

A N N U A L

I N S T R U C T O R

Annual Instructor Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	7
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	7
Filler		4	10	Pad with 10 spaces
Instructor Social Security Number	ssn_id	14	9	See Page xx for valid ssn's.
Position Title Code	title_code	23	2	01 - 19
Filler		25	7	Pad with 7 spaces
Instructor Name	name	32	30	Last, First M I Suffix
Contract Term	full_part_time	62	1	1 - 4
Total Annual Salary	total_compensation	63	7	
Source of Salary	source_of_comp	70	1	0 - 1
Instruction, % of Salary	sal_instruction	71	3	000 - 100
Department Service, % of Salary	sal_dept_serv	74	3	000 - 100
Institutional Administration, % of Salar	sal_instu_admin	77	3	000 - 100
Research / Scholarship, % of Salary	sal_res_scholar	80	3	000 - 100
Public Service, % of Salary	sal_public_serv	83	3	000 - 100
Other, % of Salary	sal_other	86	3	000 - 100
Fringe Benefits	fringe_benefits	89	6	
Instructor Primary Role	primary_role	95	1	1 - 4

TRAILER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	7

FILENAME:

School Abbreviation + YY.ANN

Use two-digit actual year.

Annual Instructor File Definitions

Collected on a biennial basis, the Annual Instructor File includes all persons involved in instruction from the four terms of the previous academic year.

EX: files due 08/2008 report data for academic year 2007/2008

Any instructor's social security number or college assigned identification number submitted in any of the reporting year's course term files must be included in this submission. Exclude from this file any personnel reported in the term instructor submissions who did not teach during the reporting year (e.g., librarians).

Name	#	Length	Field Description
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter 7 for annual instructor record.
Filler	4	10	Pad with 10 spaces.
Instructor Social Security Number (ssn_id)	14	9	Report the instructor's social security number. This entry is numeric and must match the instructor social security number in the Credit Course File. If a new number is being reported for this instructor, use the process described in ID Change at front of manual to update. See Page xx for valid ssn's.
Position Title Code (title_code)	23	2	Enter the title code associated with the position number from which the individual is paid. 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
Filler	25	7	Pad with 7 spaces

Annual Instructor File Definitions

Name	#	Length	Field Description
Instructor Name (name)	32	30	Enter the instructor's last name (comma space), first name (space), middle initial (period space) and then enter suffix, if applicable. Example: Smith, Mary G.
Contract Term (full_part_time)	62	1	<p>Enter the contract term for this instructor's employment at your institution during the previous fiscal year.</p> <p>1 = 9/10 month (instructor may or may not have taught during summer terms) 2 = 11/12 month 3 = One semester (instructor may or may not have taught during summer)--see note below 4 = Summer term(s) only</p> <p>Note: If instructor is paid on a term basis, use code 3.</p>
Total Annual Salary (total_compensation)	63	7	<p>Enter the total salary paid to this instructor from all institutional funds in the last fiscal year (summer II, fall, spring, and summer I). Do NOT make any salary conversions. If the salary reported in this field is 0000000, you must enter 1 in field 70.</p> <p>Example: 0050000 = \$50,000</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Report total salary paid from institutional funds, regardless of its source, including salary for classes taught on an overload basis. Do not include fringe benefits in this field; benefits should be reported in field 89. 2. Institutional funds are defined as state and federal appropriations and local funds (e.g., tuition and fees, grants, gifts, sales and other miscellaneous local income) accounted for by the institution. 3. Do NOT include any compensation paid directly to the instructor from another institution, state or federal agency (e.g., ROTC), business/industry, hospital or volunteer time. Where the total compensation is paid partially from institutional funds and partially from separately appropriated agencies (e.g., UA-Agricultural Experiment Station, UA-Archeological Survey, or Criminal Justice Institute), include only the Institution's portion of the compensation (i.e., do NOT include that portion of the compensation from non-institutional entities). 4. While Summer I faculty salary expenditures may overlap fiscal years, the salaries for Summer I should be reported totally within the fiscal year in which the program is predominately conducted (according to NACUBO guidelines).

Annual Instructor File Definitions

Name	#	Length	Field Description
Source of Salary (source_of_comp)	70	1	<p>Enter the source of the Total Annual Salary reported in field 63.</p> <p>0 = Institutional funds (see Note below) 1 = Non-institutional funds or donated services</p> <p>Note: Institutional funds are defined as state and federal appropriations and local funds (e.g., tuition and fees, grants, gifts, sales and other miscellaneous local income) accounted for by the institution.</p>
Percent of Salary Allocated for Instruction (sal_instruction)	71	3	<p>Provide the percent of the instructor's total annual salary chargeable to the budget function of instruction associated directly with credit courses.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. If an instructor has a full-time appointment at your institution, regardless of the credit load, and has no function other than instruction, this field must be 100%. 2. If the instructor is paid for teaching an overload, include the overload amount in the total salary and calculate the Percent of Salary Allocated to Instruction based on that total. See examples A and B in the front of this section. 3. The percent of salary for instruction cannot equal 0 if this instructor's SSN is assigned to a course (e.g., report a full-time administrator or individual who has donated services (field 70, code1) and teaches for no instructional compensation as 100% in this field). 4. An administrator (100%) and who is teaching for \$0 salary should be reported in the following manner: Total Annual Salary = \$0 (field 63), Source of Salary = 1 (field 70); and Percent of Salary Allocated for Instruction = 100 (field 71).
Percent of Salary Allocated for Department Service (sal_dept_serv)	74	3	<p>Provide the percent of the instructor's total annual salary chargeable to the budget function of department service. See the example D at the end of this section.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Duties charged to the departmental budget include chairperson, committee assignments, or department research and public service. 2. Do not include separately budgeted institutional administration duties.

Annual Instructor File Definitions

Name	#	Length	Field Description
Percent of Salary Allocated for Institutional Administration (sal_instu_admin)	77	3	Provide the percent of the instructor's total annual salary chargeable to the budget function of institutional support for administration. Note: This compensation must be separately budgeted in the institutional support category and not in the departmental budget or other categories. See examples B and C at the end of this section.
Percent of Salary Allocated for Research / Scholarship (sal_res_scholar)	80	3	Provide the percent of the instructor's annual salary chargeable to the budget function of research/scholarship Note: This compensation must be separately budgeted in the research and/or scholarship category and not in the departmental budget. See examples C and D at the end of this section.
Percent of Salary Allocated for Public Service (sal_public_serv)	83	3	Provide the percent of the instructor's annual salary chargeable to the budget function of public service, including non-credit and correspondence courses. Compensation must be budgeted separately in the non-credit or public service categories and not in the departmental budget. See example D at the end of this section.
Percent of Salary Allocated for Other Areas (sal_other)	86	3	Provide the percent of the instructor's total annual salary chargeable to other budget functions for professional duties not covered by the categories in fields 71-83. This salary must be budgeted separately in other categories (e.g., student services, libraries, athletics, etc.) and not in the departmental budget.
Fringe Benefits (fringe_benefits)	89	6	Enter the total amount of fringe benefits paid to this instructor in the last fiscal year (summer II, fall, spring, and summer I). Fringe benefits of instructors include medical/dental plans, life insurance, other insurance, retirement plans, disability income protection, tuition plan/waiver for instructor and/or spouse and dependents, housing plans, social security taxes, unemployment compensation, worker's compensation, and other in-kind benefits. Example: \$9,395 = 009385

Annual Instructor File Definitions

Name	#	Length	Field Description
Instructor Primary Role (primary_role)	95	1	<p>Enter the code for the instructor's predominant role (50% or more of time employed) as it relates to his/her employing institution or agency.</p> <p>1 = Predominant role is with college/university proper 2 = Predominant role is with the Agricultural Experiment Station (AES) 3 = Predominant role is with the Archeological Survey (AS) 4 = Predominant role is with the Criminal Justice Institute (CJI)</p> <p>Note: Only institutions with individuals employed by AES, AS, or CJI may use codes 2, 3, or 4.</p>

Annual Instructor File Definitions

Annual Instructor, Salary Allocation

Percentage of Salary Allocated for Specific Functions Reported in Annual Instructor File

A. Overload Teaching Assignment in Addition to Regular Teaching Load:

Instructor R teaches full-time and is assigned no other functions.

Instructor R teaches 27 credit hours at an institution where the annual full-time nine-month load is 24 credit hours (i.e. Instructor R teaches a 3 credit hour overload).

Instructor R is paid:

\$48,000 for the 24 credit hours

+ 2,000 for the 3 credit hour overload

\$50,000 Instructor R's total salary

Percent of Salary Allocated to Instruction for Instructor R in Field 71 = 100

B. Teaching Assignment in Addition to Full-time Administrative Workload:

Instructor G is a full-time administrator who teaches a 3 credit hour course as an overload.

Instructor G is paid:

\$34,000 for administrative responsibilities

+ 2,000 for the 3 credit hour overload

\$36,000 Instructor G's total salary

Percent of Salary Allocated to Instruction for Instructor G is:

$\$2,000 / \$36,000 = 5.5\%$

Instructor G's salary allocation is shown below for the relevant fields:

Field 71 (Instruction) = 006

Field 77 (Institutional Administration) = 094

C. Instructor with Two Assignments and No Overload:

The duties of Professor H include instruction (on-campus only) and research.

The professor's salary is allocated according to the following proportions:

75% is charged to an instructional budget

25% is charged to a research project

100% Total

Professor H's salary allocation is shown below for the relevant fields:

Field 71 (Instruction) = 075

Field 74 (Department Service) = 000

Field 77 (Institutional Administration) = 000

Field 80 (Research/Scholarship) = 025

Field 83 (Public Service) = 000

Field 86 (Other Areas) = 000

Remember: The sum of all percentages in fields 71-86 must total 100%.

D. Instructor with Multiple Assignments:

The duties of Professor Z include instruction, departmental service, research, and public service.

The professor's salary is allocated according to the following proportions:

25% is charged to an instructional budget

50% is charged to a departmental budget for administration

20% is charged to a designated research grant

5% is charged to public service

100% Total

Annual Instructor File Definitions

Professor Z's salary allocation is shown below for the relevant fields:

Field 71 (Instruction) = 025

Field 74 (Department Service) = 050

Field 77 (Institutional Administration) = 000

Field 80 (Research/Scholarship) = 020

Field 83 (Public Service) = 005

Field 86 (Other Areas) = 000

Note: Do NOT make any conversions to salaries or benefits.