

**Faculty Assignments Process Task Force**  
**Linkage of Current Process to System Requirements**  
 (March 2006)

<b>Current Process Steps</b>	<b>Link to Requirements</b>
<p><b>A. Prep Work</b></p> <p>1) Deadlines determined and given to Division at the beginning of the Academic Year. <i>[HR and Payroll]</i></p> <p style="margin-left: 20px;">a) <i>Payroll</i> communicates deadlines to HR</p> <p style="margin-left: 20px;">b) <i>HR</i> establishes their deadlines based on Payroll's</p> <p style="margin-left: 20px;">c) <i>HR</i> communicates deadlines to Deans via e-mail</p> <p>2) Class sections are planned and loaded into Datatel. <i>[Academic Affairs]</i></p> <p><b>B. Class Selection / Inputs to System</b></p> <p>1) Full-time faculty select classes based on CBA criteria &amp; Divisional governance. <i>[Academic Division]</i></p> <p style="margin-left: 20px;">a) Also need to look at Full-time faculty qualifications.</p> <p>2) After Full-time faculty class selections are completed, Part-time and Adjunct are assigned classes based on preference points &amp; qualifications. New Part-time faculty hired when needed. <i>[Academic Division]</i> In some cases, HR is not notified that a Part-time faculty has been hired until Division attempts to generate a statement.</p> <p style="margin-left: 20px;">a) Availability "letter" is sent to Part-time faculty in some cases (each Division has its own process for assigning Part-time faculty).</p> <p>3) <i>Academic Division</i> staff input faculty class assignments in Datatel.</p> <p style="margin-left: 20px;">a) Full-time faculty class assignments carried over when the schedule is created (see #2 under "Prep Work") to get their names on the tabloid (so students know who is teaching what). Adjustments are made as full-time faculty request different teaching assignment. <i>[Academic Affairs]</i></p> <p style="margin-left: 20px;">b) Need to be able to split account numbers when faculty teach across different Divisions or if they work full-time in another department.</p> <p>4) Data on class assignments extracted from Datatel; calculations done in the extraction process and then loaded into Lotus Notes Database. <i>[Information Systems]</i></p> <p style="margin-left: 20px;">a) New employees must be in the Datatel system (NAE) before a assignment sheet can be generated. However, the assignment sheet will have incomplete information if they have not been assigned a position. <i>[HR]</i></p> <p style="margin-left: 20px;">b) Each <i>Academic Division</i> runs this extraction as they finish their data entry process. Can be done multiple times for each person if the Divisions are trying to resolve a problem. Each time it is run, the statements will re-pull the data from Datatel, so a "lock" function was created to allow some of those statements to be locked when the extraction process is done (overwrite protection).</p> <p style="margin-left: 20px;">c) Lotus Notes uses extracted data and creates draft statements. Lotus Notes is used as display and workflow program to see and pass on the work of the statements.</p> <p>5) Using Lotus Notes, <i>Academic Deans</i> review and approve each statement for faculty within their Division, verifying that each statement is correct (order of the assignments, right courses and the sections, correct number of contact hours, following CBA rules and Divisional governance, faculty status, account #'s). An electronic signature is placed on the statement and the statement is electronically "forwarded" to Human Resources.</p>	<p><b>1a, 1c, 1d, 1g, 1k, 2a</b></p> <p><b>2a</b></p> <p><b>1d</b></p> <p><b>1b, 1h</b></p> <p><b>1f</b></p> <p><b>1c, 1g, 1i, 1j, 4b</b></p>

