Faculty Assigned Time System

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Faculty Assigned Time

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What is faculty assigned time?

- Assigned time is a portion of an assignment that a faculty member can receive workload credit in form of weighted teaching units (WTUs) in lieu of teaching.
- A way of tracking faculty not teaching, but still getting paid through state-support general fund money.
- California State University (CSU) has a list of valid assigned time codes for proper classification such as: excess enrollments, new class preparations and course overload.
- The maximum number of assigned time wtu’s a full-time tenured track faculty can have is 12 wtu’s.
Why SJSU tracks faculty assigned time?

- Requirement by the California State University (CSU) for all state campuses in California
- Assigned time is reported in Academic Planning Database process (APDB)
- To make campuses accountable for all faculty state-support general fund dollars
- Monitor actual total faculty workload
- Faculty utilization
- Budgetary purposes
Why SJSU created a faculty assigned time data entry system?

- Over 600 transactions had to be entered into the PeopleSoft system by one person twice a year
- Over 80+ hours per semester to input all assigned time
- Response time in PeopleSoft varied due to student registration and other processes being run
- Auditing of data was extremely difficult and couldn’t be done in a timely manner
- Departments did not have access to the PeopleSoft Term Workload panels
- Term Workload panels in PeopleSoft have incorrect data
- Departments submitted incomplete excel spreadsheets typed and hand written
New Assigned Time System – decentralized system

- Data keyed in by the department and college analysts
- Built in approval process – department and dean’s office
- Downloadable electronic spreadsheets in pdf and excel
- Ability to see entire faculty workload – course work, job data and funding source
- Built in audits to prevent bad data
- System is accessible from the web
- OIR can upload finalized data into PeopleSoft in less than 5 minutes.
- Response time is very fast because it is a separate server
Assigned Time System technical specifications

- Automated nightly downloads from PeopleSoft into OIR local Oracle database.
- Downloads include job data, email addresses, course data with cross listing information and split funding information.
- System is built with Cold Fusion and standard html.
- Administration panel can email user ids and passwords by user and or by entire college.
- Export finalized data with process to import into PeopleSoft.
- System includes a generic Faculty Activity Detail Report, Workload Audit, possible Volunteers, wtu’s less than 1 and a Active Users report.
Administrator panel

- Add a new user
- Edit or delete a user
- Setup page – term processing
- User account email send functionality by college
Setup page

- Used to specify current term to process.
- Ability to turn the assigned time system into read only for all users to prevent data entry.
Add user id and password

- User account created in admin panel
- Account is linked with campus employee id
- Departmental access is added
- Read or Read/Write access enabled
Edit/Delete a user

- List appears of all current users in the system sorted by college, department and name
- Delete a user by clicking the minus button next to the user account
- Send user login and password information by clicking on the email button
- Edit a user by clicking on the employee id button
Send all college users account information

- In the administrator panel select College Send Email
- List of valid colleges will appear and just click on the college of your choice
- Emails will be sent to all users in the college of your choice with user account information
Login to Assigned Time System

- Access the login system link from the OIR website
- Obtain user account information from OIR
- All panels within the system reference the term

Please note that Username and Password are Case sensitive.

UserID: [ ]
Password: [ ]
Submit
Assigned Time System main panel

- Enter /View assigned time
- FAD Report – Faculty activity Detail report
- Active Employees Report
- Workload Audit Report
- Possible Volunteers Report
- WTU less than 1 report
- Approved assigned time Report
Enter or view assigned time

- Click on Enter/View Assigned Time
- Search by emplid or name
- Summary screen of job data, assigned time and course data
- Add assigned time by clicking on
Adding and Deleting assigned time

- Before entering evaluate expected wtu’s and if the employee is temp or tenured track
- Evaluate the course load
- Evaluate current assigned time if any
- ➕ will give you a screen to insert assigned time
- Delete assigned time ➖
Approving assigned time

- Multiple ways to approve assigned time
- Click on Approval link
- Click on home link and navigate to approval report
- Chair will approve the department assigned time
Approval Process - Department

- On the approval page you will see all assigned time transactions by your department
- Chair can approve or unapprove
Approval Process – College

- On the approval page, you will see all assigned time transactions by department for your college.
- Dean can approve all transactions.
- The Dean will also have to Submit to OIR as the final step.
Approval Process – College

- Once [Dean Submit to OIR] is clicked that closes the system for that department.
- Add / Edit/ Delete mode is permanently shut off
- OIR can only remove Dean submission
- Final report can be downloaded 📑 📑 📑
Custom reports and audits

- FAD – Faculty Activity Detail Report
- Active Employees Report
Custom Report - Workload Audit

- Identifies those faculty that may need assigned time
- Also shows those faculty that may be teaching an excess
- Downloadable
Conclusion

- Reduce time to completion of APDB to CSU
- Prevent errors
- Help increase the reliability of the data
- Make the departments accountable for their assigned time
Question and Comments
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