

**Stephen F. Austin State University
Faculty Data Management**

FREQUENTLY ASKED QUESTIONS

Why are accurate and detailed faculty data necessary?

Accurate faculty data is necessary for various governmental and institutional reporting needs:

- Texas Higher Education Coordinating Board
 - U. S. Government (IPEDS)
 - Southern Association of Colleges and Schools (SACS)
 - Institutional effectiveness reports/surveys
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Which faculty members must be entered into SIS?

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.)
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When entering a new faculty member or updating a faculty record, how can someone find out what information is necessary?

Refer to the *Faculty Information Checklist* and/or *Faculty Data Management Glossary of Terms*.

If a faculty member is ABD (all but dissertation), should their highest degree be reported as a doctorate?

No. The *Highest Degree*, *Degree Origin*, *Degree Major* and *Terminal Degree* data for the faculty member should reflect the information from the highest degree which has been completed.

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FREQUENTLY ASKED QUESTIONS (continued)

Where should one obtain information needed to enter a new faculty member?

Information for a new faculty member should be included on the *Personnel Action Request (PAR)* and the dean's (or department's) office faculty files.

When should new faculty and updates to current faculty be processed/entered?

It is advisable to make changes and enter new faculty as soon as the information is available. New faculty entry and known changes to existing faculty records should be completed prior to the census date (12th class day for Fall or Spring and 4th class day for summer terms).

Dean's offices will be notified of current deadlines for updating data to complete the faculty data verification process.
