

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

**GLOSSARY OF TERMS**

- **Academic Support** = term used to describe assignments that include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians.
- **Academic unit** = term used to describe a particular college and their respective departments.
- **Appointment** = percent time assignment and salary of the faculty member. The activities assigned to the faculty member are expressed as a percent of a full-time load; assignments may not exceed 100%. The major assignment categories are Direct Instruction, Instructional Administrative, Academic Support, Research, and Others. The total salary in a faculty member's appointment is the total received (usually for the semester) from all sources at SFA.
- **Auxiliary Enterprises Salary** = monetary compensation paid from accounts beginning with "3"
- **Birth Date** = month and year of the faculty member's birth
- **Citizen** = country of which the faculty member is a citizen
- **Census Date** = the official date (established by Texas Higher Education Coordinating Board) on which public universities are required to report. Data reported from institutions must reflect the conditions of the official census date. For the Fall or Spring semester, the census date is the 12<sup>th</sup> class day; for each summer session, the census date is the 4<sup>th</sup> class day
- **CIP Code** = classification of instructional programs code
- **College** = college in which the individual is providing services as a faculty member. Typically, the college is expressed as a three-character abbreviation. When the faculty member's assignment involves more than one college, the college indicated should be the one in which the individual is more closely associated
- **Degree Major** = name of the major for the highest degree of the faculty member
- **Degree Origin** = the institution from which the faculty member received his highest degree. The FICE code of the institution is required for entry into SIS and can be obtained by accessing screen **036**. On screen 036, tab to **School Code**, type the school name and press enter. The institution and its FICE code should be displayed. Note the FICE code for entry into 1F3. If the institution does not appear to be in the system, the Admissions Data Center should be contacted at extension 1285. The Admissions Data Center will enter institution information and assign the appropriate FICE code. The faculty record will then need to be accessed and the FICE code entered by the academic unit

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- **Designated Salary** = monetary compensation paid from accounts beginning with “2”
- **Department** = academic unit in which the individual is providing services as a faculty member. Typically, the department is expressed as a four-character abbreviation. When the faculty member’s assignment involves more than one department, the department indicated should be the one in which the individual is more closely associated.
- **Direct Instruction** = term used to describe a faculty member’s assignment that includes various types of instruction. Examples are: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication.
- **Ethnicity** = code that indicates ethnic origin of the faculty member. Ethnicity categories are based on federal guidelines. Values are:
  - A – Black, non-Hispanic
  - C – White, non-Hispanic
  - I – American Indian/Alaskan native
  - O – Asian/Pacific islander
  - S – Hispanic
  - X – Non-resident alien (international)
- **Faculty ID Number** = campus identification number used for all university transactions
- **Faculty Workload** = Data reported for faculty member characteristics and appointment responsibilities regarding academic and administrative duties and services.
- **FICE Code** = Federal Interagency Committee on Education; a numerical code assigned to educational institutions. Seven digits must be entered into SIS
- **FTE** = full-time equivalency. The value may be expressed as a percent (i.e. 75% for PARs) or an integer (i.e. 0.75 in SIS).
- **Full-time Faculty** = Faculty assignment of 100 percent employment
- **Graduate Faculty** = a faculty member who is approved to teach graduate courses
- **Highest Degree** = code for the highest degree held by the faculty member. Some examples are: EDD, PHD, MFA, MS, BA
- **Instructional Administrative** = term used to describe a faculty member’s administrative assignments that directly supplement the teaching function. Some examples are: heads of teaching departments, coordinators of special programs or multi-section courses.
- **Name** = First name, last name and middle initial
- **New Hire** = indicates the faculty is full-time and is a “new hire” for the semester being evaluated. A faculty member is described as “new hire” only the first semester of occurrence. Do not include individuals as a new hire if they have returned from sabbatical leave or hold less than a 9/10 month contract.

