STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Faculty Data Management

Faculty Data Management

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Chapter

1

Summary of Procedures

1. Academic units input new faculty member information and update existing faculty information in Banner by the census date.

2. Academic units verify that all courses have assigned faculty by the census date.

3. Prior to the census date, the Office of Institutional Research (OIR) runs programs to identify discrepancies regarding faculty and faculty/course information. Academic units are notified of discrepancies within specific units.

4. At the census date, OIR generates a summary of faculty course load information to identify possible discrepancies regarding faculty and course data. Academic units are notified. Banner faculty assignments are checked for accuracy. Updates to the system are made as necessary prior to the 20th class day. OIR honors requests for updated course load summary reports.

5. OIR compiles faculty information and submits the data to the SFA Board of Regents, the Texas Higher Education Coordinating Board (THECB), the federal government (IPEDS), Southern Association of Colleges and Schools (SACS), etc. by the respective deadlines. OIR utilizes faculty data for institutional effectiveness reports requested by academic units, SFA administration, and others.

Chapter

2
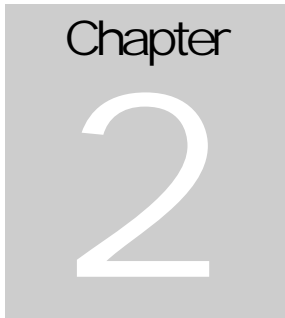
Faculty Data Check Sheet

To enter a faculty member into Banner, collect the following data.

Faculty ID Number		Faculty Name	
College		Department	
Rank		Tenure Status	
Highest Degree		Tenure Date	
Degree Origin		Tenure Review Date	
Degree Major		Transcript Received Date	
Degree Rec'd Date		Transcript Reviewed Date	

Has an official transcript been received?

Is the faculty member's *Highest Degree* considered terminal?

What is the *term* in which the faculty member will become active?

Is the faculty member in compliance with university workload policy 7.13?

Is the faculty member a New Hire?

What is/are the faculty member's *percent time appointment(s)* in the following categories?

01 - Direct Instruction	
02 - Administrative Assignments	
11 - Academic Support	
12 - Research	
13 - Public Serv., Stud. Serv., Inst. Support, Oper./Maint of Plant, Aux. Ent.	

For additional clarification of faculty member information, please refer to Faculty Data Management – Glossary of Terms.

Entering, Activating, & Updating Appointments

Chapter three provides detailed instructions on entering new faculty/advisors in Banner and activating previous faculty/advisors in Banner. Chapter three also provides instructions for updating appointments for faculty.

Information for entering faculty or advisor data can be obtained from the Electronic Personnel Action Form (EPAF) and/or a College's faculty record files. Each faculty record must be complete and correct prior to the official university census date. (Fall and Spring – 12th class day; Summer – 4th day of each session)

