



SCT HIGHER EDUCATION

SCT Banner Student Faculty Load Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook 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

Intended audience

Personnel responsible for maintaining faculty information

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Section A: Introduction

Lesson: Process Introduction

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Introduction

The SCT Banner faculty load process provides the capability to identify and define faculty and advisors to the SCT 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.



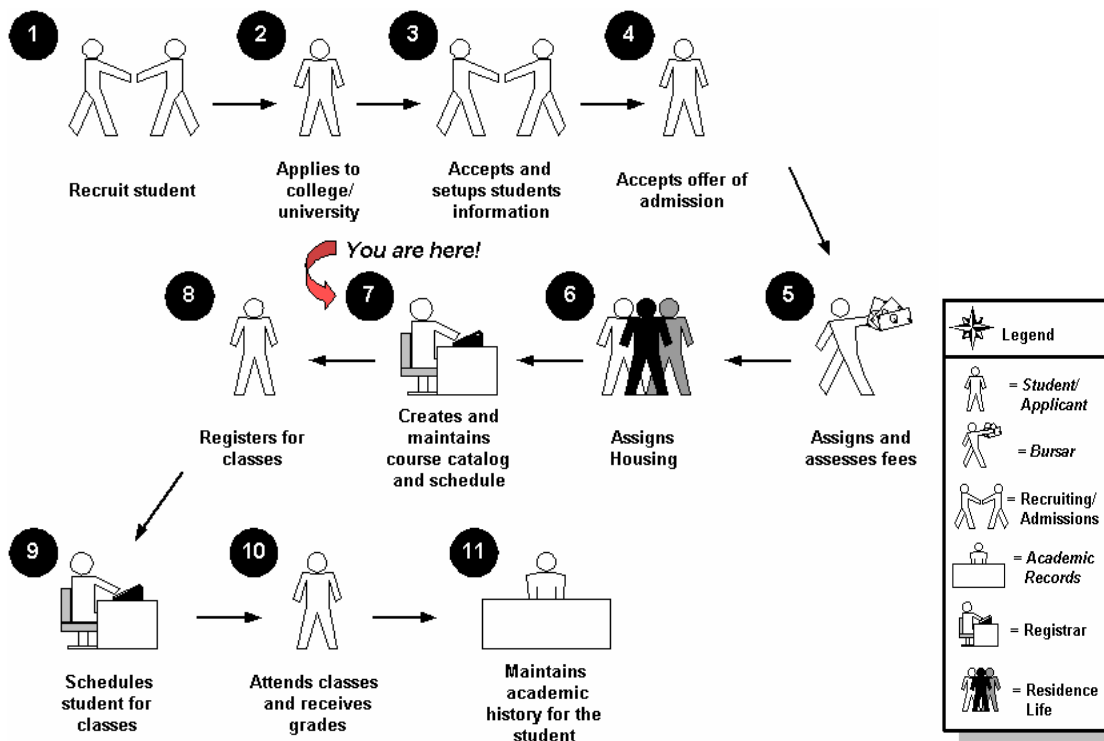
Section A: Introduction

Lesson: Process Introduction (Continued)

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



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

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.



Section B: Set Up

Lesson: Overview

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Introduction

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

Intended audience

Personnel responsible for maintaining faculty information

Objectives

At the end of this section, you will be able to:

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

Prerequisites

To complete this section, you should have completed the

- SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- Catalog and General Person modules.

Note: You will need administrative rights to create the rules and validation code forms in SCT Banner.

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Section B: Set Up

Lesson: Overview

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Section B: Set Up

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

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Validation forms needed

Before entering any information about your faculty in the SCT 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	SCT Banner Name	Page
Assignment Type Code Validation	STVASTY	8
Contract Rules Validation	STVCNTR	9
College Code Validation	STVCOLL	10
Degree Code Validation	STVDEGC	11
Department Code Validation	STVDEPT	12
Faculty Member Attributes Code Validation	STVFATT	13
Faculty Contract Type Code Validation	STVFCNT	14
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Taxonomy of Program Code Validation	STVTOPS	22
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Section B: Set Up

Lesson: Assignment Type Code Validation

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Description

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.

SCT Banner Form

Assignment Type Code Validation STVASTY 7.0

Code	Description	Activity Date
ASST	Instructor Assistant	14-SEP-2004
LAB	Laboratory Assistant	14-SEP-2004
PERM	CA Test 1	19-FEB-2004



Section B: Set Up

Lesson: Contract Rules Validation

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Description

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

SCT 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



Section B: Set Up

Lesson: College Code Validation

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Description

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.

