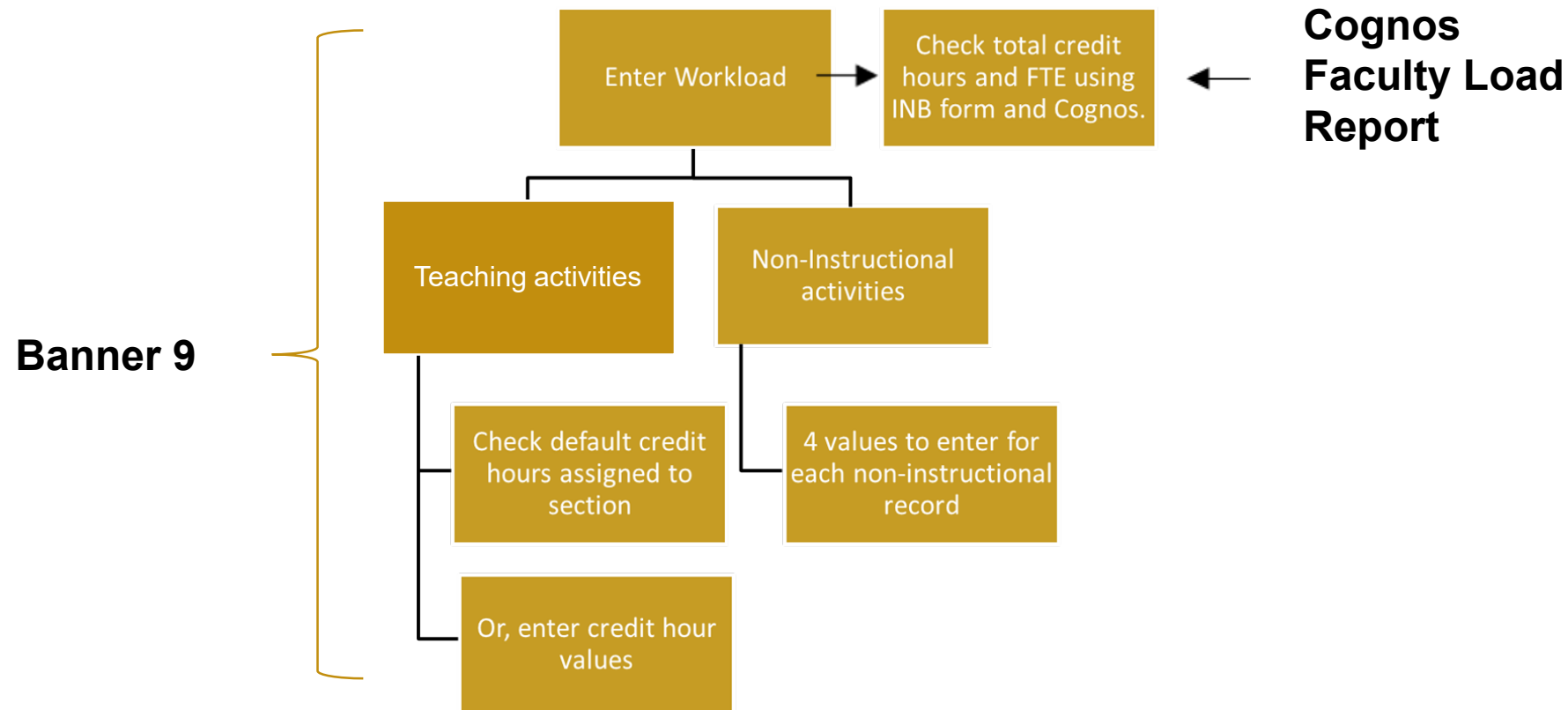
# FACULTY WORKLOAD IN BANNER

## Process



# FACULTY WORKLOAD IN BANNER

## Process



# FACULTY WORKLOAD PROCESS

## The Tools

1. If you haven't already logged into Banner 9 and Cognos, please do so now.

# FACULTY WORKLOAD PROCESS

## The Process

1. Check or enter a workload value for instructional assignments (if any)
2. Enter a workload value for non-instructional assignments (if any)

**Note: 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.**

3. Check workload credit and FTE totals

**- Using Banner 9 and/or Cognos based Faculty Workload Report**

# FACULTY WORKLOAD PROCESS

## The Process

### Step 1

- 1. Enter instructional activities on SIAASGN – Faculty Assignment Form**
  - 1. In Banner 9, select the Faculty Assignment [SIAASGN] form, fifth from the bottom**
  - 2. OR, type SIAASGN in the Go To Box and press Enter.**

