# From Main Menu Navigate to Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

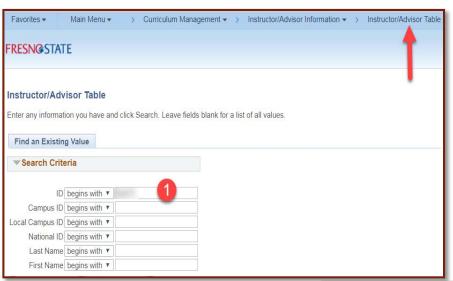


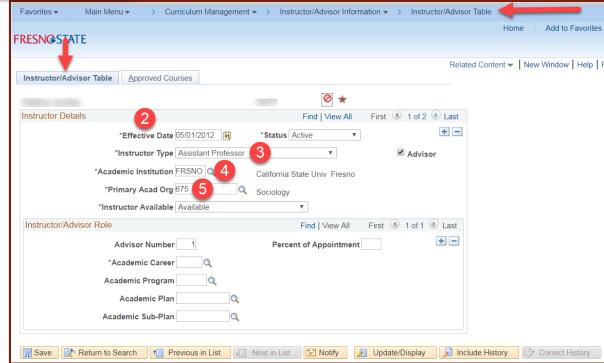
## PeopleSoft SOC

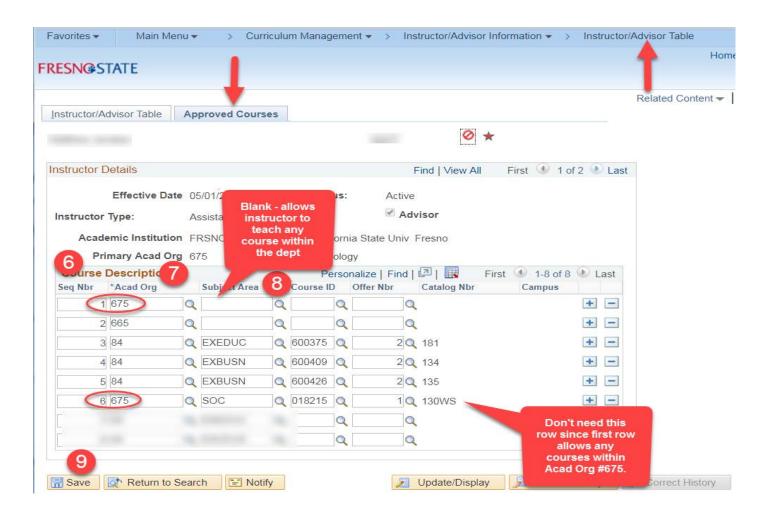
#### **INSTRUCTOR/ADVISOR TABLE**: PeopleSoft Fields listed below have to be updated or verified

**FIELD** 

Instructor/Advisor Table Tab	
1) Instructor ID Number	Enter the instructor's Fresno State ID number and click on "search;" or search by first name and last name.
2) Effective Date	For a new instructor, the <u>Effective Date</u> has to be on or before the first day of the semester in which the instructor will be teaching.
3) Instructor Type	Select the appropriate value. If you're not sure, check with your dean's office, department chair or with Faculty Affairs: <a href="mailto:facultyaffairs@mail.fresnostate.edu">facultyaffairs@mail.fresnostate.edu</a>
4) Institution	This is always "FRSNO."
5) Primary Academic Org	Enter your three-digit department code here. This will determine to which department's FAD this instructor will be attached.
Approved Courses Tab	
6) Seq Nbr	This box will auto-populate with each new row you add.
7) Acad Org	Enter the correct three-digit department code for the Subject Area being taught. An instructor may have more than one Academic Org for which they are teaching classes. If an instructor can teach any course within a department, only enter the department code. If an instructor is limited to teaching specific classes within a department, you must set the Subject, Course ID and Offer Nbr for each of those courses.
8) Subject Area, Course ID & Offer Number	Enter the prefix for the Subject Area and tab over. Enter the course ID#, <b>tab over</b> and the Offer Nbr and Catalog Nbr will auto-populate.
9) CLICK ON SAVE	** SCREENSHOTS NEXT 2 SLIDES **