SCT 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
01	School of Behavioral Sciences		<input type="checkbox"/>			19-MAR-2004
02	University of Toronto		<input type="checkbox"/>			19-MAR-2004
03	Wilfrid Laurier University		<input type="checkbox"/>			19-MAR-2004
04	University of Regina		<input type="checkbox"/>			19-MAR-2004
05	Campion College		<input type="checkbox"/>			19-MAR-2004
06	Luther College		<input type="checkbox"/>			19-MAR-2004
07	University of British Columbia		<input type="checkbox"/>			19-MAR-2004
08	University of Northern BC		<input type="checkbox"/>			19-MAR-2004
10	Yukon College		<input type="checkbox"/>			19-MAR-2004
11	Integration College		<input type="checkbox"/>			16-SEP-2004
14	College of Music Theatre		<input type="checkbox"/>			19-MAR-2004
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AD	Arts Division - Siena		<input type="checkbox"/>			19-MAR-2004
AE	Arts Sciences/Engineering		<input type="checkbox"/>			19-MAR-2004
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
BD	Business Division		<input type="checkbox"/>			19-MAR-2004
BK	Bucknell College		<input type="checkbox"/>			19-MAR-2004



Section B: Set Up

Lesson: Degree Code Validation

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Description

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.

SCT 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
020	Degree 020	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
3RD	Third	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
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
ABCE	BA in CE	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
ABEE	BA in EE	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
ABEG	ABEG	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
ABME	BA in ME	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
ACHE	BA ChemE	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
ACSE	BA in CSE	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
AOT	Other Associate	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
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 Admini	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BCE	Bachelor of Chemical Engr.	<input checked="" type="checkbox"/>	BA	24		<input checked="" type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004
BCSE	BCSE	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	19-MAR-2004



Section B: Set Up

Lesson: Department Code Validation

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Description

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.

SCT Banner Form

Code	Description	System Req	VR	Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>			03-JAN-1995
0001	Board of Control	<input type="checkbox"/>			19-MAR-2004
0710	Department 0710	<input type="checkbox"/>			19-MAR-2004
1999	Bio Sciences	<input type="checkbox"/>			19-MAR-2004
2110	School of Business Economics	<input type="checkbox"/>			19-MAR-2004
2205	College of Engineering	<input type="checkbox"/>			19-MAR-2004
2210	General Engineering	<input type="checkbox"/>			19-MAR-2004
2220	Chemical Engineering	<input type="checkbox"/>			19-MAR-2004
2230	Chemistry	<input type="checkbox"/>			19-MAR-2004
2240	Civil Environmental Engrg	<input type="checkbox"/>			19-MAR-2004
2250	Electrical Engineering	<input type="checkbox"/>			19-MAR-2004
2255	Geological Engrg and Sciences	<input type="checkbox"/>			19-MAR-2004
2256	A E Seaman Mineral. Museum	<input type="checkbox"/>			19-MAR-2004
2260	Mech. Engrg - Engrg Mechanics	<input type="checkbox"/>			19-MAR-2004
2270	Metallurgical Materials Eng	<input type="checkbox"/>			19-MAR-2004
2280	Mining Engineering	<input type="checkbox"/>			19-MAR-2004
2305	Dean-School of Forestry/WP	<input type="checkbox"/>			19-MAR-2004
2310	Forestry Wood Products	<input type="checkbox"/>			19-MAR-2004
2315	Wood Science	<input type="checkbox"/>			19-MAR-2004
2320	Institute of Wood Research	<input type="checkbox"/>			19-MAR-2004
2330	Ford Forestry Center	<input type="checkbox"/>			19-MAR-2004
2405	Dean-Coll. of Science Arts	<input type="checkbox"/>			19-MAR-2004

Exercise

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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Department Code Validation Form (STVDEPT).
2	Select the Insert Record function.
3	Enter <i>INST</i> in the Code field.
4	Enter <i>Instructional Design</i> in the Description field.



Section B: Set Up

Lesson: Department Code Validation (Continued)

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Procedure, continued

5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Faculty Member Attributes Code Validation

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Description

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.

SCT Banner Form

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



Section B: Set Up

Lesson: Faculty Contract Type Code Validation

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Description

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.

SCT 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



Section B: Set Up

Lesson: Faculty Status Code Validation

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Description

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.

SCT 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



Section B: Set Up

Lesson: Faculty Category Code Validation

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Description

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.

SCT Banner Form

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



Section B: Set Up

Lesson: Faculty Staff Type Code Validation

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Description

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*.

SCT Banner Form

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



Section B: Set Up

Lesson: Institutional Honors Code Validation

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Description

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*.

SCT Banner Form

Code	Description	Transcript Commencement		EDI	Activity Date
		Print Ind	Print Ind		
C	cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1995
M	magna cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1995
S	summa cum laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-1995
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation

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Description

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.

SCT Banner Form

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared SEVIS Equivalent:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activity Date: 18-NOV-2003
1211	Major 1211 SEVIS Equivalent:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 19-MAR-2004
3RD	Third Curric SEVIS Equivalent:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 19-MAR-2004
AC01	Attached to Major Conc 01 SEVIS Equivalent:		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 20-JUL-2004
AC02	Attached to Major Conc 02 SEVIS Equivalent:		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 20-JUL-2004



Section B: Set Up

Lesson: Faculty Non-Instructional Type Code Validation

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Description

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.

