

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Faculty Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
XE01	FACULTY-ASSIGNMENT-TYPE	X(01)	13.02
XE02	FACULTY-ASSIGNMENT-PERCENT	9(03)	13.03
XE03	FACULTY-ASSIGNMENT-FTE	999V99	13.04
XE04	FACULTY-ASSIGNMENT-HOURLY-RATE	999V99	13.05

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XE01	FACULTY-ASSIGNMENT-TYPE	X(01)

This element is used to identify the nature of the faculty member's assignment to this session.

<u>CODING</u>	<u>MEANING</u>
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INSTRUCTIONAL ASSIGNMENTS

- | | | |
|---|---|--|
| 1 | = | Temporary Staff |
| 2 | = | Regular Staff: an OVERLOAD assignment. |
| 3 | = | Regular Staff: Not an OVERLOAD assignment. |
| 4 | = | Contract/Not a district employee |

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XE02	FACULTY-ASSIGNMENT-PERCENT	9(03)

This element indicates the percentage of the total session instructional hours credited to the faculty member.

CODING

A three digit percentage equal to or less than 100.

If the faculty member did not provide instruction for all the meeting hours of the session as reported in element (XF07 SESSION-TOTAL-HOURS), divide the number of hours for which the faculty member did provide instruction by the total hours for the session and store the resulting percentage in this element. (Note that one Assignment record is to be submitted for each faculty member assigned faculty contact hours for a session.)

For example, given a session having 54 total session hours:

- 1) If this faculty member was the only faculty member assigned to the session, thereby having full responsibility for the session, this data element would be coded with "100".
- 2) If this faculty member shared responsibility for the session with another faculty member, and both faculty members were assigned to teach all 54 total session hours, this data element would be coded with "100". (An additional assignment record would also be reported for the other faculty member and it would also be coded with "100").
- 3) If this faculty member shared responsibility for the session with another faculty member, and this faculty member was assigned 27 session hours or 1/2 of the total session hours, this element would be coded with "050".

NOTE: This element will be used to distribute faculty contact hours for calculation of the full-time/part-time ratio. Reports generated on the basis of this element should substantiate the weekly faculty by contact hours reported in Staff Data Assignment records.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XE03	FACULTY-ASSIGNMENT-FTE	999V99

This element indicates the full time equivalent load factor associated with this assignment.

CODING

This is a numeric field with five digits, three before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must not be included in the field.

A full time annual load is 100.00. If this assignment were one-fifth of a full-time equivalent load for one of two semesters, the assignment would be one-tenth of a full time annual equivalency and would thus have a value of 010.00. If the assignment were one-fourth of a full-time-equivalent load for one of three quarters, the assignment would be one-twelfth of a full time annual equivalency or 008.33

NOTE: If the staff member is a full time instructor, the sum of the values in this field for all non-overload assignments (see XE01) referencing the same instructor, for all terms of the academic year, should total 100.00. [Note: Contract agreements may result in a variance above or below 100.00].

If zeros are entered, they will be interpreted as a no-load assignment

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XE04	FACULTY-ASSIGNMENT-HOURLY-RATE	999V99

This element describes the hourly compensation rate for this assignment.

RULES:

Do not report a decimal point in this element. This is a numeric field with five digits, three before and two after the implied decimal point.

USE	IF
Hourly Compensation Rate	IF FACULTY-ASSIGNMENT-TYPE (XE01) = 1 OR 2
88888	IF FACULTY-ASSIGNMENT-TYPE (XE01) = 3 OR 4

Do Not Implement for Fall 2002 Term-end