

T E R M

I N S T R U C T O R

Term Instructor Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	4
College Fice Code		4	6	000001 - 999999
Academic Year		10	4	YYYY
Filler		14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH INSTRUCTOR)

Field Name	db Name	Field #	Length	Valid Choices
Record Header		1	2	02
Record Type		3	1	4
Instructional Term	term	4	1	0 - 7
Instructor Social Security Number	ssn_id	5	9	See Page xx for valid ssn's.
Instructor Name	name	14	30	Last, First MI Suffix
Contract Term	contract_term	44	1	1 - 4
Contract Salary	contract_salary	45	7	

THE FOLLOWING FIELDS SHOULD BE SUBMITTED FOR THE FALL AND SPRING TERMS

Field Name	db Name	Field #	Length	Valid Choices
Academic Position Source	include_pos_report	52	1	0, 1
Maximum (LIM) Salary	max_salary_auth	53	7	
Gender	gender	60	1	1, 2
Non-resident Alien or Unknown	non_resident_alien	61	2	00, 06, 09
Highest Degree Attained	highest_degree	63	2	00 - 08, 17 - 19
Terminal Degree	terminal_degree	65	1	1, 2, 9
Date of Birth	date_of_birth	66	8	MMDDYYYY
EEOC Category	eeoc_cat	74	1	1 - 7
Academic Rank	acad_rank	75	2	01 - 06, 08, 09, 99
Faculty Category	tenure_status	77	1	1 - 5, 6
Primary CIP Code	cip_2010_code	78	6	N A
Percent of Time Employed	proportion_emp	84	3	001 - 100
Course Credit Hours	credit_hours	87	2	01 - 30
Instructional Assignment	pct_instruction	89	3	000 - 100
Research/Scholarly Assignment	pct_research	92	3	000 - 100
Public Service Assignment	pct_publsvc	95	3	000 - 100
Acad./Student Support Assignment	pct_acadstudsprt	98	3	000 - 100
Institutional Support Assignment	pct_instsprt	101	3	000 - 100
Prof. Development Assignment	pct_profdevlp	104	3	000 - 100
Other Assignment	pct_other	107	3	000 - 100
Filler	degree_cip	110	2	pad with 2 spaces
Position Title Code	title_code	112	2	01 - 19
Asian	asian	114	1	1, 2, 0
Black	black	115	1	1, 2, 0
Hispanic	hispanic	116	1	1, 2, 0
American Indian	amerind	117	1	1, 2, 0
White	white	118	1	1, 2, 0
Native Hawaiian	hawaiian	119	1	1, 2, 0

TRAILER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	4

Term Instructor File Definitions

All faculty and personnel involved in instruction **and / or** paid out of an academic position in your institution's state appropriation must be reported in the Term Instructor File.

For the fall and spring on-schedule term, complete all fields.

For the summer I, summer II, and off-schedule terms, complete only fields 1 through 45.

Also note that non-teaching personnel should be reported only in the **fall on-schedule term** (term 1) submission. Only those who teach should be reported in all other terms. Information from your institution's state appropriation is needed to complete this file. A major use of the fall submission is generation of your institution's Delaware Study of Faculty Productivity submitted by ADHE to SREB.

*** * * SPECIAL HELP: ADMINISTRATORS WHO TEACH * * ***

Field	Field Name	Values
44	Contract Term	(From the individual's contract)
45	Contract Salary	The individual's salary
52	Academic Position Source	1 (Paid from source other than an academic position)
74	EEOC Category	1 (Executive/administrative/managerial professional)
75	Academic Rank	99 (Not appropriate)
77	Faculty Category	4 (Supplemental faculty)
78	Instructor Primary CIP Code	the cip code best representing the area in which the individual is teaching
84	Percent of Time Employed by Institution	(From the individual's contract)
89	Instructor Assignment	To be calculated based upon teaching load rules of your campus.