SCT Banner Form

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



Section B: Set Up

Lesson: Term Code Validation

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Description

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.

SCT Banner Form

Term Code Validation STVTERM 7.0

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
200620	Spring 2005-2006	01-JAN-2006	15-MAY-2006		2006	01-JAN-2006	15-MAY-2006
Financial Aid Process Year: 0506 Term:		Period:		<input type="checkbox"/> System Required	Activity Date: 24-MAY-2001		
200610	Fall 2005-2006	01-SEP-2005	15-DEC-2005		2006	01-SEP-2005	15-DEC-2005
Financial Aid Process Year: 0506 Term:		Period:		<input type="checkbox"/> System Required	Activity Date: 24-MAY-2001		
200542	Fall 2005 VR	01-JAN-2003	31-DEC-2003	S	2005	01-JAN-2003	31-DEC-2003
Financial Aid Process Year: 0506 Term: 1		Period: 8 - 12		<input type="checkbox"/> System Required	Activity Date: 21-MAY-2003		
200530	Summer 1 2005	01-JUN-2005	31-AUG-2005		2005	01-JUN-2005	31-AUG-2005
Financial Aid Process Year: 0405 Term:		Period:		<input type="checkbox"/> System Required	Activity Date: 10-NOV-2003		



Section B: Set Up

Lesson: Taxonomy of Program Code Validation

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Description

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.

SCT Banner Form

Code	Description	Activity Date



Section B: Set Up

Lesson: Term Workload Rules Code Validation

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Description

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*.

SCT 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
JC	Test	08-JUL-2004
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



Section B: Set Up

Lesson: Creating and Analyzing Faculty Workload Rules

◀ Jump to TOC

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	SCT Banner Name	Page
Faculty Load Term Control	SIATERM	25
Faculty Workload Contract FTE	SIACFTE	26
Faculty Contract Rules	SIAFCTR	27
Faculty Workload Term Rules	SIAFLRT	28
Faculty Contract Term Rules	SIAFLCT	29
Faculty Workload Contract Rules	SIAFLRC	30

Methods of faculty load analysis

There are three methods of faculty load analysis.

1. Faculty Workload Analysis
Performed on the Faculty Assignment Form (SIAASGN) using the rules established on the Faculty Workload Term Rules Form (SIAFLRT).
2. 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).
3. 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.



Section B: Set Up

Lesson: Faculty Load Term Control

◀ Jump to TOC

Description

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).

SCT Banner Form

Faculty Load Term Control SIATERM 7.0

Term: 200510 Fall 2004-2005

FTE Factor: 12

Duration Factor: 55

Activity Date: 08-NOV-2004



Section B: Set Up

Lesson: Faculty Workload Contract FTE

◀ Jump to TOC

Description

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.

SCT Banner Form

Faculty Workload Contract FTE SIACFTE 7.0

Contract: FS Fall/Spring Contract Term: 200510 Fall 2004-2005

From Term: 200010 Maintenance To Term: 999999

Contract FTE Factor: 80



Section B: Set Up

Lesson: Faculty Contract Rules

◀ Jump to TOC

Description

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).

SCT Banner Form

From Term:	Maintenance	To Term:
200030		999999
Term	Description	Activity Date
200020	Spring 2000	06-FEB-2004
200110	Fall 2000	06-FEB-2004
200120	Spring 2001	06-FEB-2004
200210	Fall 2001	06-FEB-2004
200310	Fall 2002	06-FEB-2004
200420	Spring 2004	06-FEB-2004



Section B: Set Up

Lesson: Faculty Workload Term Rules

◀ Jump to TOC

Description

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.

SCT Banner Form

Credit Hours		Workload	
Total:	12,000 15,000	Instructional:	10,000 12,000
Generated:		Non-Instructional:	2,000 3,000
Contact Hours		Total:	12,000 15,000
Weekly:		FTE Range:	1.00 1.25
Total:			



Section B: Set Up

Lesson: Faculty Contract Term Rules

◀ Jump to TOC

Description

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.

SCT Banner Form

Credit Hours		Workload	
Total:	<input type="text"/>	Instructional:	<input type="text" value="9.000"/> <input type="text" value="12.000"/>
Generated:	<input type="text"/>	Non-Instructional:	<input type="text" value="3.000"/> <input type="text"/>
Contact Hours		Total:	<input type="text" value="12.000"/> <input type="text"/>
Weekly:	<input type="text"/>	FTE Range:	<input type="text" value="1"/> <input type="text"/>
Total:	<input type="text"/>		



Section B: Set Up

Lesson: Faculty Workload Contract Rules

◀ Jump to TOC

Description

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).