To access Banner, visit the web site,

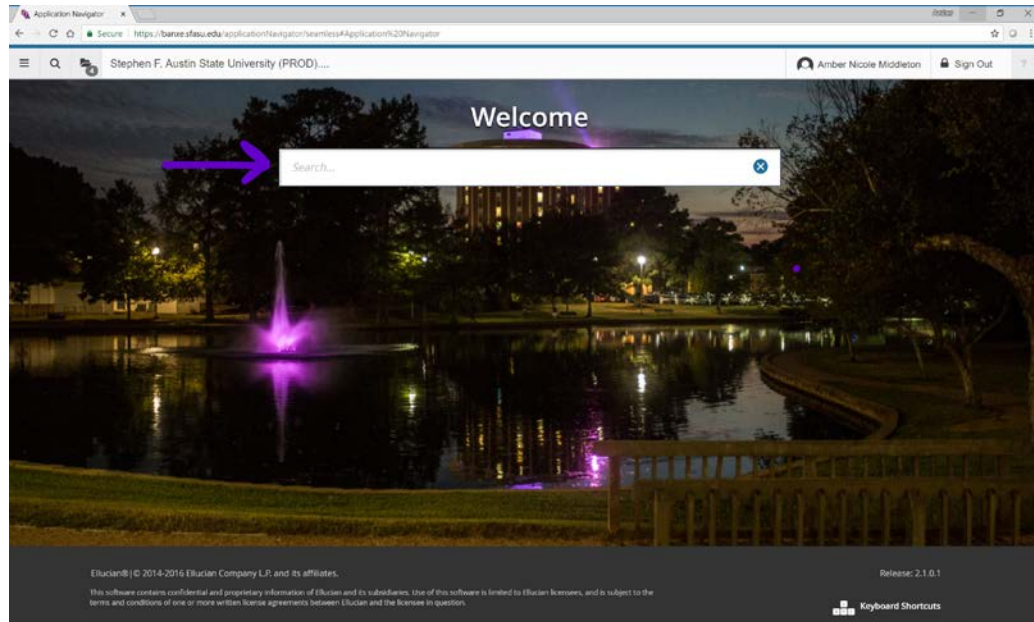***http://banner. sfasu.edu/***

Click on Internet Native Banner (INB). Enter your MySFA username and password to log in.
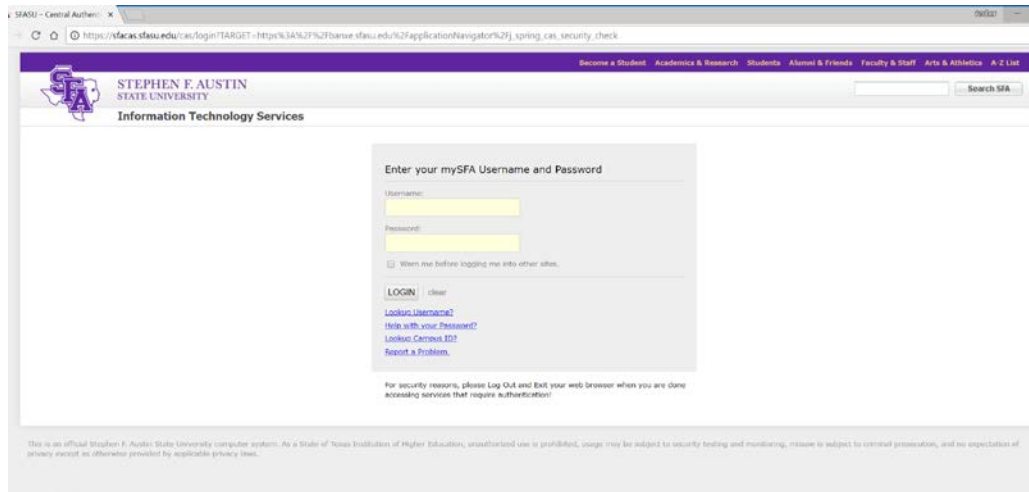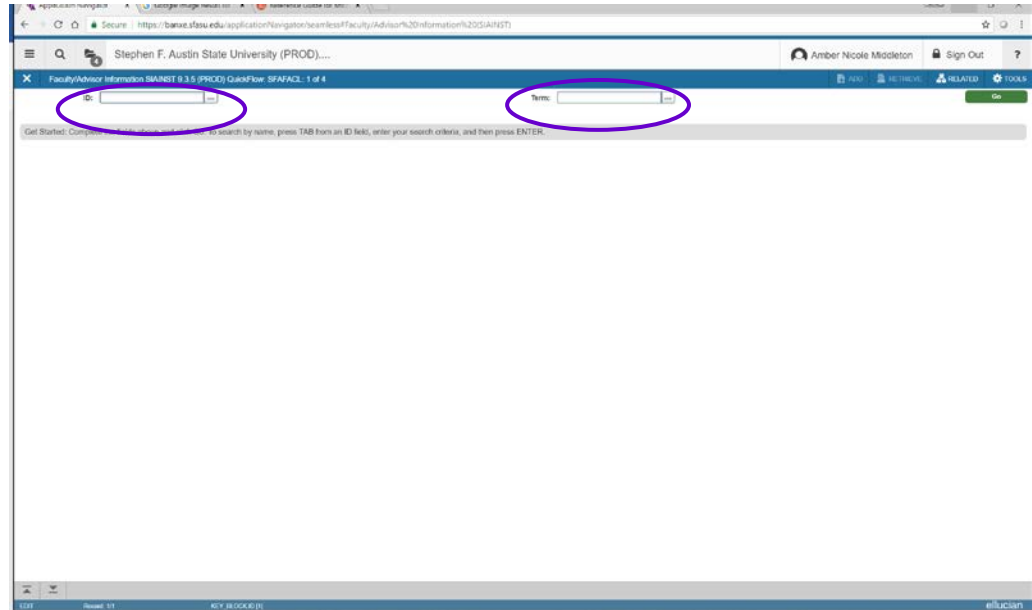
To begin, in the Search box enter the "Quick Flow" name **SFAFACL**.

The Quick Flow will retrieve a set of pages in a specific sequence that will allow the Banner user to input all faculty data. The pages retrieved include: SIAINST, SIAFPER, SIAFDEG, and SZAFACU.

The SIAINST Page

The first page retrieved in the Quick Flow is the Faculty Member Base Details page.

To update information for an individual member:

1. In the ID field, enter the campus ID (CID) for the new faculty member (or the faculty member being reactivated.)

2. Hit Enter or Tab to the Term field. Enter the term code for which the data will be updated. The update term entered should reflect the time period being evaluated or the effective term of a change in status (i.e. active to inactive). For example, to evaluate Fall 2018 enter "201910", or for Spring 2019 updates, enter "201920". (This term field is in the "key block.")

3. Click the green Go button or hit the Enter key two times.

4. Take a moment to notice the From Term and To Term fields. These fields define a matriculation for the faculty member.

    a. If the key block Term field **matches** the From Term field, then proceed to evaluate faculty details.*

    b. If the key block Term field **does not match** the From Term field, then previous records have been entered. If items on screen need editing, create a new record for the term.

        i. Click the Maintenance button.

        ii. The From Term changes to the current Term.

        iii. Proceed to evaluate faculty details.*
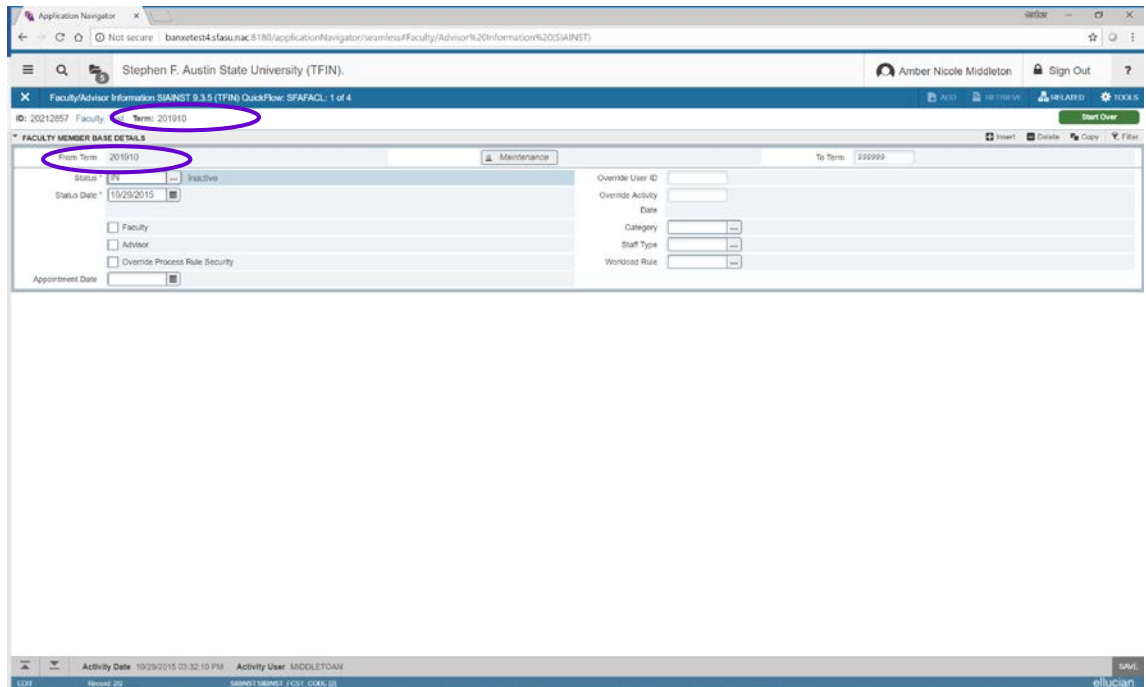
*To evaluate faculty details:

1. Click the Status drop-down menu. Choose AC for "Active" or IN for "Inactive."

2. If making a faculty active, also check faculty and advisor values (if faculty) or check advisor value (if advisor only)

3. Click drop-down menu for Category to choose correct Rank (determined by SFA Policy 7.2 Academic Appointments and Titles.) This step is not necessary for advisor only.

4. Click the Save button in the lower right corner.

5. Click the next section icon in the lower left corner of the page.
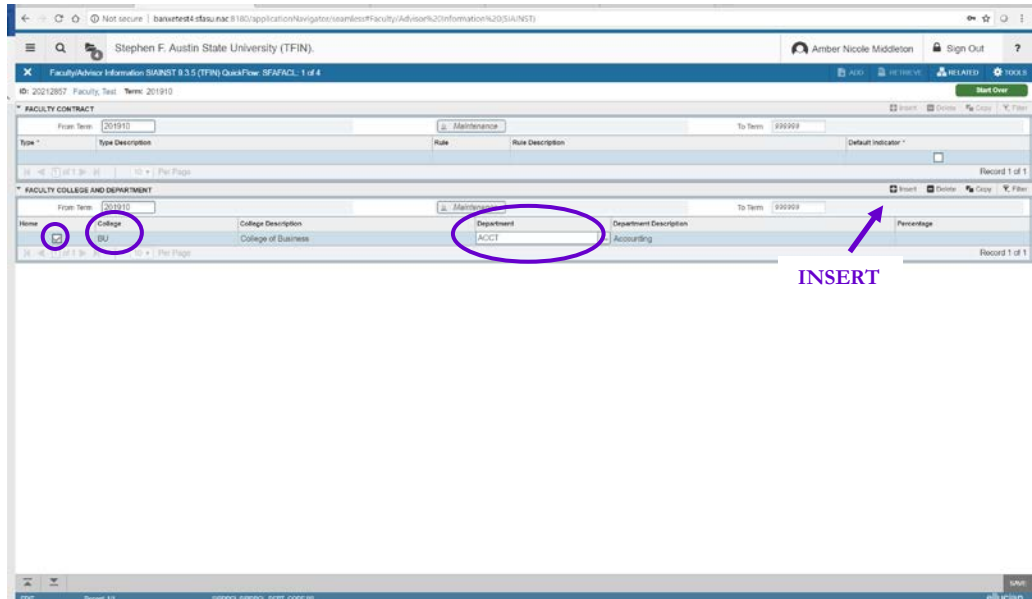

Next Section

SAVE
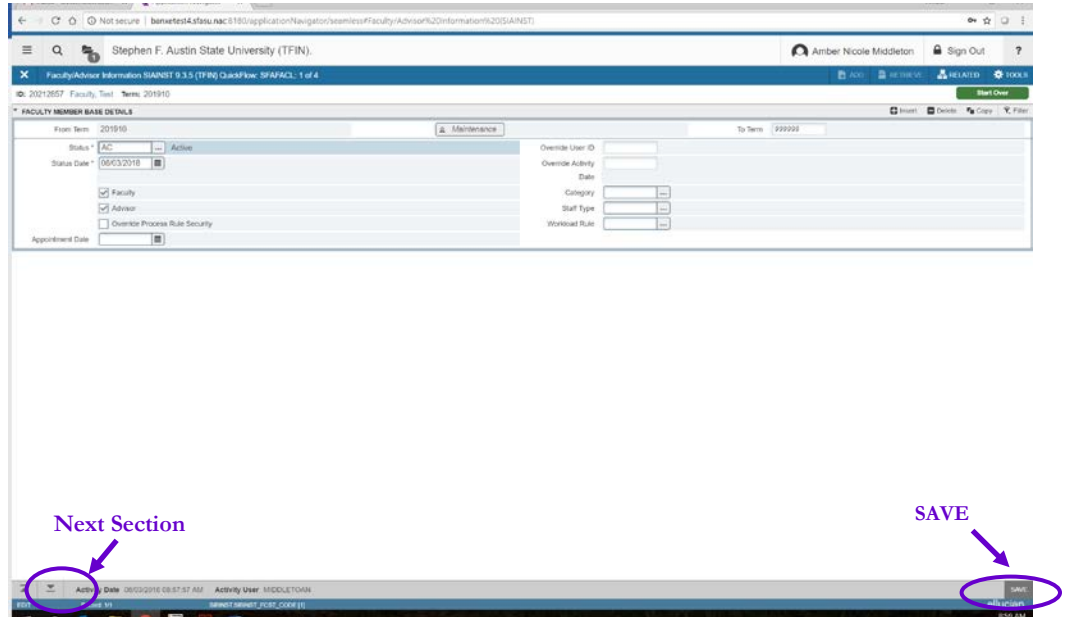
6. The next portion of the page--the Faculty Contract block--will be left blank. Faculty Data Managers will not utilize the Faculty Contract section. Click next section icon.