Name	#	Length	Field Description
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter 4 for instructor record.
Instructional Term (term)	4	1	Enter the term for this instructor's on-schedule course record. If an instructor is teaching off-schedule hours, create a second record for this instructor and report the off-schedule hours there. 0 = Summer 2 4 = Summer 2 Off-Schedule 1 = Fall 2 5 = Fall Off-Schedule 2 = Spring 6 = Spring Off-Schedule 3 = Summer 1, 2 7 = Summer 1 Off-Schedule

Term Instructor File Definitions

Name	#	Length	Field Description
Instructor Social Security Number (ssn_id)	5	9	Enter the instructor's social security number or work permit number . This entry is numeric and must match the social security number or work permit number used in the Term Instructor File. If a new number for the instructor is being reported, use the process described in the ID change section at the front of this manual to update. See Page xx for valid ssn's. NOTE: An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.
Instructor Name (name)	14	30	Enter the employee's last name (comma space), first name (space), middle initial (period space), and then enter suffix, if applicable (e.g., Jr., Sr., etc.). Example: Smith, Mary G.
Contract Term (contract_term)	44	1	Enter the length of contract for this instructor's employment as it applies to the term being reported. 1 = 9/10 month 2 = 11/12 month 3 = One semester 4 = Summer term(s)

Term Instructor File Definitions

Name	#	Length	Field Description
Contract Salary (contract_salary)	45	7	Enter the salary recorded on the <u>employee's contract</u> for the current reporting year. If this employee is a spring or summer appointment only, enter the salary for that term. If the instructor is not paid from institutional funds, enter 0000000 for the contract salary. <u>Do NOT include salary paid for overload or other duties outside of the contractual agreement.</u>

Example: \$35,000 = 0035000

NOTE:

1. If the employee has a 9 / 10 month contract, enter the same contract salary for the fall and spring.
2. If the instructor has a separate contract for Summer 1 and/or 2, report the amount paid for each summer term. The same amount may be reported for summer 1 and 2 when a single contract is issued for both terms.
3. If the employee is on an 11-month or 12-month contract, the same salary figure should be entered for all terms. For example, if an employee were paid \$45,000 per year, then \$45,000 would be reported for summer 2, fall, spring, and summer 1.

The following files should be submitted for the Fall and Spring terms

Academic Position Source (include_pos_report)	52	1	Enter the code indicating if this position is compensated through an academic position in your institution's state appropriation. 0 = Yes, instructor or employee is paid out of an academic position 1 = No, zero salary or is paid from source other than an academic position
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NOTE:

Individuals coded 0 include those who may not be teaching during the year but are paid out of an academic position. Similarly, part-time employees who are paid from an academic position should be coded 0.

Maximum (LIM) Salary (max_salary_auth)	53	7	Enter the maximum salary (line item maximum (LIM) authorized for this position if the LIM was exceeded in field 45. Enter 0000000 if at or below LIM.
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Term Instructor File Definitions

Name	#	Length	Field Description
Gender (gender)	60	1	Enter the gender of the employee. 1 = Male 2 = Female
Non-Resident Alien or Unknown (non_resident_alien)	61	2	Enter the appropriate code to indicate the instructor's race/ethnicity or foreign residency classification. 06 = Non-Resident Alien 09 = Unknown or Refused to report 00 = Not Applicable NOTE: 1. No more than 5% of an institution's instructors may be assigned to code 09. 2. Designations are used for reporting purposes only. Refer to the Glossary (Appendix G) for definitions. 3. If Not Applicable (Code 00), refer to fields 114-119 to report instructor's specific race/ethnicity.
Highest Degree Level (highest_degree)	63	2	Enter the highest degree level attained by this individual if they are coded as 01-05, 08 on Academic Rank (field 75). (This is only required for teaching staff.) If Academic Rank (Field 75) = 01 – 05, 08, this field <u>is</u> required. If Academic Rank (Field 75) = 06, 07, 09, 99, leave blank. 00 = Life Experiences 01 = Certificate of Proficiency 02 = Technical Certificate 03 = Associate Degree 04 = Advanced Certificate 05 = Baccalaureate Degree 06 = Post-baccalaureate Certificate 07 = Master's Degree 08 = Specialist Degree, Post-Masters Certificate, or Post-First Professional Certificate/Degree 09 = Doctoral Degree 10 = First Professional Degree 11 = Post-First Professional Certificate 12 = Post-First Professional Degree 17 = Doctor's Degree – Research/Scholarship 18 = Doctor's Degree – Professional Practice 19 = Doctor's Degree – Other

Term Instructor File Definitions

Name	#	Length	Field Description
Academic Rank (acad_rank)	75	2	Enter the current academic rank of the instructor. In addition, for codes 01 – 05 and 08 below, you must also complete Highest Degree Level field (highest_degree).