SCT Banner Form

Faculty Workload Contract Rules SIAFLRC 7.0

Contract: FS Fall/Spring Contract Term: Fall 2004-2005

From Term: Maintenance To Term:

Active Contract Rule Code: Full Time/College 1/Fall Spr

Credit Hours		Workload	
Total:	<input type="text" value="160.000"/> <input type="text" value="240.000"/>	Instructional:	<input type="text" value="6.000"/> <input type="text" value="9.000"/>
Generated:	<input type="text" value="80.000"/> <input type="text" value="120.000"/>	Non-Instructional:	<input type="text" value="12.000"/> <input type="text" value="18.000"/>

Contact Hours		FTE Range	
Weekly:	<input type="text" value="10.000"/> <input type="text" value="15.000"/>	Total:	<input type="text" value="18.000"/> <input type="text" value="27.000"/>
Total:	<input type="text" value="100.000"/> <input type="text" value="150.000"/>	FTE Range:	<input type="text" value="60.00"/> <input type="text" value="80.00"/>



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

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.



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

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)



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

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

Intended audience

Personnel responsible for maintaining faculty information.

Objectives

At the end of this section, you will be able 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.

Prerequisites

To complete this section, you should have completed the

- SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- Catalog and General Person modules.

Note: You will need to ensure that the appropriate rules and validation codes have been set up in SCT Banner.

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Section C: Day-to-Day Operations

Lesson: Overview

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Section C: Day-to-Day Operations

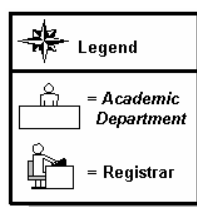
Lesson: Process Introduction

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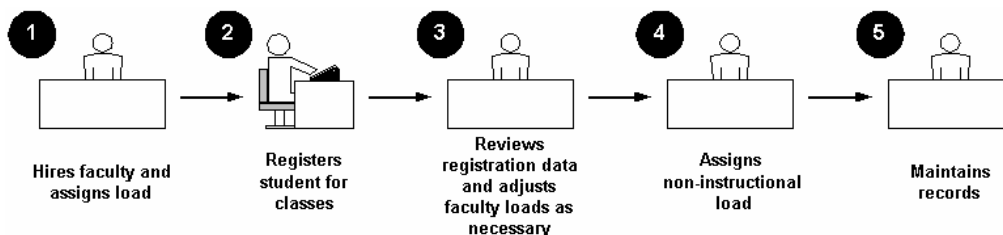
About the process

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

Flow diagram



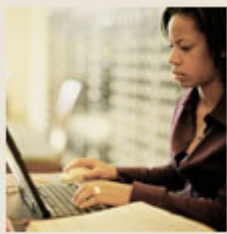
This diagram highlights the processes used to manage faculty information.



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.



Section C: Day-to-Day Operations

Lesson: Creating a Faculty Record

◀ Jump to TOC

Description

Your new faculty member information can then be input into the SCT 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.

SCT Banner Form

Faculty/Advisor Information SIAINST 7.0

ID: 216483728 Blocky, Charles Term: 200510

Faculty Member Base Details

From Term: 199510 Maintenance To Term: 999999

Status: AC Active Status Date: 06-JAN-1995

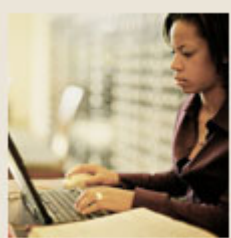
Faculty

Advisor Appointment Date:

Category: ASPROF Associate Professor

Staff Type: FT Full Time

Workload Rule: FTAS Full Time-Arts & Sciences



Section C: Day-to-Day Operations

Lesson: Creating a Faculty Record (Continued)

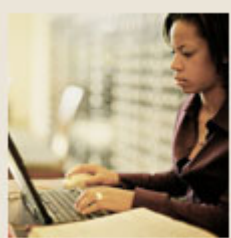
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Procedure 1

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.

Step	Action
1	Access the Identification Form (SPAIDEN).
2	Select the Generate ID icon. <u>Result:</u> 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. <u>Note:</u> The remaining fields, Middle Name , Prefix , Suffix , and Pref. First Name fields are optional.
7	Click the Duplicate Check icon. <u>Note:</u> 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.
9	Click OK at the prompt. <u>Result:</u> You are returned to the key block of SPAIDEN; the new ID appears in the ID field.
10	Perform a Next Block function. <u>Result:</u> The Last Name and First Name fields are completed.
11	Complete any additional information if necessary and click the Save icon. <u>Note:</u> Notice that a Generated ID number populates both ID fields.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating a Faculty Record (Continued)

◀ Jump to TOC

Procedure 2

Follow these steps to create a faculty member.

