

Stephen F. Austin State University Faculty Course Load Report

Faculty Course Load Summary (IR279)

- Lists course information assigned to all faculty within each department

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, access screen 129 in the Student Information System (SFAADM, SIP):
 - Type in the course identification (SECTION_ID) and term; hit enter.
 - Tab to the 'Instructor ID:' field; type the Faculty ID; and hit enter. The faculty member's name should appear in the 'Schedule Names:' field and the 'Date Last Maint:' should reflect the current date to indicate that the record has been effectively updated.
3. If the record does not appear to be updated, then confirm the Faculty ID and reenter if necessary. If the record is still not updated, then the faculty member has probably not been entered into the 1F3 and 1F4 screens. To add the faculty for appropriate update:
 - Access the 1F3 screen and type the individual's Social Security number (or last name) in the Faculty ID field, and hit enter.
 - Complete the 1F3 and 1F4 screens appropriately.
 - Repeat step number 2 to update the course record.
4. If teaching load credit is incorrect, access screen 132 in the Student Information System and update appropriately.
5. If a course should be cross-listed and is not identified as such, contact Melinda Colby in the Registrar's Office and request that the Student Information System 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 screen 132 appropriately.**

For additional information on teaching load credit calculation, please reference the following: <http://www.sfasu.edu/research/docs/teaching-load-credit-calc.pdf>

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