

FACULTY INFORMATION CHECKLIST

Possible sources of information for faculty are Personnel Action Requests (*PAR*) and the dean's office faculty file.

In order to appropriately enter a faculty member into the Student Information System (SIP), the following information is needed.

- Faculty ID Number*
- Name*
- College*
- Department*
- Rank*
- Status*
- Birth Date*
- Sex*
- Ethnicity*
- Citizenship*
- Tenure Status*
- Highest Degree*
- Degree Origin*
- Degree Major*
- Is the faculty member's *Highest Degree* considered terminal?**
- Is the faculty member approved to teach graduate-level courses?**
- What is the *term* in which the faculty will become active?**
- What is the first day of class for the first active term?**
- What is the last day of class for the first active term?**
- What is/are the faculty member's *percent time assignment(s)*?**
- What type of activities are associated with the faculty member's *appointment*?**

For additional clarification of faculty member information, please refer to *Faculty Data Management – Glossary of Terms*. The Office of Institutional Research can also provide explanation as necessary (Phone: 936-468-3806; Fax: 936-468-2642; Campus Location: Austin building, Room 312).