Step	Action
1	Access the Faculty Information Form (SIAINST). <u>Note:</u> 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 <i>Active</i> from the Faculty Status Validation Form (STVFCST). <u>Note:</u> 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 <i>Associate Professor</i> from the Faculty Category Validation Form (STVFCTG).
7	Click the down arrow next to the Staff Type field and select the code for <i>Full Time</i> from the Faculty Staff Type Validation Form (STVFSTP).
8	Click the down arrow next to the Workload Rule field and select the code for <i>Full Time-Arts and Sciences</i> from the Workload Rules Code Validation Form (STVWKLD). <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Creating a Faculty Record (Continued)

◀ Jump to TOC

Procedure 2, continued

Step	Action
10	Select <u>Faculty Contract, College, Dept. Info</u> from the Options menu.
11	Click the down arrow below the Type field, and select the code for <i>Fall/Spring Contract</i> from the Faculty Contract Type Code Validation Form (STVFCNT).
12	Click the down arrow below the Rule field and select the code for <i>Full Time/College 1/Fall Spr</i> 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 <i>Summer 1 Only</i> from the Faculty Contract Type Code Validation Form (STVFCNT).
15	Click the down arrow below the Rule field and select the code for <i>Part Time/Continuing Education</i> from the Contract Rules Code Validation Form (STVCNTR).
16	Click the Save icon.
17	Click the Home checkbox.
18	Click the down arrow below the College field and select the code for <i>College of Education</i> from the College Validation Form (STVCOLL).
19	Click the down arrow below the Department field and select the code for <i>Instructional Design</i> from the Department Validation Form (STVDEPT).
20	Click the Save icon.
21	Select <u>Faculty Attributes and Comments</u> from the Options menu.
22	Click the down arrow below the Code field and select <i>Research</i> from the Faculty Member Attribute Code Validation Form (STVFATT).
23	Click the Save icon.
24	Select <u>Bio/Demo Information</u> from the Options menu.
25	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.
26	Click the Save icon.
27	Click the Exit icon to return to the Faculty Information Form (SIAINST).
28	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.



Section C: Day-to-Day Operations

Lesson: Entering Assignment Information for a Faculty Member

◀ Jump to TOC

Establishing the instructional workload

Prior to assigning faculty members to classes, the instructional workload should be established. This process is done via the Basic Course Information Form (SCACRSE). The Schedule Type information on SCACRSE allows the instructional workload to be assigned for each schedule type.

SCT Banner Form

Basic Course Information SCACRSE 7.0

Subject: ART Art Course: 1100 Term: 199510
Course Title: Introduction to Art

From Term: 199510 Copy To Term: 999999

Course Title: Introduction to Art
College: AS College of Arts & Sciences
Division: Department: ART Art
Status: A Active
Approval: A Approved
CIP: Prerequisite Waiver: Duration:

	Low	Or/To	High
CEU or Credit:	3.000		
Billing:	3.000		
Lecture:	3.000		
Lab:			
Other:			
Contact:	3.000		

Continuing Education
 Tuition Waiver
 Additional Fees
 CAPP Areas for Prerequisites
 Syllabus Exists
 Long Title Exists

Repeat Details
Limit: 0 Maximum Hours: Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering Assignment Information for a Faculty Member (Continued)

◀ Jump to TOC

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.

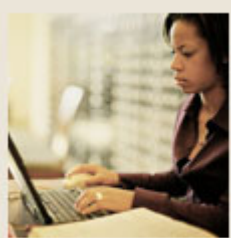
Note: Review Chapter 8 of the SCT Banner Student User Manual for more information on Faculty Assignments.

SCT Banner Form

Faculty Assignment SIAASGN 7.0

ID: 216483728 Block, Charles Term: 199510

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
10010	01	ANTH	3030	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:	100	Generated Credits:		6.000	Position Number:	
Override Workload:			Weekly Contact:	3.00	FTE:		.25	Position Number Suffix:	
Calculated Workload:		3.000	Total Contact:	48.00	Contract Type:			Additional Instructors:	
Assignment Type:									
10011	01	ANTH	2510	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:	100	Generated Credits:		6.000	Position Number:	
Override Workload:			Weekly Contact:	3.00	FTE:		.25	Position Number Suffix:	
Calculated Workload:		3.000	Total Contact:	48.00	Contract Type:			Additional Instructors:	
Assignment Type:									
10012	01	ANTH	3040	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:	100	Generated Credits:		6.000	Position Number:	
Override Workload:			Weekly Contact:	3.00	FTE:		.25	Position Number Suffix:	
Calculated Workload:		3.000	Total Contact:	48.00	Contract Type:			Additional Instructors:	
Assignment Type:									



Section C: Day-to-Day Operations

Lesson: Entering Assignment Information for a Faculty Member (Continued)

◀ Jump to TOC

Procedure

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.

Step	Action
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 <i>Education</i> course to return it to the Faculty Assignment Form (SIAASGN).
8	Select <u>Faculty Non-Instruct Assignment</u> from the Options menu.
9	Click the down arrow below the Type field and select the code for <i>Sponsored Research</i> from the Faculty Non-Instructional Type Validation Form (STVNIST).
10	Click the down arrow below the College field and select the code for <i>College of Education</i> from the College Validation Form (STVCOLL).
11	Click the down arrow below the Department field and select the code for <i>Education</i> from the Department Validation Form (STVDEPT).
12	Click the Save icon.
13	Select <u>Faculty Workload Summary</u> from the Options menu and view your Associate Professor's workload summary.
14	Click the Exit icon. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Entering Degree Information for a Faculty Member

◀ Jump to TOC

Description

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.