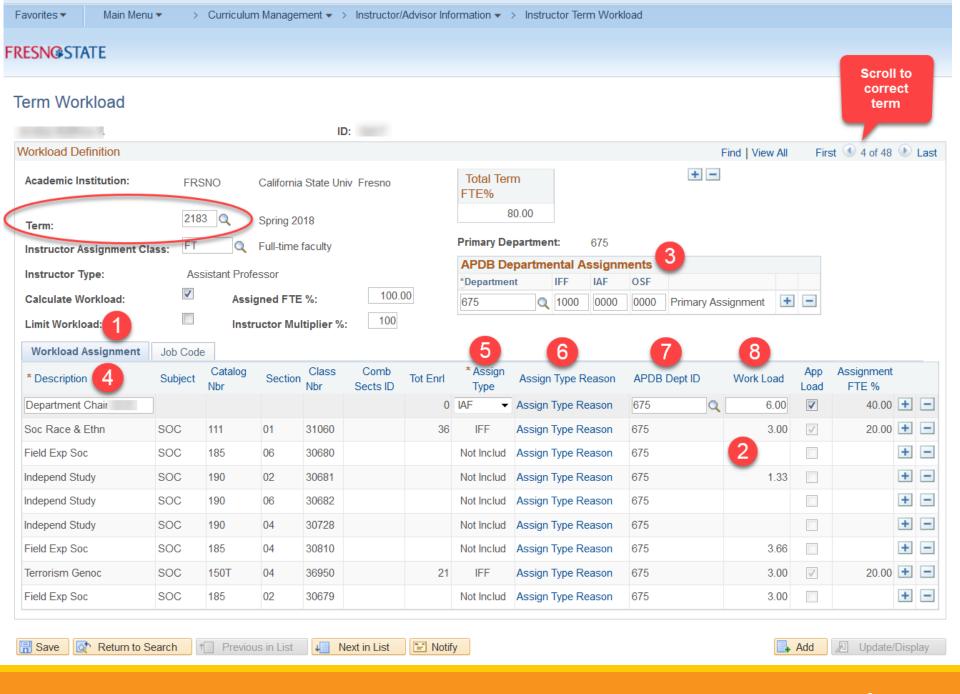
#### **INSTRUCTOR TERM WORKLOAD:** PeopleSoft Fields listed below have to be updated or verified

