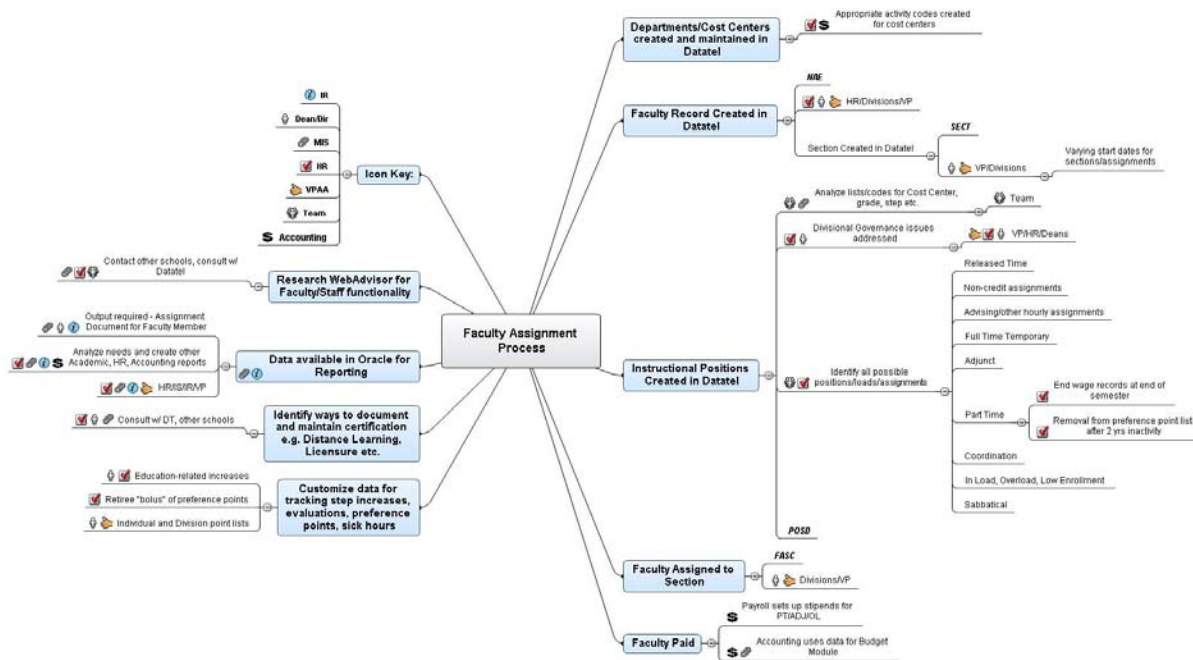


Faculty Assignment Process



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 - 1. VP/HR/Deans 4
 - C. Identify all possible positions/loads/assignments 4
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I. Departments/Cost Centers created and maintained in Datatel

A. Appropriate activity codes created for cost centers

II. Faculty Record Created in Datatel

A. NAE

B. HR/Divisions/VP

C. Section Created in Datatel

1. SECT

2. VP/Divisions

Varying start dates for sections/assignments

III. Instructional Positions Created in Datatel

A. Analyze lists/codes for Cost Center, grade, step etc.

1. Team

B. Divisional Governance issues addressed

1. VP/HR/Deans

C. Identify all possible positions/loads/assignments

1. Released Time

2. Non-credit assignments

3. Advising/other hourly assignments

4. Full Time Temporary

5. Adjunct

6. Part Time

End wage records at end of semester

Removal from preference point list after 2 yrs inactivity

7. Coordination

8. In Load, Overload, Low Enrollment

9. Sabbatical

D. POSD

IV. Faculty Assigned to Section

A. FASC

B. Divisions/VP

V. Faculty Paid

A. Payroll sets up stipends for PT/ADJ/OL

B. Accounting uses data for Budget Module

VI. Customize data for tracking step increases, evaluations, preference points, sick hours

A. Education-related increases

B. Retiree "bolus" of preference points

C. Individual and Division point lists

VII. Identify ways to document and maintain certification e.g. Distance Learning, Licensure etc.

A. Consult w/ DT, other schools

VIII. Data available in Oracle for Reporting

A. Output required - Assignment Document for Faculty Member

B. Analyze needs and create other Academic, HR, Accounting reports

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IX. Research WebAdvisor for Faculty/Staff functionality

A. Contact other schools, consult w/ Datatel

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