SCT Banner Form

Faculty Degree Information SIAFDEG 7.0

ID: 216483728 Block, Charles

Prior Colleges

Prior College: 1005 Auburn University
Transcript Received: [calendar icon] Reviewed: [calendar icon] Official

Degree Details

Degree: [dropdown] Date: [calendar icon]

Attended From: [calendar icon] Attended To: [calendar icon] Year: [text] Hours: [text]

College: [dropdown] Honors: [dropdown] GPA: [text]



Section C: Day-to-Day Operations

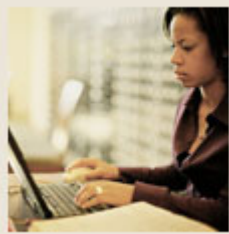
Lesson: Entering Degree Information for a Faculty Member (Continued)

◀ Jump to TOC

Procedure

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

Step	Action
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. <u>Note:</u> If another college a record needs to be added, click the Save icon then perform a Next Block function.
14	Select <u>Majors, Minors, and Concentrations</u> from the Options menu.
15	Click the down arrow next to the Major field and select the code for <i>English</i> from the Majors Listing.
16	Click the down arrow next to the Minor field and select the code for <i>History</i> form the Minors Listing.
17	Click the Save icon.
18	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Performing a Contract Analysis

◀ Jump to TOC

Description

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.

SCT Banner Form

The screenshot shows the SIACONA 7.0 web application interface. At the top, it displays the contract details: Contract: FS | Fall/Spring Contract, Term: 200510 | Fall 2004-2005, and ID: 216483728 | Block, Charles. Below this, there are two main sections: 'Contract Term Workload' and 'Contract Term Analysis'. The 'Contract Term Workload' section contains input fields for Contract Rule, Credit Hours, Generated Hours, Weekly Contact, Term Contact, Instructional Workload, Non-Instructional Workload, Total Workload, and Contract Term FTE. The 'Contract Term Analysis' section contains similar input fields, but with 'Low' and 'High' indicators for Credit Hours, Instructional Workload, Non-Instructional Workload, Total Workload, and Contract Term FTE. The interface is designed with a blue and white color scheme.



Section C: Day-to-Day Operations

Lesson: Performing a Contract Analysis (Continued)

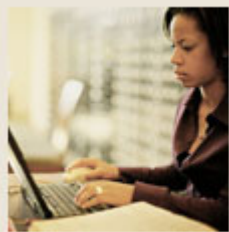
◀ Jump to TOC

Procedure

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.

Step	Action
1	Access the Faculty Contract Analysis Form (SIACONA).
2	Click the down arrow next to the Contract field and select <i>Contract Type Validation</i> from the Options List.
3	Select the <i>Fall/Spring</i> 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. <u>Note:</u> The hours associated with this Contract Rule will populate the appropriate fields. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Faculty Load Reports and Queries

◀ Jump to TOC

Available query forms and delivered reports

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

Form Description	SCT Banner Name	Page
Faculty Schedule Query	SIAASGQ	47
Faculty Contract Query	SIACONQ	48
Available Faculty Query	SIAFAVL	49
Faculty/Advisor	SIAIQRY	50
Faculty Information Query	SIINST	51
Faculty Course Section Query	SIQSECM	52
Available Faculty by Term Query	SOAFAVQ	53
Instructor Schedule Report	SIRASGQ	54
Faculty Load Contract Analysis Report	SIRCTAL	55
Faculty Load Term Analysis Report	SIRTRAL	56
Instructional Assignment Purge	SIPASGN	57



Section C: Day-to-Day Operations

Lesson: Faculty Schedule Query

◀ Jump to TOC

Description

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.

SCT Banner Form

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time



Section C: Day-to-Day Operations

Lesson: Faculty Contract Query

◀ Jump to TOC

Description

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

SCT Banner Form

ID	Last Name	First Name	Faculty	Advisor	Contract Rule	College	Department
A00020590	Abdefghijklmnopqr	Abdefghijklmno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT02FS	AS	BZIM
A00022919	Delt	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FT01FS		
MHOCKETT	Hockett	Margy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FT02FS	AS	ART
202508001	Packson	Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT01FS		
071800050	Perkins	Caroline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PT01FS	06	2110
HDT	Thibault	Honey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FT01FS	AS	BIOL
A00017182	Zimmer	Testperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT02FS	AS	SSCI
A00020344	Zimmer	Testperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT02FS	AS	MATH
A00020589	Zimmer	Testperson3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT01FS	AS	DFCT
A00020591	Zimmer	Testperson4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FT01FS	AS	ENGL
A00013192	Zimmer	William	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FT01FS		
A00000031	Imarinch	FACULTY	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Procedure

View Faculty Contract information. Follow these steps to complete the process.