01 = Professor

02 = Associate Professor

03 = Assistant Professor

04 = Instructor

05 = Lecturer

06 = Graduate Assistant (includes Teaching Assistant/Associate and Research Assistant/Associate)

07 = RESERVED, do NOT use

08 = No Rank (see note 1 below)

09 = Undesignated (see note 2 below)

99 = Not Applicable (see note 3 below)

NOTES:

1. Institutions that do not designate instructional faculty by rank should use code '08'.
2. Use the undesignated option for special faculty not included in the rank categories, (e.g., visiting scholars, emeritus faculty, and other special ranks.)
3. The 'not applicable' option should be assigned to an employee that is not appointed to the faculty as his/her primary responsibility and may or may not be teaching. Assign administrators who carry academic rank to the appropriate code listed in options 01 – 05.

Term Instructor File Definitions

Name	#	Length	Field Description
Faculty Category (tenure_status)	77	1	<p>Enter the faculty category of this instructor. Code librarians according to the appropriate category for your institution. If the librarian does not teach, assign a CIP code of 99.9999 in field 78 to exclude him/her from Delaware Study calculations.</p> <p>1 = Regular faculty, tenured 2 = Regular faculty, tenure track 3 = Regular faculty, non-tenure track 4 = Supplemental faculty 5 = Graduate assistant (teaching or research) 6 = RESERVED, do <u>NOT</u> use</p>

NOTES:

1. Enter code 1 for faculty who hold tenure. At most institutions, this category includes assistant, associate, and full professors.
2. Faculty from whom tenure is expected should be coded 2. At most institutions this includes assistant professors.
3. Report code 3 for those individuals who teach on a *recurring* contractual basis but are ineligible for tenure. At most institutions this includes instructors, lecturers, etc.
4. Those individuals considered supplemental faculty (code 4), have a *non-recurring* appointment, although the same individual might receive a temporary appointment for several successive terms. The key consideration is that funding is *temporary*, and there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty, contributed service personnel, etc.
5. Code 5, graduate assistant, applies to students at the institution who receive stipends strictly for instructional activity. This category includes teaching assistants that are instructors of record, and GTAs that function as discussion or recitation section leaders, laboratory section leaders, and other types of organized class sections in which instruction takes place but which may not carry credit and for which there is no formal instructor of record. Also includes GTAs that serve as graders or in other instructional functions. **Graduate research assistants should also be included here.**
6. Community colleges and technical colleges that do not grant tenure must use codes 3 or 4.

Term Instructor File Definitions

Name	#	Length	Field Description
Instructor Primary CIP Code (cip_2010_code)	78	6	<p>Enter the six-digit CIP code that reflects the program in which the instructor is budgeted. See Classification of Instructional Programs 2010 Edition publication for valid CIP codes.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. If the employee's time is divided between two or more programs, enter the CIP code of the program in which he/she is budgeted for instruction. For example, if a chemistry professor teaches two chemistry courses and one in chemical engineering, the CIP code of the chemistry program should be reported in this field. 2. If a CIP code cannot be reported at the six-digit level, enter the general CIP code, typically XX.0101. If the disciplinary area provides no 'general' option, report the two-digit CIP code and add four zeroes (e.g., Engineering-Related Technologies would be 15.0000). 3. When (credit_hours = 0), enter 99.9999. This occurs when an employee is budgeted in an academic position but not in an academic program and, therefore, not involved in instruction (e.g., librarians) or is teaching only non-credit courses. 4. When credit_hours >0, enter the cip code that best matches the course being taught
Percent of Time Employed by Institution (proportion_emp)	84	3	<p>Enter the proportion of time that this person is employed at your institution. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting or a 40-hour week. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE). Examples: 100% = 100 50% = 050</p> <p>NOTE: See examples for calculating time at the end of this section, parts I and III.</p>