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- **Others Assignments** = term used to describe assignments associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations. Some additional examples are Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations.
- **PAR** = Personnel Action Request form
- **Part-time Faculty** = A faculty member with any assignment less than 100 percent employment
- **PIN** = Personal identification number used by a faculty member to access portions of the university information systems.
- **Rank** = academic rank of the faculty member in the associated department. Values are:
  - PROF* – Professor
  - ASSOC* – Associate Professor
  - ASST* – Assistant Professor
  - LECT* – Lecturer
  - INST* – Instructor
  - ADJU* – Adjunct
  - TA* – Graduate Teaching Assistant
  - SPE* – Special. Some examples are: Visiting Professor, Visiting Assistant Professor, Military Science instructors
  - LIB* – Library staff with faculty rank *Professor*
- **Research Assignment** = term used to describe assignments for activities specifically organized to produce research outcomes.
- **Restricted Salary** = monetary compensation paid from accounts beginning with “4” or “5”
- **Sex** = the gender of the faculty member
- **Salary Type** = the assignment code associated with the faculty member’s appointment activity. Values are:
  - A1* - Direct Instruction
  - B1* - Department Chair
  - B3* - Large or Multi-section Class Coordinator
  - B4* - Faculty Senate Speaker
  - B5* - Major Committee Assignment (specify)
  - B6* - Other Instructional Admin Assignment
  - C1* - Academic Dean
  - C2* - Assistant Dean
  - C3* - Program Coordinator or Director
  - C4* - Librarian
  - D1* - Research Release, Not Grant Funded

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*D2* - Research Release, Univ Org Grant Funded  
*D3* - Research Release, External Grant Funded  
*D4* - Research Release, External Contract Funded  
*E1* - Public Service/Outreach  
*E2* - Student Services  
*E3* - Institutional Support  
*E4* - Physical Plant Operations  
*E5* - Auxiliary Enterprises  
*E6* - Athletics  
*E7* - Fine Arts Support

- **State Appropriations Salary** = monetary compensation paid from accounts beginning with “1”
- **Status** = current status of the faculty member. Values are:
  - A1* - Active – budgeted from instructional salary funds for the purpose of teaching.
  - A2* - Active - faculty on sick leave but still budgeted from instructional salary funds.
  - A3* - Active - budgeted 100% non-instructional salary funds but still carried by the department as a faculty member.
  - A4* - Active - emeritus faculty not budgeted from any part of the system but carried by department as a faculty member.
  - A5* - Active - modified employment
  - B1* - Temporary Inactive - leave without pay
  - C1* - Permanent Inactive - terminated employment
  - C2* - Permanent Inactive - retired
  - C3* - Permanent Inactive – deceased
- **Student/ Faculty Ratio** = The number of student FTEs per direct instruction faculty FTE
- **Student Information System** = the electronic database used to manage student, course and faculty data. Popular acronyms for the system and some components are **SIS** or **SIP**. **TNVT** and **SFAADM** are some common connection names used to access the Student Information System.
- **Teaching Overload** = the amount of additional salary provided to the faculty member for teaching an overload
- **Tenure** = the code that indicates the tenure status of the faculty member. Values are:
  - 1* – Tenured
  - 2* – Tenure Track
  - 3* – Non-tenured, terminal degree in discipline for courses being taught
  - 4* – Non-tenured, appropriate professional certification for courses being taught
  - 5* – Non-tenured, extensive and recognized accomplishments in field for courses being taught
  - 0* – Non-tenured, other (if not identified in non-tenured values 3-5)

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- **Term** = the semester and year of reference. In SIS, the term is a 3 character value where the 1<sup>st</sup> 2 characters are the last 2 digits of the calendar year. The 3<sup>rd</sup> character is the numerical semester value (1=fall; 2=spring; 3=summer I; 4=summer II)
- **Terminal Degree** = a degree which is not considered as preparation for further academic work. Some examples of terminal degrees are: all doctoral degrees; Master of Social Work; Master of Fine Arts in Music
- **Teaching Load Credit (TLC)** = A TLC is that part of a faculty member's workload that is devoted to a class section. Proportions of TLC for each class section are identified in [SFA's Faculty Workload Policy \(A-18\)](#).
- **Total Percent Time** = assignment(s) of the faculty member is expressed as a percent of a full-time load; assignments may not exceed 100%.
- **Total Salary** = amount of monetary compensation received (usually for the semester) from all sources at SFA. This amount should include teaching overloads.