Step	Action
1	Access the Faculty Contract Query Form (SIACONQ).
2	Click the down arrow next to the Contract field and select the code for <i>Fall/Spring Contract</i> 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.



Section C: Day-to-Day Operations

Lesson: Available Faculty Query

◀ Jump to TOC

Description

The Available Faculty Query Form (SIAFAVL) is used to enter selection criteria for a section that is available for assignment. A list of available faculty members is then produced based on the information provided, and you may use this list to select a faculty member for assignment to the section.

SCT Banner Form

Term	CRN	Subject	Course	Section	Session	Category	Staff	Contract Type	College	Department
								FS		

Desired Faculty Attributes	

Available Faculty					
ID	Category	Staff	Contract Type	College	Department



Section C: Day-to-Day Operations

Lesson: Faculty Information Query

◀ Jump to TOC

Description

The Faculty Information Query Form (SIINST) is used to query information for a faculty member and displays a view of data for that instructor by term over time.

SCT Banner Form

Start Term	End Term	Status	Category	Staff	Workload	Workload Description
199510	999999	AC	ASPROF	FT	FTAS	Full Time-Arts & Sciences



Section C: Day-to-Day Operations

Lesson: Faculty Course Section Query

◀ Jump to TOC

Description

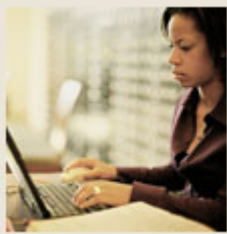
The Faculty Course Section Query Form (SIQSECM) is used to display course section information such as starting and ending dates, meeting times, and building names and room numbers in association with the instructor's existing schedule.

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

SCT 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
10010	ANTH	3030						<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"/>	<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"/>	<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"/>		
								<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"/>	<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"/>		



Section C: Day-to-Day Operations

Lesson: Available Faculty by Term Query

◀ Jump to TOC

Description

The Available Faculty by Term Query Form (SOAFAVQ) is used to query and view faculty information by category, staff, contract, college or department.

SCT Banner Form

Available Faculty By Term Query SOAFAVQ 7.0

Term: Category: Staff: Contract: College: Department:

Desired Faculty Attributes

Attribute

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Available Faculty

ID	Category	Staff	Contract	College	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Instructor Schedule Report

◀ Jump to TOC

Description

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 SCT Banner Human Resources System is installed.

SCT Banner Form

The screenshot shows a web-based form titled "Process Submission Controls" for the process "SIRASGQ" (Instructor Schedules). The form is divided into several sections:

- Printer Control:** Includes a "Printer:" dropdown menu, a "Special Print:" dropdown menu set to "LANDSCAPE", and input fields for "Lines:" and "Submit Time:".
- Parameter Values:** A table with columns for "Number", "Parameters", and "Values".

Number	Parameters	Values
01	Process Term	
02	Instructor ID(s)	
03	Part of Term	
04	Print Salary	
05	Salary Effective Date	08-DEC-2004
- Submission:** Includes a checkbox for "Save Parameter Set as", input fields for "Name:" and "Description:", and radio buttons for "Hold" and "Submit".

Additional text below the Parameter Values table: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single Term from which instructor schedules are derived."



Section C: Day-to-Day Operations

Lesson: Faculty Load Contract Analysis Report

◀ Jump to TOC

Description

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

SCT Banner Form

Process Submission Controls GIAPCTL 7.0

Process: SIRCTAL Faculty Load Contract Analysis Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

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

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term for which contract analysis will be performed.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Faculty Load Term Analysis Report

◀ Jump to TOC

Description

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

SCT Banner Form

Process: SIRTRAL Faculty Load Term Analysis Rpt Parameter Set:

Printer Control
Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

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

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term for which analysis will be performed.

Submission
 Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Instructional Assignment Purge

◀ Jump to TOC

Description

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.

SCT Banner Form

Process Submission Controls GIAPCTL 7.0

Process: SIPASGN Instructor/Term Rule Purge Rpt Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter 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: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

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 SCT 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.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

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.



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

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.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

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.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

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)