# FACULTY WORKLOAD PROCESS

## The Process

- 1. Faculty Instructional Assignment – SIAASGN**
  - 1. To assign workload to teaching assignments, enter instructor's ID number and select the term, and then press ENTER.**
  - 2. If the instructor is teaching a course section in the selected term, the course section information will automatically be loaded from the SSASECT form.**
- 2. Default Workload – How it was assigned and how to change it.**
- 3. Cross-listed courses**



# FACULTY WORKLOAD PROCESS

ID: 900048467 Tippmann, Eric M. Term: 201920 Start Over

| FACULTY ASSIGNMENT                                     |                                  |   |                                  |   |                      |
|--|----------------------------------|---|----------------------------------|---|----------------------|
| CRN  | 21089                            | <input type="checkbox"/> Override Conflicts     |                                  | Generated Credits                             | 126.000              |
| Session  | 01                               | Workload  | 2.000                            | FTE   | 0.16                 |
| Subject  | CHM                              | Override Workload                               | <input type="text"/>             | Contract Type                                 | <input type="text"/> |
| Course   | 25600                            | Calculated Workload                             | 2.000                            | <input type="checkbox"/> Compensation Applied |                      |
| Section  | 01                               | Assignment Type                                 | <input type="text"/>             | Position Number                               | <input type="text"/> |
| Session Credit   | 3.000                            | Percent *                                       | <input type="text" value="100"/> | Position Number                               | <input type="text"/> |
| Institutional Credit                                   | 3.000                            | Responsibility                                  |                                  | Suffix  |                      |
| Percentage of *<br>Session                             | <input type="text" value="100"/> | Weekly Contact                                  | 3                                | Additional Instructors                        |                      |
| <input checked="" type="checkbox"/> Primary Instructor |                                  | Total Contact                                   | 51                               |   |                      |
|  |                                  | <input type="checkbox"/> Compensation Extracted |                                  |   |                      |
| CRN  | 21103                            | <input type="checkbox"/> Override Conflicts     |                                  | Generated Credits                             | 4.000                |
| Session  | 01                               | Workload  | 2.000                            | FTE   | 0.16                 |
| Subject  | CHM                              | Override Workload                               | <input type="text"/>             | Contract Type                                 | <input type="text"/> |
| Course   | 53500                            | Calculated Workload                             | 2.000                            | <input type="checkbox"/> Compensation Applied |                      |
| Section  | 01                               | Assignment Type                                 | <input type="text"/>             | Position Number                               | <input type="text"/> |
| Session Credit   | 1.000                            | Percent *                                       | <input type="text" value="100"/> | Position Number                               | <input type="text"/> |
| Institutional Credit                                   | 1.000                            | Responsibility                                  |                                  | Suffix  |                      |
| Percentage of *<br>Session                             | <input type="text" value="100"/> | Weekly Contact                                  | 3.4                              | Additional Instructors                        |                      |
| <input checked="" type="checkbox"/> Primary Instructor |                                  | Total Contact                                   | 57.8                             |   |                      |
|  |                                  | <input type="checkbox"/> Compensation Extracted |                                  |   |                      |

# FACULTY WORKLOAD PROCESS

## The Process

### Step 1

Let's take time to practice what we just learned.

I need a volunteer to help me illustrate how to enter data on section records.

# FACULTY WORKLOAD PROCESS

## The Process

### Step 2

#### 1. Faculty Non-Instructional Assignment Form

1. To open the non-instructional form, go to Options on top of the screen and select Faculty Non-Instruct Assignment.
2. All non-instructional assignments should be reflected on this form.
3. Be sure to only complete the following fields:
  1. Workload
  2. College
  3. Department
  4. Assignment Type

# FACULTY WORKLOAD PROCESS

Term: 201920

▼ FACULTY NON-INSTRUCTIONAL ASSIGNMENT

| Type | Workload | Weekly Contact | College | Department | TOPS | Contract | FTE | Assignment Type |
|------|----------|----------------|---------|------------|------|----------|-----|-----------------|
|      | 3.000    |                | AS      | CHM        |      |          |     | RESG            |