Term Instructor File Definitions

Name	#	Length	Field Description
Course Credit Hours (credit_hours)	87	2	<p>Enter the <u>total number</u> of course credit hours <u>taught</u> by the instructor.</p> <p>NOTE:</p> <ol style="list-style-type: none"> The following guide should be used in converting contact hours to course credit hours: <ul style="list-style-type: none"> If Lecture, 1 contact hour = 1 credit hour If Clinical, 4 contact hours = 1 credit hour If Technical program labs, 3 contact hours = 1 credit hour The number of hours entered in field 87, in most instances, should equal the sum of the course credit hours reported for this instructor's identification number in field 66 of the Credit Course File for the term.
Instructional Assignment (pct_instruction)	89	3	<p>Enter the percentage of effort assigned to instruction as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE) and should be based on time spent teaching students.</p> <p>Examples: 1.00 FTE = 100 0.20 FTE = 020</p> <p>NOTE:</p> <ol style="list-style-type: none"> Instructional activities are those performed by individuals that support course offerings by the institution. This category typically includes general academic instruction, occupational and vocational instruction, remedial and tutorial instruction, etc. Time devoted to instructional support activities (e.g., curriculum development, advising, etc.) should not be included here but rather in one of the other categories. If the instructor is assigned 100 percent of time to instruction, this field should be coded 100. If the instructor has no assignment to instruction, enter 000. The sum of fields 89 through 107 should equal 100% if instructor is reported as 100% in field 84. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name	#	Length	Field Description
Research / Scholarly Activity Assignment (pct_research)	92	3	<p>Enter the percentage of effort assigned to research and/or scholarly activity as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE).</p> <p>Examples: 0.25 FTE = 025 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Research activities are those performed by individuals that are organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted within the institution. 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.
Public Service Assignment (pct_publsvc)	95	3	<p>Enter the percentage of effort assigned to public service as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE).</p> <p>Examples: 0.75 FTE = 075 0.25 FTE = 025</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Public service activities are those performed by individuals relating to programs, which make resources and capabilities of an institution available to a community with a need or a problem in need of a solution. This category includes services of the faculty and staff made available outside the context of the institution's required instruction and research activities. 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name	#	Length	Field Description
Academic / Student Support Assignment (pct_Acadstudspprt)	98	9	<p>Enter the percentage of effort assigned to academic and/or student support as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE).</p> <p>Examples 0.25 FTE = 025 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Academic support activities are those performed by individuals that carry out direct support of one or more of the three primary programs (instruction, research, public service). The activities in this category include: <ol style="list-style-type: none"> a. Activities related to the preservation, maintenance, and display of information and educational materials (e.g., library services and museums) b. Activities that contribute to the way in which instruction is delivered or research is conducted (e.g., educational media services, academic computing support) c. Activities directly related to the administration of academic programs d. Activities related to the professional development of academic personnel. 2. Student support services are those activities that contribute to the emotional and physical well being of students, as well as to their intellectual, cultural, and social development outside the context of the institution's formal instruction program. 3. Be sure to report only those individuals in student affairs who teach and/or are paid from an academic position. Activities in this category include student affairs personnel in admissions and records, athletics and recreation, career services and cooperative education, counseling and testing centers, day care centers, disabled student services, financial aid, health centers, multicultural services, residence life, and student organizations. 4. ADHE recognizes that organizational structures vary across campuses, with no commonly accepted classification as to what constitutes an academic vs. a student support function. Since academic and student support activities are reported here in the same field, however, this should not pose a reporting problem. 5. The sum of field 89 through 107 should equal 100%. 6. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name	#	Length	Field Description
Institutional Support Assignment (pct_instsprt)	101	3	<p>Enter the percentage of effort assigned to institutional support as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE).</p> <p>Example: 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none">1. Institutional support activities are those performed by individuals that provide for both the day-to-day functioning and the long-range viability and effectiveness of the institution. Typically, central administrators, deans, and academic department chairs are included here.2. The sum of fields 89 through 107 should equal 100%.3. See examples for calculating time at the end of this section, Parts II and III.
Professional Development Assignment (pct_profdevlp)	104	3	<p>Enter the percentage of effort assigned to professional development as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE).</p> <p>Example: 1.00 FTE = 100</p> <p>NOTE:</p> <ol style="list-style-type: none">1. Professional development activities are those performed by individuals that are related to individual and organizational enrichment (e.g., sabbatical, conferences, short courses, and additional degree-related coursework).2. The sum of fields 89 through 107 should equal 100%.3. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name	#	Length	Field Description
Other Assignment (pct_other)	107	3	<p>Enter the percentage of effort assigned to other activities not included in any of the preceding assignment fields as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which is one full-time equivalent (FTE). Example: 0.25 FTE = 025</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Any assigned activities performed outside those described in fields 89 through 104 should be documented here. 2. The sum of fields 89 through 107 should equal 100%. <p>See examples for calculating time at the end of this section, Parts II and III.</p>
Position Title Code (title_code)	112	2	<p>Enter the title code associated with the position number from which the individual is paid.</p> <ul style="list-style-type: none"> 01 = Distinguished Professor 02 = University Professor 03 = Department Chair 04 = Professor 05 = Associate Professor 06 = Assistant Professor 07 = Instructor 08 = Graduate Assistant 09 = Lecturer 10 = Research Assistant 11 = Librarian 12 = Research Associate 13 = Lab Assistant 14 = Counselor 15 = Other Professional Staff / Chancellor 16 = Special / Clinical Instructor 17 = Dean 18 = Adjunct Professor / Part-time Faculty 19 = Adjunct / High School Teacher

Term Instructor File Definitions

IF INSTRUCTOR IS NOT NON-RESIDENT ALIEN, UNKNOWN, OR REFUSED TO REPORT
(FIELD 61 = 00),
MORE THAN ONE RACE (FIELDS 114, 115, 117, 118, 119) MAY APPLY.