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

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Day-to-Day Forms and Setup Needed.....	70
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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Assignment Type Code Validation	STVASTY	Faculty Assignment	SIAASGN
Contract Rules Validation	STVCNTR	Faculty Assignment Faculty Information Faculty Contract Analysis Faculty Contract Term Rules Faculty/Advisor Information Faculty Workload Contract Rules	SIAASGN SIAINST SIACONA SIAFLCT SIAINST SIAFLRC
College Code Validation	STVCOLL	Faculty Assignment Faculty Information	SIAASGN SIAINST
Degree Code Validation	STVDEGC	Faculty Degree Information	SIAFDEG
Department Code Validation	STVDEPT	Faculty Assignment Faculty Information	SIAASGN SIAINST
Faculty Member Attributes Code Validation	STVFATT	Faculty Information	SIAINST
Faculty Contract Type Code Validation	STVFCNT	Faculty Information	SIAINST
Faculty Status Code Validation	STVFCST	Faculty Information	SIAINST
Faculty Category Code Validation	STVFCTG	Faculty Information	SIAINST
Faculty Staff Type Code Validation	STVFSTP	Faculty Information	SIAINST
Institutional Honors Code Validation	STVHONR	Faculty Degree Information	SIAFDEG
Major, Minor, Concentration Code Validation	STVMAJR	Faculty Degree Information	SIAFDEG
Faculty Non-Instructional Type Code Validation	STVNIST	Faculty Assignment	SIAASGN
Term Code Validation	STVTERM	Faculty Assignment	SIAASGN
Taxonomy of Program Code Validation	STVTOPS	Faculty Assignment	SIAASGN



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Term Workload Rules Code Validation	STVWKLD	Faculty Information Faculty Workload Term Rules Faculty Assignment	SIAINST SIAFLRT SIAASGN
Faculty Load Term Control	SIATERM	Faculty Assignment	SIAASGN
Faculty Workload Contract FTE	SIACFTE	Faculty Contract Analysis	SIACONA
Faculty Contract Rules	SIAFCTR	Faculty Contract Analysis	SIACONA
Faculty Workload Term Rules	SIAFLRT		
Faculty Contract Term Rules	SIAFLCT	Faculty Assignment	SIAASGN
Faculty Workload Contract Rules	SIAFLRC	Faculty Contract Analysis	SIACONA



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Faculty Information (SIAINST)	<ul style="list-style-type: none"> • Status Validation (STVFCST) • Faculty Category Validation (STVFCTG) • Faculty Staff Type Validation (STVFSTP) • Workload Rules Code Validation (STVWKLD) • Faculty Contract Type Code Validation (STVFCNT) • Contract Rules Code Validation (STVCNTR) • College Validation (STVCOLL) • Department Validation (STVDEPT) • Faculty Member Attribute Code Validation (STVFATT)
Faculty Assignment (SIAASGN)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Faculty Non-Instructional Type Validation (STVNIST) • College Validation (STVCOLL) • Department Validation (STVDEPT)
Faculty Degree Information (SIAFDEG)	<ul style="list-style-type: none"> • Degree Code Validation (STVDEGC) • Institutional Honors Code Validation (STVHONR) • Major, Minor, Concentration Code Validation (STVMAJR)
Faculty Contract Analysis (SIACONA)	<ul style="list-style-type: none"> • Faculty Contract Type Code (STVFCNT) • Contract Rules Validation (STVCNTR) • Faculty Workload Contract (SIACFTE) • Faculty Contract Rules(SIAFCTR) • Faculty Workload Contract Rules(SIAFLRC)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
STVASTY	Assignment Type Code Validation	
STVCNTR	Contract Rules Validation	
STVCOLL	College Code Validation	
STVDEGC	Degree Code Validation	
STVDEPT	Department Code Validation	
STVFATT	Faculty Member Attributes Code Validation	
STVFCNT	Faculty Contract Type Code Validation	
STVFCST	Faculty Status Code Validation	
STVFCTG	Faculty Category Code Validation	
STVFSTP	Faculty Staff Type Code Validation	
STVHONR	Institutional Honors Code Validation	
STVMAJR	Major, Minor, Concentration Code Validation	
STVNIST	Faculty Non-Instructional Type Code Validation	
STVTERM	Term Code Validation	
STVTOPS	Taxonomy of Program Code Validation	
STVWKLD	Term Workload Rules Code Validation	
Rules Forms		
SIATERM	Faculty Load Term Control	
SIACFTE	Faculty Workload Contract FTE	
SIAFCTR	Faculty Contract Rules	
SIAFLRT	Faculty Workload Term Rules	
SIAFLCT	Faculty Contract Term Rules	
SIAFLRC	Faculty Workload Contract Rules	
Day-to-Day Forms		
SPAIDEN	Identification	
SIAINST	Faculty Information	
SIAASGN	Faculty Assignment	
SIAFDEG	Faculty Degree Information	



Section D: Reference

Lesson: Forms Job Aid (Continued)

◀ Jump to TOC

Forms, continued

Form Name	Form Description	Owner
SIACONA	Faculty Contract Analysis	
Reports and Queries		
SIAASGQ	Faculty Schedule Query	
SIACONQ	Faculty Contract Query	
SIAFAVL	Available Faculty Query	
SIAIQRY	Faculty/Advisor	
SIINST	Faculty Information Query	
SIQSECM	Faculty Course Section Query	
SOAFAVQ	Available Faculty by Term Query	
SIRASGQ	Instructor Schedule Report	
SIRCTAL	Faculty Load Contract Analysis Report	
SIRTRAL	Faculty Load Term Analysis Report	
SIPASGN	Instructional Assignment Purge	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 05/01/2005.