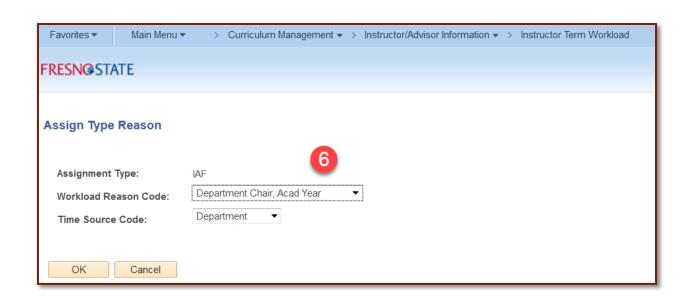
#### **WORKLOAD ASSIGNMENT TAB**

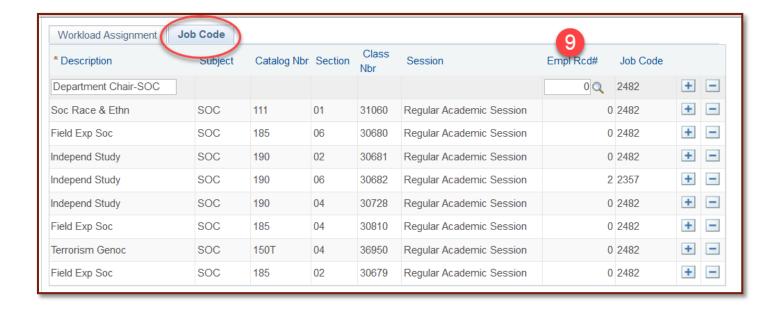
**SCREENSHOTS NEXT 2 SLIDES** 

Scroll to the correct term by using the arrows in the blue Workload Definition header.							
1) Work Assignment Tab  This should reflect what the instructor is teaching or other applicable work assignments. Vall the instructor's classes for the semester are listed.							
2) Work Load Column  An instructor's workload can be incorrect if the instructor EMPLID was changed on the M tab of Maintain Schedule of Classes, rather than the row being deleted and a new row be added.							
3) APDB Departmental Assignments	<b>DO NOT ENTER</b> anything in the box marked "APDB Departmental Assignments." This area will be completed in the Scheduling Office.						
For Assigned Time fill in the items b	elow.						
<b>4) Description</b> Type a brief description indicating what the faculty is receiving Assigned Time for (see y Assign Time Code list for codes and descriptions).							
5) Assigned Type	Choose the correct Assign Type from the drop-down menu.						
6) Assigned Type Reason	Click on the "Assign Type Reason" link to choose the reason the instructor is receiving Assign Time. This is a <u>MUST</u> for IAF and OSF Assign Time.						
7) APDB Dept ID	This must be entered. Choose the corresponding Academic Organization number for each class being taught or for the dept from where the Assign Time is being paid.						
8) Workload	WTUs must be entered for Assign Time. For classes taught, usually the Workload will autopopulate based on the information in the Meetings tab in Maintain Schedule of Classes.						
JOB CODE TAB							
Verify the correct active job record i	s displayed for this semester.						
9) Empl Rcrd #	When adding Assign Time, update Job Record to current active job record number if different than zero (will default to 0). For classes, the number will auto-populate from information in the						

Meetings tab in Maintain Schedule of Classes and incorrect numbers have to be corrected there.







# Using OSF (Other Support Fraction) as the "Assign Type" for Assigned Time

Any assignment for which a department receives funding or backfill should be coded as an Assign Type of OSF. In the "Description" box, you need to identify the source\* of funding from the following list:

OSF Assign Time	Workload Reason Code	Time Source Code
Provost – state side	GF – non-instructional/backfill	University
Provost - foundation	Grant or Research (Non GF)	Reimbursed
Dean – foundation	Teaching (Non GF)	Reimbursed
Grant/contract	Grant & Research (Non GF)	Reimbursed

SCREENSHOTS NEXT SLIDE

<sup>\*</sup>If there are multiple sources of funding for OSF, then additional rows should be added for each source and the wtu distributed accordingly.

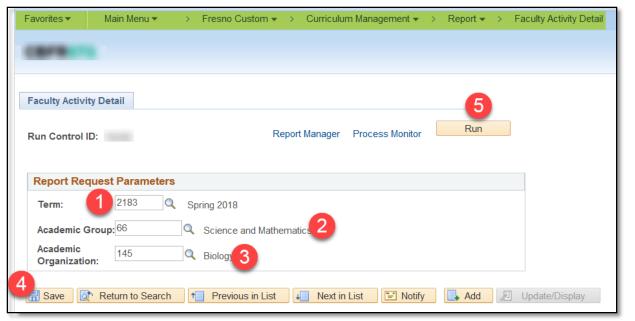
Workload Assignment	Job Code												
* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %	t
Independ Study	SOC	190	02	30575		0	IFF	Assign Type Reason	675		$\checkmark$		+ -
Field Exp Soc	SOC	185	06	30574		0		Assign Type Reason	675	**	V		



