

Faculty Assignments Process Task Force
Requirements of a New Semester Assignments System/Process
March 2006

1. Divisions
 - a. Reduce possibility of assigning incorrect person to classes (possibly require input of Datatel ID)
 - b. Flexibility to allow re-ordering of sections assigned based on divisional or other guidelines
 - c. Accommodate unusual situations:
 - i. OE/OE or Modules (assignments outside regular semester schedule)
 - ii. Linked sections
 - iii. Team teaching (sharing class; sometimes a fraction)
 - iv. Spring & Summer Distance Learning
 - v. Automatic check against delinquent dues list
 - vi. Load changes each semester (Social Science, for example)
 - d. Clear definitions
 - i. Load calculations
 - ii. What is in load and what is overload (regarding ordering of classes)
 - iii. How to break load apart
 - e. Account numbers:
 - i. Need easy way to identify correct account numbers for all assignments (possibly drop-down menu)
 - ii. What about account numbers that get deactivated?
 - f. Ability to preview Semester Assignments statements (already exists)
 - g. Allow divisions to delete contracts (currently only HR has that ability)
 - h. Allow divisions to lock contracts so they can't be overwritten
 - i. Electronic approval for teaching more than the maximum overload (2+2)
 - j. Accommodate and communicate changes/reassignments
 - k. Sharing faculty between divisions
 - i. Allow more than one signature on contract
 - ii. Possibility of temp full-time if this isn't monitored closely
 - iii. Potential problems if contract gets changed by one of the divisions
2. Accounting/Payroll
 - a. Review how/when new account numbers get created
3. Reports & Data Management
 - a. Identify standard for when books are closed
 - b. Access to real-time, accurate data (before 2nd 8 weeks start)
 - c. Automatic posting of sick hours to Datatel
 - d. Benefits calculations based on assignments
 - e. Tracking active faculty in Datatel (currently must open/close wage records)
 - f. Automatic generation of Preference Points list

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- g. Adjunct status tracking
 - i. On-line entry of performance evaluations
 - ii. Step changes
 - h. Tuition waiver
 - i. Number of faculty teaching
 - j. Access to all contracts (from all previous semesters), including historical summary data
 - k. Access to faculty contact information
4. Communication
- a. E-mail communication of semester assignments to faculty (with Read Receipt)
 - b. Notification of contract changes/revisions to all appropriate individuals
5. Miscellaneous
- a. 3-part forms online
 - b. Training aids/graphical flow
 - c. Drop-downs, prompts, mandatory fields and other data entry aids
 - d. More sorting/viewing options (last name rather than first)
 - e. IS system interfaces (timing/accuracy)
 - f. Data use schedule (other activities that impact work)
 - g. Signature issues