

## **Stephen F. Austin State University Active Faculty Reports**

**Note:** *The term 'active' means that the faculty is carried as a member of the college and department specified for the semester indicated. Active faculty members have an active value ('A' followed by a number) in the 'Status' field on screen 1F3 (Student Information System – SFAADM, SIP). Faculty who are not teaching during the summer terms but are active in the fall and spring may retain their active value on screen 1F3 during the summer terms.*

### **Faculty Activities (IR230A)**

- Lists active faculty activities (FTE and Activity Type) for the term

### **Faculty Characteristics (IR230B)**

- Lists active faculty characteristics (Ethnicity, Birth date, Sex, Rank, Tenure)

### **Faculty Degree Information (IR230C)**

- Lists active faculty degree information (High Degree, Degree Major, Degree Origin, Terminal Degree)

### **Reasons for Report Review:**

- To evaluate faculty activities, characteristics, and degree information of individuals who are required to be reported to the Texas Higher Education Coordinating Board (THECB).
- To insure the accuracy of faculty data that will be reported to the U.S. Government (IPEDS).
- To insure the accuracy of faculty data that will be used for SACS accreditation.
- To insure the accuracy of faculty data that is used for institutional effectiveness reports and surveys.

### **Who Should be Included on Report:**

- Each person who has any type of faculty appointment, regardless of the source of funds utilized or specific assignment, must be included in the faculty verification process. This includes individuals noted as the *teacher of record*, librarians, research faculty, and administrators.
- Instructional faculty on sabbatical leave must be included.
- Graduate assistants should be included if they meet at least one of the following criteria:
  - Responsible for the course as the *faculty of record*
  - Assists the *faculty of record* in the preparation of a classroom or laboratory lesson **and** provides additional classroom assistance
  - Present in a classroom or lab to answer student questions
  - Contributes to direct instruction activities. (Direct instruction activity requires interaction with students.)

### **Suggested Method for Report Use:**

1. Review and verify the accuracy of all data for each faculty member listed.

2. Identify records that need to be updated.
3. In the Student Information System (SFAADM, SIP), access screen 1F3 or 1F4 and update any information necessary.
4. **If the faculty member listed should not be active for the term**, update the 1F3 screen 'Status' field with the appropriate non-active value.
5. **If a faculty member is missing from the report**, access the 1F3 screen and type the individual's Social Security number (or last name) in the Faculty ID field, and hit enter:
  - If the individual is already in the system, change the 'Status' field to an active value and update the 1F4 screen appropriately.
  - If the individual is not in the system, complete the 1F3 and 1F4 screens appropriately.

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