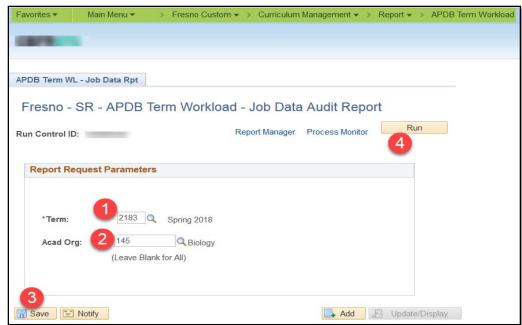


#### **HOW TO REVIEW YOUR FAD:**

1) Run your FAD Report	Run your FAD report by first filling in the appropriate Report Request Parameters: Term, Academic Group (2-digit college number), and Academic Organization (3-digit department number). Pathway: MAIN MENU > REPORTS PORTFOLIO > STUDENT ADMINISTRATION > COURSE SCHEDULING/CURRICULUM > FACULTY ACTIVITY DETAIL
2) Run Job Data Audit Report	Run the APDB Term Workload-Job Data Audit report. You will use this report to assist you with the review of your FAD report. Pathway: MAIN MENU > REPORTS PORTFOLIO > STUDENT ADMINISTRATION > COURSE SCHEDULING/CURRICULUM > APDB TERM WL-JOB DATA RPT
3) Review Each Instructor	For each instructor in your FAD, verify WTUs. The total WTUs in the FAD report should match up with the contracted "Fract" on the APDB Term Workload-Job Data Audit report.
4) Discrepancies	A common issue is 0.00 WTU showing for a faculty. In these cases, most likely the Meeting APDB Mapping Values are missing or incorrect. Space type must correspond with the class component. Example: Lecture = Space Type 1 Lecture. OLD Learning Md: = F for face-to-face.
5) A, F, and S Matter!	If the Learning Mode is left blank in the Meeting APDB Mapping Values, the WTU for the faculty teaching that class will show up as 0.00.  A = Asynchronous instruction; used for classes meeting both face-to-face and online  F = Face-to-face instruction  S = Synchronous instruction; used only for fully-online classes
6) Empl Rec #	Compare the Empl Rec # listed for a faculty in Maintain Schedule of Classes to the Term Workload-Job Data Audit report. The Empl Rec # should correspond to the correct <i>active</i> Job Rcd in the Term Workload-Job Data Audit report.
7) Discrepancies	An instructor may have more than one active Job Rcd if he is teaching in more than one department. In this case, make sure the correct active Job Rcd and department correspond with the correct Empl Rec #.
8) Making corrections	You can make corrections to the Empl Rec # in Maintain Schedule of Classes in the Meetings Pattern tab. Under "Instructors for Meeting Pattern" click on the magnifying glass by the Empl Rcd # box and you will see the active Empl Rcd number(s) for which this instructor is actively contracted.
SCREENSHOTS NEXT 6 SLIDES	



#### **Running your FAD report**



Running your APDB Term Workload-Job Data Audit report

#### **Faculty Activity Detail**

California State University, Fresno

Page 1 Report Date: 04/25/18

Faculty Activity Detail

Report Time: 08:18:34

Acad Term: 2187 Fall 2018 School: 32 Social Sciences

FRCU0006

FRSNO

Report ID:

Institution:

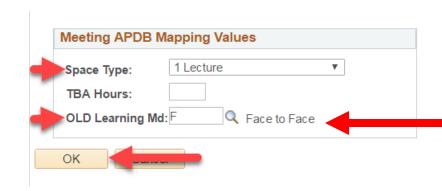
Department: 197 Criminology

				ADJ	Meet	Begn	End	TBA		Space				Drct	Indr			Total
Section ID		ENR	CS	CCU	Days	Time	Time	Hrs	Facility ID	Type	TTF	SCU	FCH	WTU	WTU	IAF	OSF	WTU
	1,4'					urer AY Gr		turer A										
CRIM 101	05	3		3.0	M	06:00PM		0.0	S147	Lecture	100.00	9.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 101	07	4	02	3.0	TH	06:00PM	08:50PM	0.0	S145	Lecture	100.00	12.0	0.0	3.00	0.00	0.00	0.00	3.00
									Total fo	r this assign	ment	21.0	0.0	6.00	0.00	0.00	0.00	6.00
				Tab: 23	260 Toote	Fac AY Gr	ada: 2 As	st Profes										
CRIM 153	18	4	02	3.0	ARR	rac Ai Gi	ade. 5 As	0.0	DGTCAMP	Non Con	100.00	12.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 153	02	10	02	3.0	TTH	11:00AM	12.1 CDM	0.0	ED172	Non-Cap	100.00	30.0	0.0	3.00	0.00	0.00	0.00	3.00
	02	5	02		TTH					Lecture			0.0					
CRIM 157		_		3.0		12:30PM		0.0	LS134	Lecture	100.00	15.0		3.00	0.00	0.00	0.00	3.00
CRIM 180	01	23	04	3.0	W	05:00PM	10:00PM	0.0	P ED CTR	Lecture	100.00	69.0	0.0	3.00	0.00	0.00	0.00	3.00
									Total fo	r this assign	ment	126.0	0.0	12.00	0.00	0.00	0.00	12.00
									Total Ic	i uns assign	шен	120.0	0.0	12.00	0.00	0.00	0.00	12.00
				Job: 23	360 Instr	Fac AY G1	ade: 3 As	st Profes	ssor									
CRIM 153	16	1	02	3.0	TH	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 155	02	48	02	3.0	M	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	144.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 170	12	20	04	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	60.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 180	02	5	04	3.0	W	05:00PM	10:00PM	0.0	P ED CTR	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	0.00	3.00
									Total fo	r this assign	ment	222.0	0.0	12.00	0.00	0.00	0.00	12.00
	шцоосри.					urer AY Gr		turer A										
CRIM 2	09	1	02	3.0	T	06:00PM	08:50PM	0.0	SS105	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	0.00	3.00
									Total fa	a this assi		2.0	0.0	3.00	0.00	0.00	0.00	2.00
									Total Io	r this assign	ment	3.0	0.0	3.00	0.00	0.00	0.00	3.00