IF HISPANIC ETHNICITY IS CHOSEN, ONE OR MORE RACE MUST ALSO BE CHOSEN.

Name	#	Length	Field Description
Asian [Race] (asian)	114	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black [Race] (black)	115	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic [Ethnicity] (hispanic)	116	1	1 = Yes 2 = No 0 = Refused to report or not applicable
American Indian [Race] (amerind)	117	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White [Race] (white)	118	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian [Race] (hawaiian)	119	1	1 = Yes 2 = No 0 = Refused to report or not applicable

Term Instructor File Definitions

Examples of Time Calculations Reported in the Term Instructor File

Part I: Calculating Percent of Time Employed (field 84)

A. Percent of Time Employed When Teaching Credit-Generating Courses Only:

If an employee is part-time at the institution and teaching is limited to credit-generating courses, then calculate the percent of time by dividing the credit hour load as a proportion of the institution's full-time teaching load.

Example: Instructor A teaches 6 credit hours per week at a school where 12 hours is a full-time load.

$$\text{Percent of Time Employed} = 6 \div 12 = 50\%.$$

B. Percent of Time Employed When Teaching Credit-Generating and Clinical or Lab-Related Courses:

If employee is part-time and teaching assignments include credit-generating courses in addition to clinical or lab-related courses that generate 0 credit hours, three calculations must be completed.

1. Calculate percent of time for credit-generating courses as a proportion of the institution's full-time teaching load as in example A.
2. Calculate the portion of time for the clinical and lab-related courses based on CONTACT HOURS by (a) converting the contact hours to credit hours using the equivalencies listed in field 87 (note 1) and (b) calculating this result as a proportion of the institution's full-time load per week.
3. The sum of steps 1 and 2 is this instructor's percent of time employed.

Example: Instructor X teaches one 3 credit hour course and two lab courses for 4 contact hours that generate 0 credit hours per week at an institution where 15 credit hours is a full-time load.

1. Instructor X's percent of time for the credit generating course:
 $3 \text{ credit hours} \div 15 = 20\%$
2. Instructor X's percent of time for the 0 credit hour lab courses:
 $4 \text{ contact hours} = 1 \text{ credit hour} \div 15 = 7\%$
3. Percent of time Employed:
 $20\% + 7\% = 27\%$

Term Instructor File Definitions

Part II: Calculating Percentage(s) of Effort (fields 89 – 107)

A. Percentage of Effort For Full-time Employee with Teaching and One Additional Function

If an individual is employed full-time, with teaching and administrative responsibilities, calculate as the following:

Example 1: Instructor L teaches two 3-credit hour courses and serves in an administrative appointment as an academic department chair for the remainder of his full-time contractual obligation. At this institution, 15 credit hours is a full-time load.

- a. Instructional assignment of time for the credit-generating course:
 $6 \text{ credit hours} \div 15 = 40\%$
- b. The assignment for institutional support activities equals the time balance, or 60%.

Example 2: Instructor R teaches two 3-credit hour courses and conducts research for the remainder of his full-time contractual obligation. At this institution, 12 credit hours is a full-time load.

- a. Instructional assignment of time for the credit-generating course:
 $6 \text{ credit hours} \div 12 = 50\%$
- b. The assignment for research activities equals the time balance, or 50%.

B. Percentage of Effort For Full-time Employee with Non-teaching Activities:

If the employee is not involved in instruction, but has multiple non-teaching responsibilities, consult with the institution's human resource officer for the appropriate assignment allocation.

Part III: Calculating Percent of Time Employed (field 84) and Percentage of Effort For Part-time Employee with Instructional Assignment Only

Example 1: Instructor M teaches two 3-credit hour courses at an institution which has a 15-credit hour full-time workload.

$$\begin{aligned} \text{Percent Time Employed} &= 6 \text{ credit hours} \div 15 = 40\% \\ \text{Instructional Assignment} &= 040 \end{aligned}$$

Example 2: Instructor M teaches one 3-credit hour course at an institution which has a 12-credit hour full-time workload.

$$\begin{aligned} \text{Percent Time Employed} &= 3 \text{ credit hours} \div 12 = 25\% \\ \text{Instructional Assignment} &= 025 \end{aligned}$$