

Stephen F. Austin State University Faculty Course Load Report

Faculty Course Load Summary (OIR630_Faculty_Course_Load_Prod)

- Lists course information assigned to all faculty within each department
- This report can be run from the Student_Academic Areas view in WebFocus

Reasons for Report Review:

- To evaluate faculty course assignments, course information, and teaching load credit (TLC) that is reported to the Texas Higher Education Coordinating Board (THECB).
- To verify the accuracy of all faculty course assignments and update, if necessary.

Suggested Method for Report Use:

1. Review each faculty's course assignments, contact hours, credit hours, and teaching load credits. Determine if all cross-listed courses are correctly identified.
2. If the faculty member assigned to the course is inaccurate, determine the appropriate faculty member (and their Faculty ID) for the course and correct the information on the SSASECT form in Banner (INB).
3. If teaching load credit is incorrect, access the SIAASGN form in Banner and update appropriately in the 'Override Workload' field. In most colleges, only the Dean's office staff has update access for SIAASGN. Chairs should forward any TLC changes to the Dean's office for approval and update.

Note: The "CALC TLC" column lists the TLC values calculated according to SFA Faculty Workload Policy 7.13. The "TLC" column to the far right lists current values in SIAASGN, including any manually updated values.

4. If a course should be cross-listed and is not identified as such, contact Lynda Langham in the Registrar's Office and request that Banner be updated with the correct cross-listing information. **For cross-listed courses, the teaching load credit must be split between the courses, so be sure to update each TLC on SIAASGN appropriately.**
5. **Teaching load credits for course sections in second half parts of term will be loaded at a later date.** You will have an opportunity to review and update TLC amounts for second half parts of term courses then. Please do not make any adjustments to these records on SIAASGN now, as they will be overwritten.

All changes must be made by the 20th class day of fall and spring semesters.

For questions concerning these reports, please contact the SFA Office of Institutional Research at extension 3806.