   NOTE: Graduate School staff utilizes the Faculty Contract section to identify faculty who are approved for graduate level instruction.

7. In Faculty College and Department block, choose an academic college for which the individual provides instruction. If the individual instructs class for more than one college, a second record of entry may be used.

   a. Use the drop-down menu to identify the academic department to which the faculty is providing instruction. (Note that the Library is reserved for librarians who are of faculty rank.) Choose only academic departments. If the individual providing instruction is employed by another campus office, the record should still only reflect the academic department where the individual is providing instruction.

   b. Check the Home box beside the record where the faculty member provides the majority of his or her *instructional* responsibility.

   c. Do not utilize the Percentage field.

   d. If necessary, enter additional records by clicking the insert record icon.

e. Repeat steps "a" through "d" as necessary.

f. Click the Save icon.

g. Review notification center to confirm record has been saved.

INSERT

8. Click the next section icon in the lower left corner of the page.

9. In the Faculty Attributes Block, complete the Code field. Identify if the faculty member has a terminal degree. Click the drop-down menu. Choose TERM for "terminal degree teaching field."

NOTE: Previously, Faculty Data Managers used the Faculty Attributes Block to identify faculty who were approved for graduate level instruction. Graduate faculty status data is now managed by Graduate School staff.

10. The last portion of the page--the Faculty Comments block--will be left blank. BANNER USERS WILL NOT UTILIZE THE FACULTY COMMENTS SECTION.

11. Click the Save icon in the lower right corner of the screen.

12. Review notification center to confirm record has been saved.

13. Click the Exit icon in the upper left corner of the screen.

14. The next page in the Quick Flow will be retrieved automatically.

The SIAFPER Page

The second page retrieved in the Quick Flow is the **SIAFPER** page.

1. Click the green Go icon or the Next Section icon.

To enter tenure status:

1. Click on drop-down menu for Tenure field to choose tenure status.

   a. If faculty member is tenured, choose 1 – Tenured. Also choose a Tenure Date in the appropriate field using the calendar tool provided.

   b. If faculty member is tenure-track, choose 2-On Tenure Track. Also choose a Review Date in the appropriate field using the calendar tool provided.

   c. If faculty member is non-tenured, choose 0-Non-tenured. Leave both dates blank.

2. Click the Save icon in the lower right corner of the screen; review notification center to confirm record has been saved.

3. Click the Exit icon in the upper left corner of the screen.

4. The next page in the Quick Flow will be retrieved automatically.

The SIAFDEG Page

The third page retrieved in the Quick Flow is the **SIAFDEG** page.

1. Click the green Go icon or the Next Section icon.

To enter faculty degree information:

1. Identify if the faculty member already has a degree entered in SIAFDEG. If a previous degree exists, a glitch prevents Faculty Data Managers from entering an additional degree. Record relevant degree information (institution, degree, degree date, major) in an email and send to sfa_ir@sfasu.edu. OIR staff will add the degree. If no previous degree records exist, proceed to step 2.

2. If the Banner user has the FICE code, it should be entered into the Prior College field. If the FICE code is not available, it can be obtained through a search procedure.

   a. Click the drop-down menu to access the Source or Background Institution (SOISBGI) Query Form.

   b. Click in one of the fields to enter a partial name, partial city, or state. To enter a partial name or city, use the "%" character as the "wildcard." For example, to search for any institution that begins with the word Texas, in the Name field enter Texas%.

   c. After appropriate search parameters are entered, click the Go button or hit the Enter key on the keyboard.

   d. When the desired institution appears in the query, the Banner user should click on the line of the desired institution and then double click in the Code field to be returned to the SIAFDEG page. The desired institution will be populated in the SIAFDEG page.

NOTE: If transcripts have not yet been received, reviewed, or are not yet official when initial data entry is completed, this step can be completed at a later date. However, this page must be re-accessed and completed.
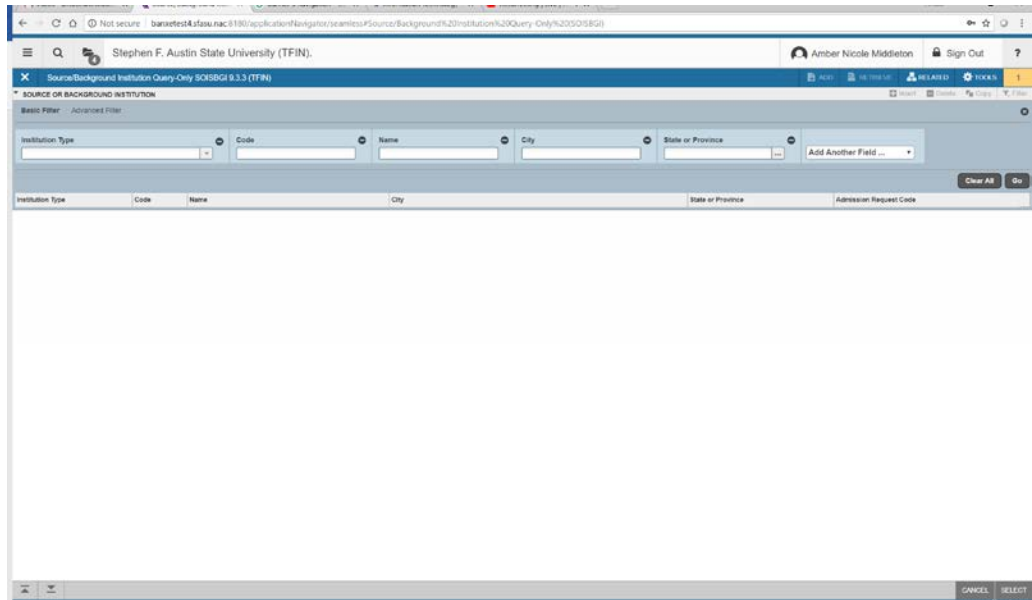
NOTE: If a "Prior College" and "Degree" are previously entered into Banner, they should be verified and updated as necessary. Often these "Prior College" entries are based on student records and do not reflect the highest degree earned. To update the record, **INSERT** a new record. **DO NOT DELETE** the old record since that action will delete the record from the student's record completely. Instead insert a new record and query to insert the highest degree earned by the faculty member.