#### APDB TERM WORKLOAD-JOB DATA AUDIT REPORT

MAIN MENU > REPORTS PORTFOLIO
> STUDENT ADMINISTRATION >
COURSE SCHEDULING/CURRICULUM
> APDB TERM WL-JOB DATA RPT





Learning mode must be filled in for an instructor's WTUs to show up on the FAD.

Space type must correspond with the class component:

**Lecture or Seminar = 1 Lecture (space type)** 

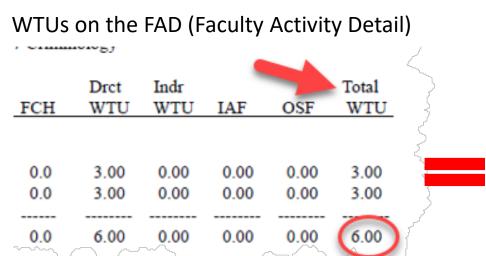
**Lab or Activity = 2 Laboratory** 

**Supervision or Online classes = 3 Non-capacity** 

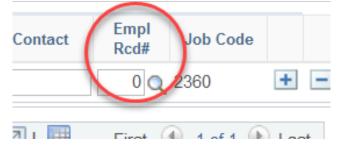
**A** = Asynchronous instruction; used for classes meeting both face-to-face and online

**F** = Face-to-face instruction

**S** = Synchronous instruction; used only for fully-online classes



Empl Rcd # in Maintain Schedule of Classes



Fract on the APDB Term Workload-Job Data Audit report

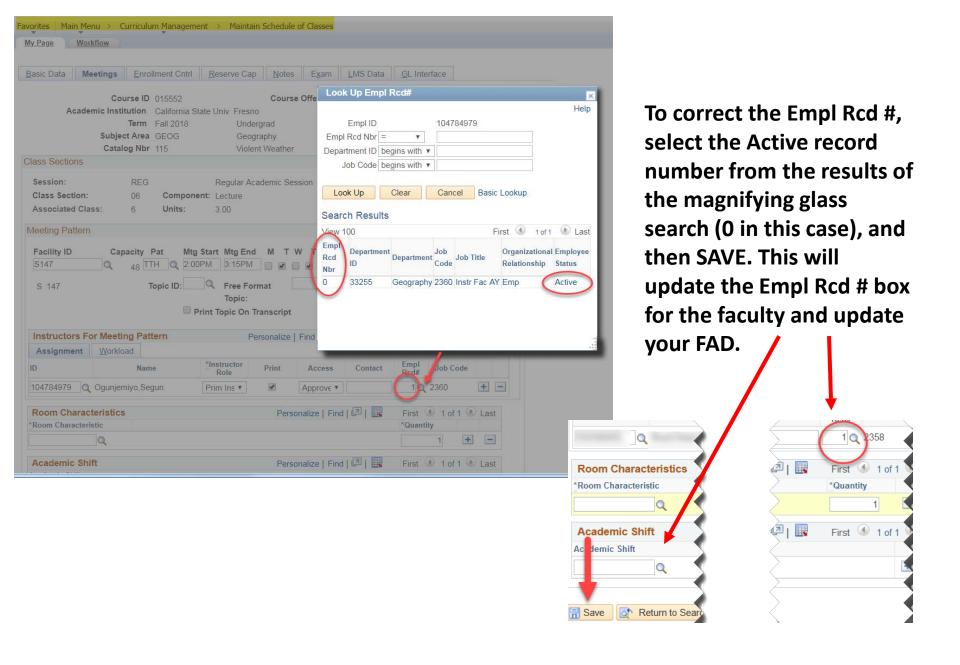
			Sal Ad		APDB
	FTE	Fract	Plan	Grade	Map
ΓE	0.400	0 6/15	114	1	7
ΓE	0.010	0 0/0	110	0	
ΓE	0.800	0 12/15	335	2	2
ΓE	0.346	7 26/75	114	1	7
PP	0 500	0 /15	225	Ċ	2

