

Instructions for Use of SIS to Record UNO Faculty Workloads

The faculty workload process begins with development of each term's class schedule. As departments/schools prepare the schedule for spring, summer or fall term, it is advantageous to enter as complete a list of course instructors as possible. One month prior to the beginning of each term a list of all courses on file for that term will be produced and sent to the colleges. Using this list, we must account for every course in the term course file.

The course file information will be loaded into the SIS Faculty Management module and will be used to report instructional workloads for full-time faculty and instructors of record for part-time faculty. Part-time faculty is defined as any instructor not on the AAUP roster. Following are instructions for working with the SIS faculty workload module.

1. Log on to SIS system. (Choose Production System)
2. Select 1UM (Faculty Management).
3. Instructional Assignment

FOR PART-TIME FACULTY

On 1U2 at the lower left enter the instructor of record social security number for each course with enrollment. Press <Enter>. Be sure the instructor name appears in 2 places on the 1U2 screen. If it doesn't, delete and re-enter the SSN. Press <Enter> again.

FOR FULL-TIME FACULTY

For full-time faculty, enter "1U5" (Faculty Teaching Schedule) in the blank following "Screen". Enter faculty member's social security number (or last name), and the appropriate term. Term = two digit year and semester. Spring 2006 semester will be 061, summer 2006 will be 062 and fall 2006 will be 063. Press <Enter>. This will display what SIS has on file for the faculty member's teaching load. Workload hours must be added or changed.

All AAUP unit members must have a workload entered unless they are on unpaid leave of absence, are on disability leave, are on phased retirement and not teaching at all that term, or are a non-instructional research associate, community service associate, etc. Total workload must be 12 plus or minus 1 for a semester or 24 plus or minus 2 for the academic year.

Workloads do not need to be reported for AAUP unit members whose primary appointment is not instructional (e.g., Research Associates and Community Service Associates) and who are not teaching any courses that term. If a workload is not filed,

please leave in the AAUP “Y”, but remove the FTE.

4. 1U2 - Add or Change Workload Hours

Workload hours are added or changed on the “1U2” screen. Move to the “1U2” screen by entering “1U2” and a course number including section number, (e.g. COUN8210001), and pressing <Enter>. At the 1U2 screen, enter the number of workload hours assigned for the course in the upper center blank and the lower left. If the course is being taught on an overload basis, enter “O” in the upper center and lower left “OVERLOAD” blanks. If the course is assigned to a different faculty member than shown, change the social security number in the lower left portion of the screen. To save, press <Enter> after making all entries.

Repeat this process for each course number that should show workload hours or that needs a change in instructor name.

If the top line says “Staff Defaulted To”, type over it with the correct entry. Do not leave “Staff Defaulted To” on any line. To eliminate entries on the second, third, etc. lines, space over the entries in the ACT, SS# and Workload columns. Then press <Enter>.

Please delete workload credit before any course is canceled.

5. 1U4 - Non-teaching assignment

To enter the non-teaching workload, select screen 1U4 and press <Enter>. Enter term, begin and end dates, number of workload hours, (activity) type, fund source, and description for each non-teaching assignment. Please do not delete or type over the entries from previous semesters on 1U4. We need to keep the historical data.

Term is as described above.

Begin and end dates for fall and spring semesters are the first day of classes and the day before commencement. They are the session dates for summer.

(Activity) Types are:

1 - other instructional (Used for instructional assignments that do not have a course or call number, e.g. math lab director and practicum coordinator. See appendix for list of assignments considered instructional that should be entered on 1U4)

2 - research/creative activity

3 - service

4 - departmental coordination (department chair/school director and graduate program chair are the only assignments allowed here)

To view fund source codes press “F2”. Press “F4” to return to the “1U4” screen. (Also see appendix.)

The description or title goes in the “Description” blank. More than one line can be used for this information, but each line must begin with the term number in order to be saved.