3. Enter the Transcript Received date using the calendar tool provided.

4. Enter the Transcript Reviewed date using the calendar tool provided.

5. Check the official box after official transcripts have been received.
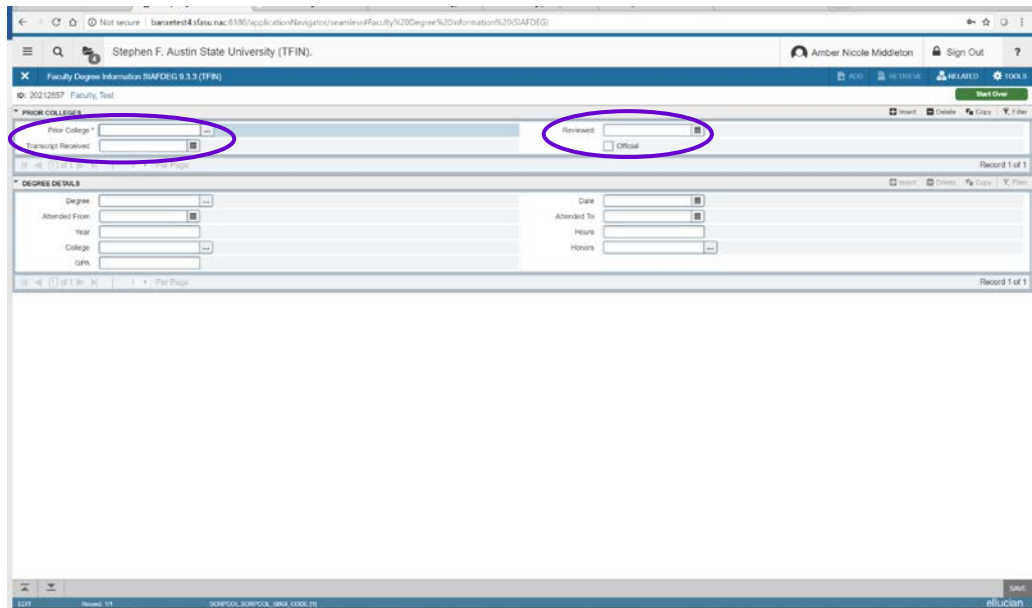
6. Click the Save icon in the lower right corner of the page.

7. Click the Next Section icon in the lower left corner of the page.

8. Click the Degree drop-down menu to select the faculty member's highest earned degree.

9. Enter the date the degree was conferred using the calendar tool provided.

10. All other data under Degree Details is optional.
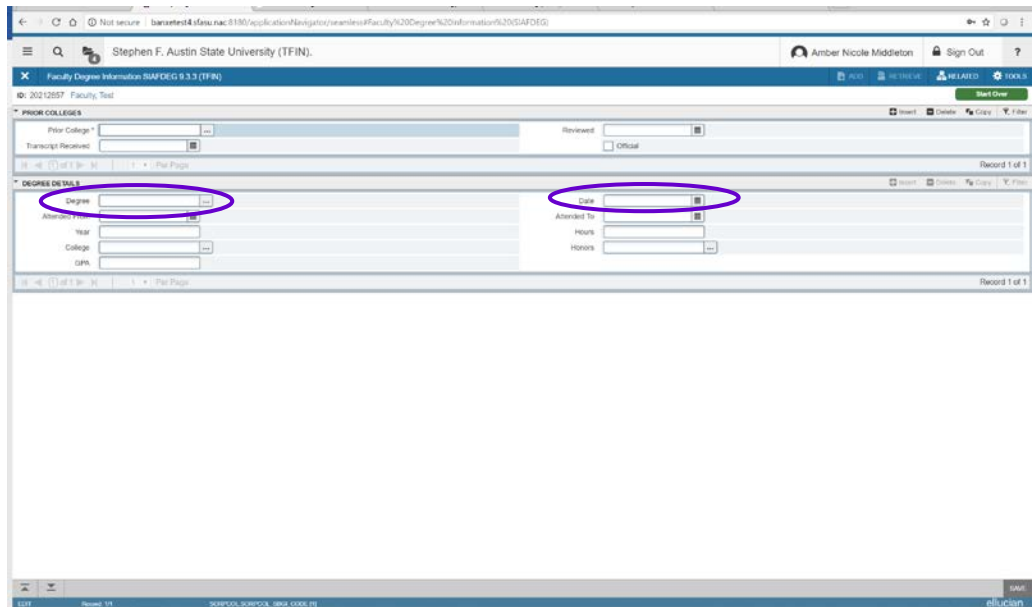
11. Click the Save icon in the lower right corner of the page.