Job Rcd # in APDB Term Workload-Job Date Audit Report

0	0	Active
0	0	Active
	1	Terminated
	2	Terminated

#### **Example of faculty with two active job record numbers:**

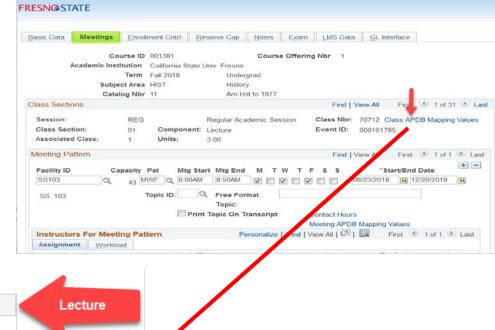




#### The Basics of CS #s – Course Classification Numbers

**Determining Workload** 

The contact hours for each CS # can be found on the Course Classification Number Chart along with the corresponding K factor. The chart also includes a description of different CS numbers.



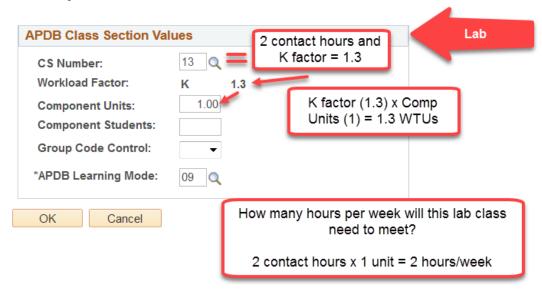
> Curriculum Management + > Schedule of Classes + > Maintain Schedule of Classes

APDB Class Section Values contact hour or K factor = 1 CS Number: Workload Factor: 1.0 K factor (1) x Comp Units 3.001 Component Units: (3) = 3 WTUsComponent Students: Group Code Control: \*APDB Learning Mode: How many hours per week will this class OK Cancel need to meet? 1 contact hour x 3 units = 3 hours/week

CS#s determine workload, so this is a data element that must go through the curriculum approval process. The CS# in the APDB Class Section Values should always match what's in the catalog for that course.

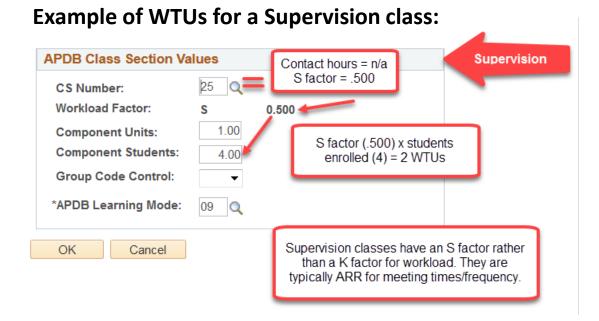
**SCREENSHOTS NEXT SLIDE** 

#### **Example of WTUs for a LAB class:**

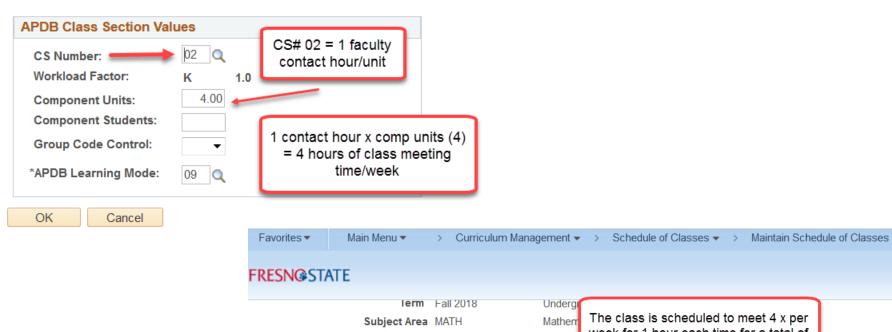


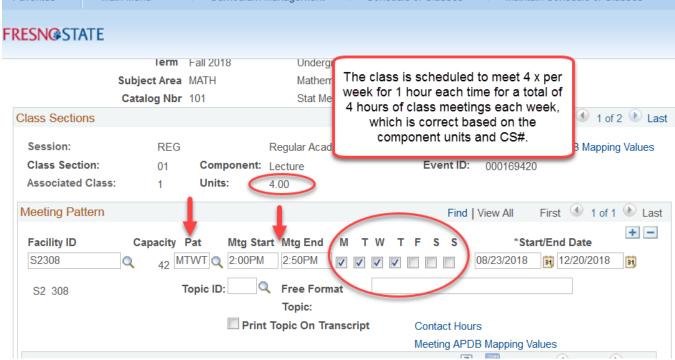
The S factor for a Supervision class can also be found on the Course Classification Number chart along with a description for each S #.