# FACULTY WORKLOAD PROCESS

## Assignment Types

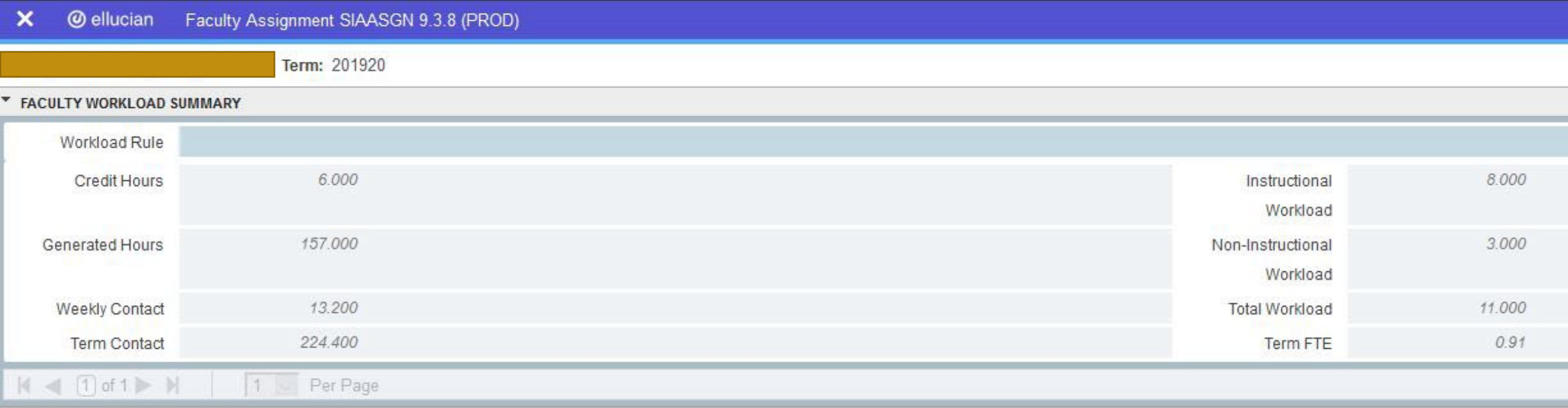
| Assign Type Code | Assign Type Description       |
|------------------|-------------------------------|
| ADCD             | Admin-Chair/School Director   |
| ADCL             | Admin-College Level           |
| ADDC             | Admin-Department Chair        |
| ADUL             | Admin-University Level        |
| ADVI             | Advising                      |
| LDSH             | Load Shifting                 |
| OTHR             | Other                         |
| OVRL             | Overload                      |
| PBSE             | Public Service                |
| RESE             | Research Grant                |
| RESG             | Research General Release Time |

# FACULTY WORKLOAD PROCESS

## Step 3

### 1. Faculty Workload Summary

1. Once both the instructional and non-instructional forms have been completed, go to Options and Faculty Workload Summary.



The screenshot shows a web application interface for 'Faculty Assignment SIAASGN 9.3.8 (PROD)'. A dropdown menu is set to 'Term: 201920'. Below this, a section titled 'FACULTY WORKLOAD SUMMARY' contains a table with the following data:

| FACULTY WORKLOAD SUMMARY |         |                            |        |
|--------------------------|---------|----------------------------|--------|
| Workload Rule            |         |                            |        |
| Credit Hours             | 6.000   | Instructional Workload     | 8.000  |
| Generated Hours          | 157.000 | Non-Instructional Workload | 3.000  |
| Weekly Contact           | 13.200  | Total Workload             | 11.000 |
| Term Contact             | 224.400 | Term FTE                   | 0.91   |

At the bottom of the table, there is a pagination control showing '1 of 1' and '1 Per Page'.

# FACULTY WORKLOAD PROCESS

## Step 3

Let's take time to practice what we just learned

# FACULTY WORKLOAD PROCESS

## Step 3

1. **Cognos report**
  1. This report can be used for real-time certification of your FTE loading.
  2. Use this report to distribute to Deans and VC of Academic Affairs for workload reporting.
2. **To access to the report in Cognos go to:**
  1. PFW Shared Reports -> Faculty Load -> Faculty Workload Report
3. **Report Export Format**
  1. HTML
  2. Excel formatted (same format as presented on the screen but as a XLSX document)
  3. Excel data (extracts raw data)



# FACULTY WORKLOAD PROCESS

## Step 3

**Let's bring all of these steps together using any departmental reports that brought with you today.**

**Let's continue with the previous example....**

# FACULTY WORKLOAD PROCESS

## Questions

**PURDUE**  
**UNIVERSITY**®  
**FORT WAYNE**