12. Review notification center to confirm record has been saved.

13. Click the Next Section icon in the lower left corner of the page.

14. Click the Major drop-down menu to select the faculty member's major.

15. Click the Save icon in the lower right corner of the page.

16. Review notification center to confirm record has been saved.
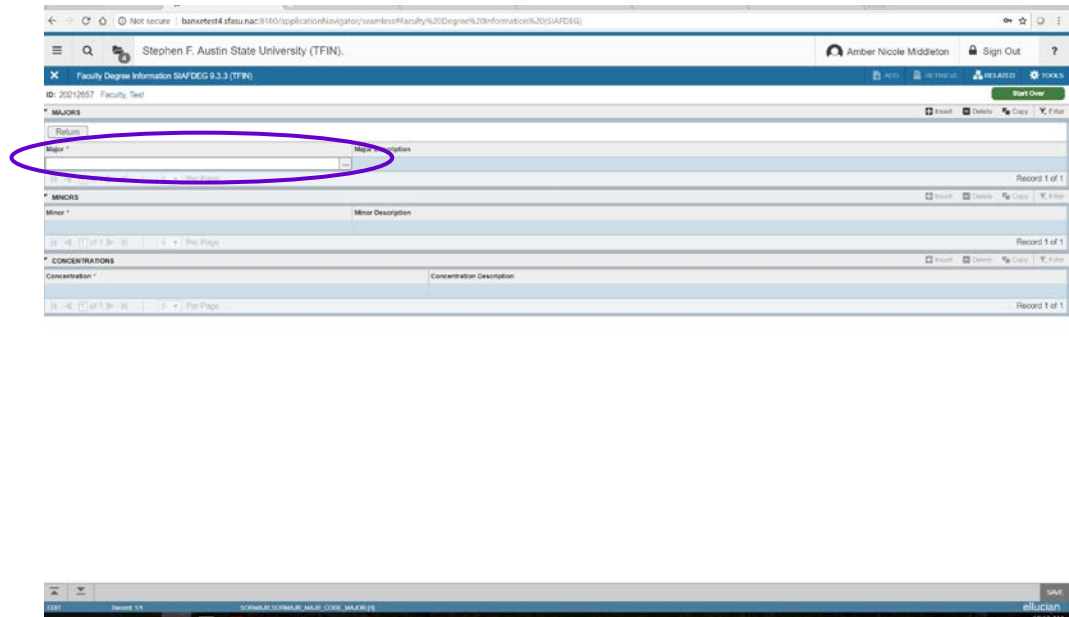
17. Click the Exit icon in the upper left corner of the page.

18. The next page in the Quick Flow will be retrieved automatically.

The SZAFACU Page

The fourth page retrieved in the Quick Flow is the **SZAFACU** page.

1. Click the Next Section icon in the lower left corner of the page.

To update faculty appointment information:

1. Enter the current term in the Term field.

2. Click the green Go button or the Next Section icon.

3. Enter the SFA FICE code: 003624.

4. The Admin Unit Code field will populate automatically from the entry on the SIAINST department field. Confirm that this is the primary *instructional* department.

    a. If this is not the primary *instructional* department, click the exit button in the upper left corner of the page, return to the SIAINST page, and update the college and department there. Then return to the SZAFACU page.
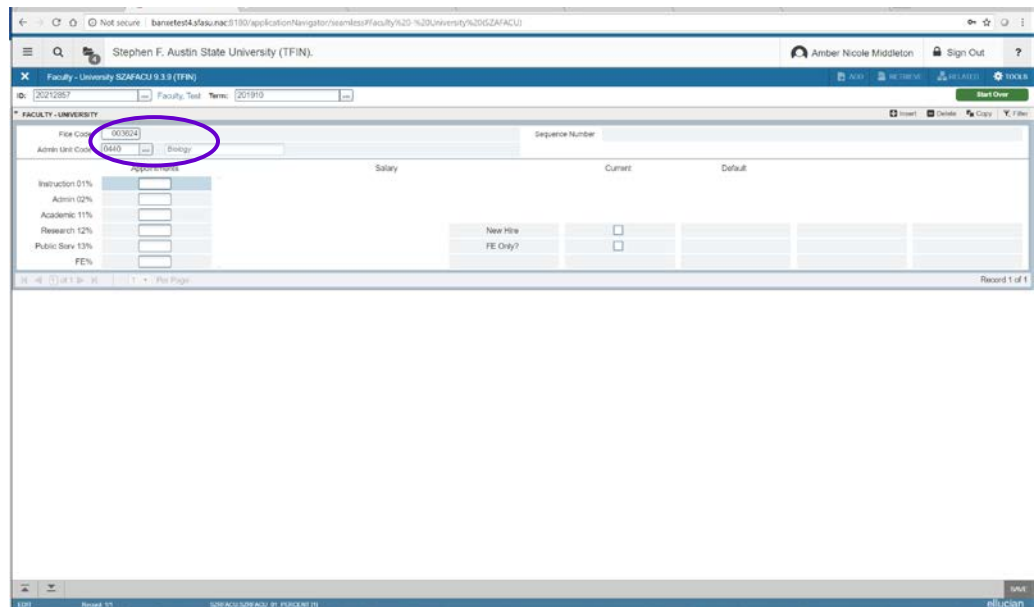
NOTE: Although an area is provided for multiple records on the SZAFACU page, **only one** record will be entered per individual per term.

5. Tab to the Appointments fields. Enter three digit integer values for one or more of the following fields. For example for 25% responsibility, enter the value 025.

   a. 01 – Direct Instruction

   b. 02 – Administrative Assignments Related to Instruction

   c. 11 – Academic Support

   d. 12 – Research

   e. 13 – Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations

6. Compliance check box is checked by default. Compliance checkbox indicates that faculty member is in compliance with Faculty Workload Policy 7.13. The checkbox will remain checked unless the Dean's office determines the faculty member is not in compliance.