An instructor's WTUs for these classes depend on the number of students enrolled in the class.



#### Checking Contact Hours for Your Department's Classes:





### Other Helpful Information

#### Adding/Changing Instructors: (Maintain Schedule of Classes > Meetings tab > Instructors for Meeting Pattern)

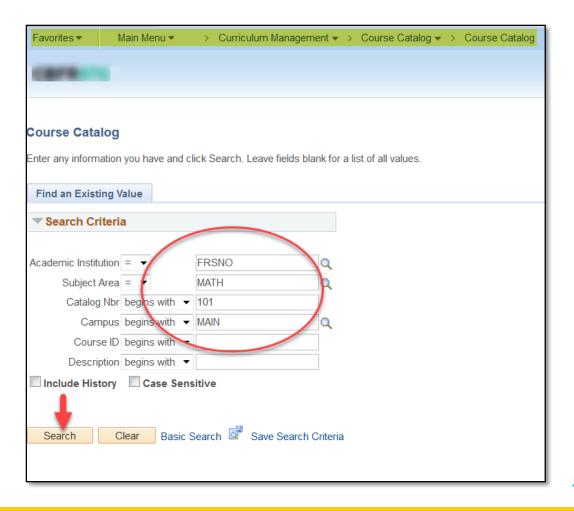
- When changing the instructor for a class, DO NOT "write over" the existing instructor's information on the Meetings Tab in Maintain Schedule of Classes
- Changing the instructor this way can create a "ghost" of the former instructor's information and can create errors in your FAD
- Delete (-) the row for the existing instructor
- Add (+) a row for the new instructor; add their information and SAVE



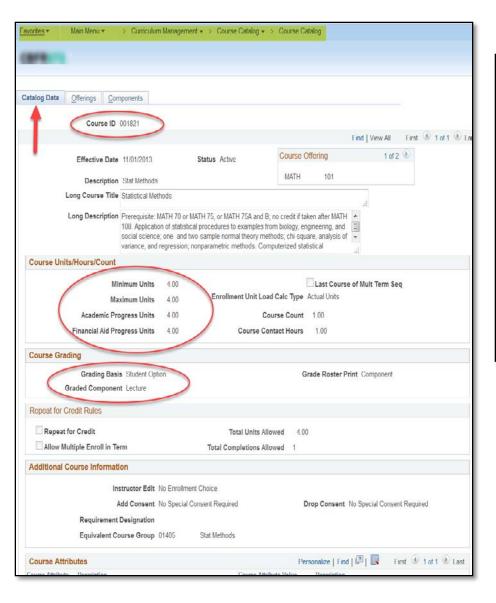
This is also where you would add additional instructors.

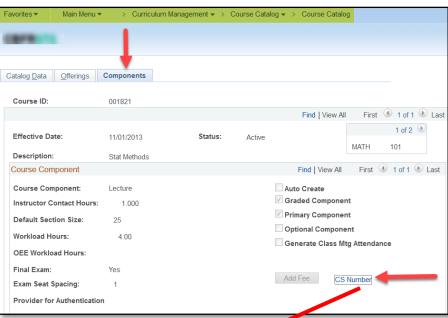
Where to find the CS#, course component(s), grading basis, K or S factor and Unit Value for a course:

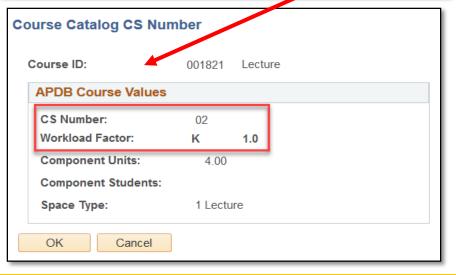
#### MAIN MENU > CURRICULUM MANAGEMENT > COURSE CATALOG > COURSE CATALOG



**SCREENSHOTS NEXT SLIDES** 







#### Financial Aid Units Review

UGRD = 1 x # of Units PBAC = 1.5 x # of Units DOCT = 2 x # of Units