The second line of an entry does not need begin & end dates, workload hours, type, and fund source. Press <Enter> at the end of each line to save the entry. The cursor must not be in the DEL blank when <Enter> is pressed or the entry will be deleted.

If a faculty member has more than one non-teaching assignment, each should be entered on a separate line.

Repeat this process for each non-teaching assignment.

Faculty Development Fellowships should receive 6 workload hours for academic year and 12 workload hours for one term FDFs. Dates should correspond to the type of FDF - academic year or one term. The type is "2" for research, fund source is "FDF", and description is "Faculty Dev. Fellowship".

6. 1U3 - Faculty Member Profile

Select 1U3 to see the "FACULTY MEMBER PROFILE" screen. Enter college, department, rank, and status codes in "Col", "Dept", "Rank", and "Status" columns. Codes are found by pressing F2 and paging down through the list. Exit the list by hitting F4. Press "Enter" after each entry. At "AAUP MEMBER", type Y <Enter> if the faculty member is full-time or on phased retirement. Leave blank if the person is part-time. Type appropriate FTE at "BUDGETED FTE:" and press <Enter>.

If faculty receive promotion, change "Rank" to new rank.

See appendix for instruction on entering a new faculty member profile.

7. Printing

Option 1 – Under "Edit", select "Copy All" for the first screen you wish to copy. For each additional screen, select "Append All". To print all pages in sequence, select "Print Buffer".

Option 2 - Press <Print Screen> for each of the "1U3", "1U4", and "1U5" screens

Option 3 - copy each page into a word processor. Then print.

Appendix

(Activity) Type

- 1 = other instructional activity
- 2 = research/creative activity
- 3 = service
- 4 = departmental coordination

Fund Sources (F2/F4)

- D/C = Department or College
- UCR = University Committee on Research
- UCAT = University Committee on Advancement of Teaching
- FA = Facilities and Administrative cost (formerly indirect cost)
- NRI = Nebraska Research Initiative or EPSCor
- GRT = External grant funding
- FDF = Faculty Development Fellowship

1U4 Type 1 Assignments

All of the following workload assignments should be entered on screen 1U4 using “Type” 1 (instructional assignment):

Any advising
Any team teaching not entered on 1U2
Internship coordination or supervision
Learning labs
Service learning
Thesis supervision
Master class coordination
Senior checks
Speech, writing, FYE, ADP and dual enrollment coordination
CIST 1400-1404 coordination
Clerks school
Int’l criminal initiative coordination
Director, Center for Innovation/Art Education
Director of Bands, Hockey Band
Mus 2780-001 Jazz Lab Band
Production director, Dramatic Arts/Theatre
Moving Company Director
School for Strings Coordinator
Outreach—College of Education
Service Grad Program Director
Teach MCC I
Teacher training/Math & Science
Integrated media
Managing global learning program

To Enter a New Faculty Member in Faculty Workload Module

On screen 1U3, enter the SS# where it says "Faculty ID". Press enter. If the person has taught previously, they will already be in the system. If not, the message "ID NOT ON FILE" will appear in the upper left of the screen. Do not enter any other information on the top line at this time.

If the person is not on file, tab to the "NAME" blank and enter last name, first name middle initial (if desired) in the following format: Jones, John J. Press <Enter>.

Next, fill in the "Col", "Dept", "Rank" and "Status" blanks. A help menu can be accessed for each column by pressing F2 to find the appropriate entry. Press F4 to exit the help menu.

"Status" should be AF for full-time faculty, PF for part-time faculty, etc.

For a full-time UNO faculty member, enter "Y" in the "AAUP" blank. If not full-time, leave it empty. Press "Enter" to save all the information.

Finally, on screen 1U6, enter the faculty member's office address where it says "Street", e.g., ASH 145. Enter "UNO" where it says "City". Press "Enter" to save information.

This will enter the faculty member's information on the SIS system and can then be used for faculty workload reporting, Blackboard accounts, and Lotus Notes accounts. A PIN will be generated.