7. The New Hire checkbox should be checked if the faculty member is a <u>full-time</u> 9/10 month contract faculty who is reported for the first time at SFA. Otherwise, the New Hire checkbox is left unchecked. The New Hire checkbox is **not checked** for Adjuncts.
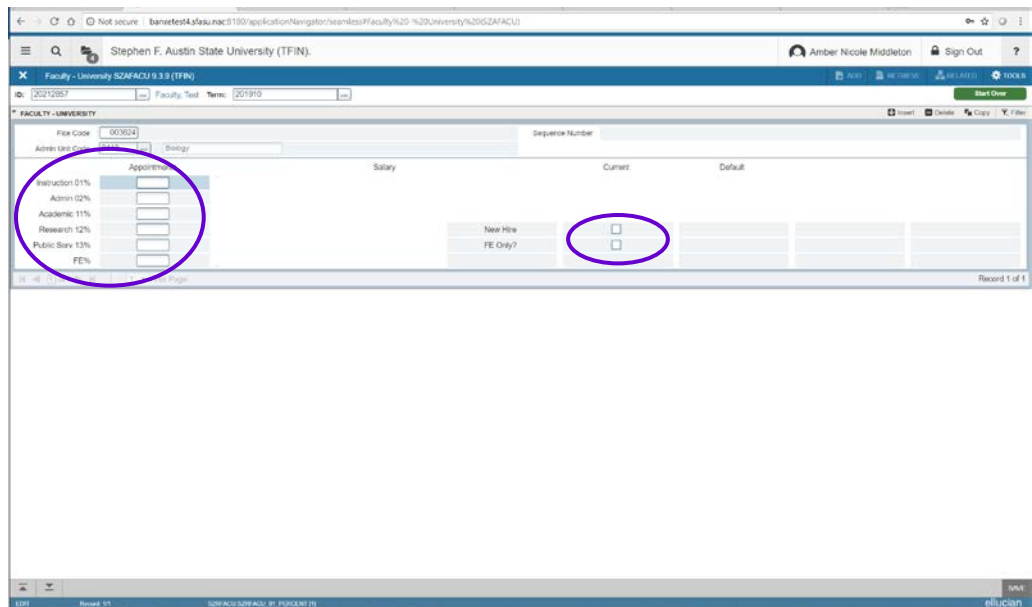
8. Click the Save icon in the lower right corner of the page.

9. Review notification center to confirm record has been saved.

10. Click the Exit icon in the upper left corner of the page.

11. The Quick Flow will end.

Chapter

4

Frequently
Asked Questions

1. Why is detailed faculty data necessary?

    The purpose of faculty data is to collect and verify information for:

    a. Texas Higher Education Coordinating Board

    b. U.S. Government (IPEDS)

    c. Southern Association of Colleges & Schools (SACS)

    d. Institutional effectiveness reports/surveys

2. Which faculty members must be entered into Banner and which data must be reported?

    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 data verification process. This includes individuals noted as the teacher of record, librarians, research faculty, and administrators. Instructional faculty on sabbatical leave must also be included.

    Graduate teaching assistants who are not indicated as the teacher of record, but who assist the teacher of record with in-course instruction should also be included. Individuals who serve as graders or do not assist with in-course instruction are excluded.

3. When entering a new faculty member or updating a faculty record, how can a Banner user know what information is required?

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

4. If a faculty member is ABD (all but dissertation), should the 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 <u>completed</u>.

5. From where should the Banner user obtain information needed to enter a new faculty member?

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

6. 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. The human resource process must be complete prior to the beginning of the faculty data management process for each individual in Banner.

   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 Faculty Workload verification process.

7. How does a Banner user determine if a faculty member's highest earned degree is a "terminal degree"?

   A degree which is not considered as preparation for further academic work is considered a terminal degree. Some examples of terminal degrees are: all doctoral degrees, Master of Social Work, and Master of Fine Arts in Music. Banner users should reference SFA Terminal Degree Policy 7.30.

Banner 9 Navigation and Keyboard Shortcuts

Basic Navigation

The basic navigation of each page (previously Forms) includes the page header, key block, sections, notifications center and buttons.

TIP: Use **CTRL+** and **CTRL-** to increase and decrease the font size in your Banner window.
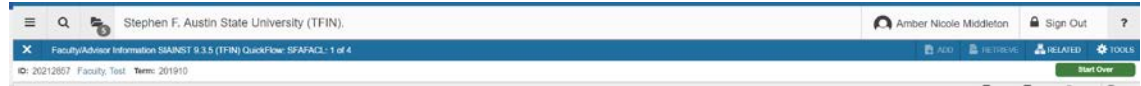
Page Header

The page header is part of the basic navigation and contains the following items:

Page close icon "X" – Always use this icon to close your page.

Page title – Includes description, acronym, version, and database.

Related Menu button – Displays a list of pages that can be accessed from this page.

Tools Menu – Will include refresh, export, print, clear record, clear data, item properties, display ID image, and other options controlled by the page.

Notification Center – Will be located to the right of the Tools Menu and will display the following information as needed: successful save of data, warning messages, error messages, informational messages, number of messages to be corrected to continue in the page. You can click in the box with the number in the page header to open or close the Notification Center.

Key Block
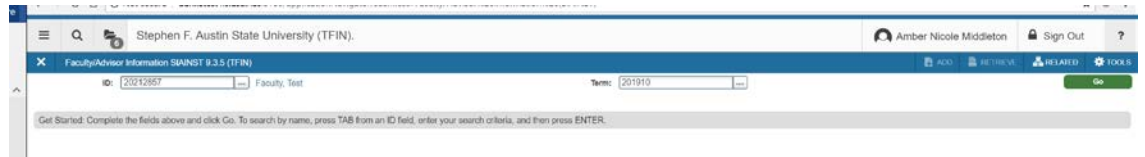
The first block on most pages contains key information. The key block determines what data is entered or displayed on the rest of the page. All the information on the page is related to the key block. The key block stays on the page as subsequent sections are displayed.

When the cursor is in the key block, the fields that can be entered in the key block are enabled. When you leave the key block, the fields in the key block are disabled.

When the cursor is in the key block, the information is displayed in a column format. When you leave the key block by clicking the Go (previously Next Block) button, the data is rearranged into a linear format and not editable.

To access the body of the page, populate the key block data and then click Go. You can return to the key block if you are in the body of a page by clicking Start Over (previously Rollback).

Sections

Pages are divided into sections (previously blocks) that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on. Each section contains related information. Sections of data are accessed by scrolling up and down the page. They can be opened or collapsed by clicking on the arrow on the far left side of the section header. Some sections are accessed by using tab headings that group information in a meaningful way.

If available, the sections can have a header that includes icons for the following actions:

Insert – Use this to insert records in the section.

Delete – Use this to delete records in the section.