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<p><b>C. HR Review/Audit</b></p> <ol style="list-style-type: none"> <li>1) Using Lotus Notes, <i>HR</i> accesses each statement and verifies/reviews the following (comparing it to other lists):           <ol style="list-style-type: none"> <li>a) Status</li> <li>b) Pay rates - sometimes the system does not calculate correctly (Spring/Summer)</li> <li>c) Part-time new hires have completed all necessary paperwork</li> <li>d) Valid account numbers have been used (often have to get information from Accounting)</li> <li>e) Full-time faculty statements have proper overload assignments. (Each Division has unique rules on base loads and what goes in overload.)</li> <li>f) Is employee on the Union's delinquent dues list? (Primarily for Part-time faculty; rarely applies to Full-time). CBA will not allow those who are delinquent to teach.</li> <li>g) Verifies that the Part-time faculty member is not over 3/5 of a full load; otherwise, they would be classified as Temporary Full-time for the semester. (CBA requirement. ) If so, extra work is done regarding compensation and benefits for the employee. This occurs, on average, about six times each Fall/Winter. Divisions watch this closely and avoid it when possible due to higher compensation costs. The Academic Dean may need to re-allocate assignments to avoid this situation. If it does happen, a new statement must be processed, using the full-time statement template.</li> <li>h) Part-time faculty qualifications are adequate to ensure the faculty member meets qualifications to teach class (done at a later time).</li> </ol> </li> <li>2) <i>HR</i> processes statements that pass review and system enters an electronic signature on the statement. All others remain in an "unapproved" status until problems are resolved.</li> <li>3) Information from the statement is manually entered into Datatel. [<i>HR &amp; Payroll</i>]           <ol style="list-style-type: none"> <li>a) Part-time and Adjunct contact hours being taught (PWAG) for future reporting (double entry). [<i>HR</i>]</li> <li>b) Change position codes for Full-time faculty to accurately reflect account numbers for salary distribution (double entry). [<i>HR</i>]</li> <li>c) Set up stipends (using a generic account number) for overload, part-time and adjunct pay. [<i>Payroll</i>]</li> <li>d) Later in the semester, expenses are transferred to the appropriate accounts. [<i>Accounting</i>]</li> </ol> </li> </ol> <p><b>D. VP of Academic Affairs Approval</b></p> <ol style="list-style-type: none"> <li>1) <i>Vice President of Academic Affairs</i> reviews and approves each statement. This places an electronic signature on the statement. (Appears to be another quality control measure.)</li> <li>2) Once the Dean, HR and the VP have "signed" the statement, the <i>Academic Division</i> prints the statement for each employee and provides it to the employee.</li> <li>3) <i>Employee</i> reviews the statement and notifies the Dean of any class assignment/compensation errors.</li> <li>4) <i>Academic Division</i> staff changes the statement status in Lotus Notes to "finalized".</li> <li>5) <i>Academic Division</i> staff makes a copy of the paper statement for the Division files.           <ol style="list-style-type: none"> <li>a) Sometimes statements are 8 week courses that occur at 2nd half of semester. These can occasionally be canceled if enrollment minimums are not met. This requires adjustment to pay as well.</li> </ol> </li> </ol>	<p>3d, 4b</p> <p>2a</p> <p>4a, 4b</p>

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<p><b>E. HR Follow-up Work</b></p> <ol style="list-style-type: none"> <li>1) Manually enter leave hours earned (based on contact hours taught) into Datatel Sick bank for Part-time and Adjunct faculty.</li> <li>2) Update "Part-time to Adjunct Status Report" based on hours taught and evaluations completed. This report is provided to Academic Deans each semester to assist them in monitoring adjunct status eligibility. It is also used to monitor Part-time faculty who haven't taught in 24 months.</li> <li>3) Update Preference Points list, maintained in a separate database, for Part-time and Adjunct faculty based on the number of contact hours taught in each subject area of each Division. This list is updated manually and has no automated connection to Datatel or to the Lotus Notes database. The list is published twice a year and is used for class selection order rights.                         <ol style="list-style-type: none"> <li>a) This process is done separately because of uniqueness of program as defined by faculty CBA. For example:                                 <ul style="list-style-type: none"> <li>- Number of points given equal to number of hours taught</li> <li>- Five (5) points are given for each year taught, regardless of number of hours taught</li> <li>- Retired Full-time faculty returning to teach are given a type of "super seniority" by gaining 50 points for each year of full-time service</li> <li>- Any faculty member who is idle for two years falls off preference point list, which is like termination of employment. Both the list and Datatel are manually updated.</li> </ul> </li> </ol> </li> <li>4) Update list used to track adjunct step increases.</li> <li>5) Update report used to track faculty in Temporary Full-time status.</li> <li>6) End wage records for all Part-time &amp; Adjunct faculty at the end of each semester and delete hours remaining in Sick bank for Part-time faculty.</li> </ol>	<p><b>3c, 3d</b></p> <p><b>3g</b></p> <p><b>3f, 3g</b></p> <p><b>3g</b></p> <p><b>1k</b></p> <p><b>3e</b></p>