



Faculty Data Check Sheet

To enter a faculty member into Banner, collect the following data.

Faculty ID Number	<input type="text"/>	Faculty Name	<input type="text"/>
College	<input type="text"/>	Department	<input type="text"/>
Rank	<input type="text"/>	Tenure Status	<input type="text"/>
Highest Degree	<input type="text"/>	Tenure Date	<input type="text"/>
Degree Origin	<input type="text"/>	Tenure Review Date	<input type="text"/>
Degree Major	<input type="text"/>	Transcript Received Date	<input type="text"/>
Degree Rec'd Date	<input type="text"/>	Transcript Reviewed Date	<input type="text"/>
Has an official transcript been received?		<input type="text"/>	
Is the faculty member's <i>Highest Degree</i> considered terminal?		<input type="text"/>	
Is the faculty member approved for graduate level instruction?		<input type="text"/>	
What is the <i>term</i> in which the faculty member will become active?		<input type="text"/>	
Is the faculty member in compliance with university workload policy A-18?		<input type="text"/>	
Is the faculty member a New Hire?		<input type="text"/>	
What is/are the faculty member's <i>percent time appointment(s)</i> in the following categories?			
	01 - Direct Instruction	<input type="text"/>	
	02 - Administrative Assignments	<input type="text"/>	
	11 - Academic Support	<input type="text"/>	
	12 - Research	<input type="text"/>	
	13 - Public Serv., Stud. Serv., Inst. Support, Oper./Maint of Plant, Aux. Ent.	<input type="text"/>	

For additional clarification of faculty member information, please refer to Faculty Data Management – Glossary of Terms.