Copy – Use this to copy records in the section.

More Information – This icon will only appear if supplemental data can be entered for the record. The icon is displayed with a check mark if supplemental data already exists for the record.

Filter – Use this to filter records in the section.

Bottom Section Navigation

Previous Section/
Next Section

Save

The bottom of the section of the page will contain icons to be used for navigation, perform functions, and display additional information.

Previous Section button – Moves the curser to the previous information section in a page (Alt+ Page Up).

Next Section button – Moves the cursor to the next information section in a page. (Alt+ Page Down).

Activity Date – Current system time. This is the time stamp for the record if created or modified.

Save button – This the button used to save a record.

Banner 9 Keyboard Shortcuts

The following keyboard shortcuts **change** from Banner 8 to Banner 9:

Banner 8 Hotkey	Banner 9 Hotkey	Action
ALT+H	CTRL+SHIFT+U	More Information
CTRL+Page Down	ALT+Page Down	Next Block or Section
CTRL+Page Up	ALT+Page Up	Previous Block or Section
F5	CTRL+M	Open Menu Directly
SHIFT+F3	ALT+S	Select on a Called Page
SHIFT+F7	F5	Rollback or Clear Page
SHIFT+F8	CTRL+P	Print

The following keyboard shortcuts are **new** in Banner 9:

Banner 9 Hotkey	Action
ALT+W	Submit Workflow
ALT+Q	Release Workflow
ALT+DOWN ARROW	Expand/Collapse a Drop-down Field
ALT+SHIFT+C	Change MEP Context
ALT+SHIFT+R	Open Related Menu
ALT+SHIFT+T	Open Tools Menu
CTRL+END	Last Page
CTRL+HOME	First Page
CTRL+SHIFT+1 CTRL+SHIFT+2 and so on...	Page Tab 1 Page Tab 2 and so on...
CTRL+SHIFT+F	Sign Out (Application Navigator)
CTRL+SHIFT+L	Display Recently Opened Pages (Application Navigator)
CTRL+SHIFT+Y	Open Search (Application Navigator)

Banner 9 Hotkey	Action
CTRL+B	Toggle Accessibility Mode for current session
CTRL+G	Toggle Multi/Single Records View
CTRL+M	Open Help (Application Navigator)
CTRL+Y	Open Menu (Application Navigator)
SHIFT+F1	Export

The following keyboard shortcuts **remain the same** from Banner 8 to Banner 9:

Banner 8 and 9 Hotkey	Action
CTRL+E	Edit
CTRL+Q	Cancel Page, Close Current Page, Cancel Search/Query, or Exit
DOWN ARROW	Down/Next Record
ENTER	Choose/Submit
F3	Duplicate Item
F4	Duplicate Selected Record
F6	Insert/Create Record

Banner 8 and 9 Hotkey	Action
F7	Search/Open Filter Query
F8	Execute Query
F9	List Values
F10	Save
PAGE DOWN	Next Page Down
PAGE UP	Previous Page Up
SHIFT+F2	Count Query
SHIFT+F4	Clear One Record
SHIFT+F5	Clear All in Section
SHIFT+F6	Delete Record
SHIFT+TAB	Previous Field/Item
TAB	Next Field/Item
UP ARROW	Up/Previous Record

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.

- **Administrative Related to Instruction** – Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Academic Unit Head appointments should be reported in this field.

- **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.

- **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 12th class day; for each summer session, the census date is the 4th class day.

- **CID** – Campus identification number.

- **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 or her highest degree. The FICE code of the institution is required for entry into Banner and can be obtained through a search procedure in Banner on the SIAFDEG page. 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.

- **Department** – Department 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.

- **EPAF–** Electronic Personnel Action Form.

- **FICE Code –** Federal Interagency Committee on Education; a numerical code assigned to educational institutions. Seven digits must be entered into Banner.

- **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: head 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 a "new hire"only the first semester of occurrence. Individuals are not included as "new hires" if they have returned from sabbatical leave or if they hold less then a 9/10 month contract.

- **Public Service Appointments** – 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.

- **Rank –** Academic rank of the faculty member in the associated department. See SFA policy 7.2 Academic Appointments and Titles.
  Values are:
  PROF – Professor
  ASSOC – Associate Professor
  ASST – Assistant Professor
  LECT – Lecturer
  INST – Instructor
  ADJU – Adjunct Instructor
  SRLC – Senior Lecturer
  VISIT – Visiting Faculty
  TA – Graduate Teaching Assistant
  SPE – Special
  LIBR – Library staff with faculty rank
  DESG - Designated

- **Research Assignment –** Term used to describe assignments for activities specifically organized to produce research outcomes.

- **Status –** Current status of the faculty member. Values are:
  AC – Active
  IN – Inactive

- **Teaching Overload –** The amount of additional salary provided to the faculty member of 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)

  If the faculty member is teaching and has a non-tenured status, the course load should be reviewed to determine the most appropriate non-tenured value. If the assigned non-tenured value is inappropriate for a specific course, the most suitable non-tenured code for the majority of the course load should be entered into Banner. Additionally, the appropriate non-tenured value for the specific course should be noted on the course load summary during the Faculty Workload verification process. If courses for the non-tenured faculty member have yet to be assigned, the most likely non-tenured code should be initially entered. The information will be evaluated during the Faculty Workload verification process.

- **Term –** The semester and year of reference. In Banner, the term is a 6 character value where the 1st 4 characters are the academic year. The 3rd and 4th characters are the numerical semester values (10=fall; 20=spring; 30=summer I; 40=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.

- **Total Percent Time –** Assignment(s) of the faculty member is expressed as a percent of a full-time load; assignments may not exceed 100%.

- **University Appointment –** The assignment code associated with the faculty member's appointment activity. Valid values are:
  01 – Direct Instruction
  02 – Administrative Assignments
  11 – Academic Support
  12 – Research
  13 – Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations