

## Instructional Analysis Terms, Definitions, and FAQs

The Instructional Analysis reports summarize instructional assignments and course information for each department at UNCG for a given semester. To view an index of the reports and download the files, follow this link: [Instructional Analysis Reports](#).

Each report is an Excel file with three tabs containing data. The contents of the tabs are described below.

**Tab 1: Course Instructors**

Column	Definition
Course	Subject code (prefix), course number and section number.
CRN	Course Reference Number – Banner ID for the course.
Crosslist Code	The specific code identifying a cross-listed course group in the term. All courses with the same cross-list code are cross-listed together and will be counted as a single course for instructional load.
Instructor Name	Name of instructor as identified on the Banner course roster.
Instructor ID	Banner ID for the instructor.
Home Department	The home department for the instructor.
Instructor Percent of Responsibility	Percent of course allocated to this instructor; must sum to 100 if more than one instructor is assigned.

**Tab 2: Instructor and Course**

Column	Definition
Delaware Faculty Category	There are four categories of instructor, as reported on the Delaware Study: 1 = Tenured and Tenure Track 2 = Other Regular Faculty (NTT) 3 = Supplemental Instructors (term appointments) 4 = Graduate Teaching Assistant
Instructor Name	Name of instructor from the Banner course roster.
Tenure	Tenure status as identified in Banner, used for this report to determine Delaware Faculty Category.
Rank	Rank code as identified in Banner.

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EClass	Banner HR Employee Class. This is a personnel class used in position management and hiring, used for this report to determine Delaware Faculty Category.
Initial FTE	Portion of instructor's assignment sourced from instructional funds. This FTE will be zero if the instructor is being paid from non-instructional funds.
Research Buyout	Portion of assignment sourced from external buyout funds such as grants.
Professorship Reduction	Portion of assignment sourced from distinguished or named professorships.
Instructional FTE	Calculated value.  Delaware Faculty Categories 1 and 2: Instructional FTE = Initial FTE minus Research Buyout  Delaware Faculty Categories 3 and 4: If course credit > 0: Instructional FTE = course credits divided by 12 If course credit = 0: Instructional FTE = lab credit divided by 3, plus lecture credit, divided by 12 Then sum across all courses taught by instructor.
Course	Subject code (prefix), course number and section number.
CRN	Course Reference Number – Banner ID for the course.
Lecture Hours	Lecture hours of the course.
Lab Hours	Lab hours of the course.
Credit Hours	Credit hours of the course.
Student Headcount	Total count of students enrolled at census attributed to instructor.
Percent Responsibility	Percent of course allocated to this instructor; must sum to 100 if more than one instructor is assigned.
Crosslist Code	The specific code identifying a cross-listed course group in the term. All courses with the same cross-list code are cross-listed together and will be counted as a single course for instructional load.
Schedule Code	Instruction method, such as LEC (lecture) or SEM (seminar).
OC Count	Organized Course Count. Courses that are included for instructional load; based on schedule code.
IS SCH	Student Credit Hours delivered by independent study or other individualized instruction; based on schedule code.
Total SCH	Student Credit Hours for the course.
Note: Add Pay Course(s)	Indicates if the FTE for this instructor includes one or more add-pay courses.

**Tab 3: Summary by Delaware Faculty Category**

<b>Column</b>	<b>Definition</b>
Delaware Faculty Category	There are four categories of instructor, as reported on the Delaware Study: 1 = Tenured and Tenure Track 2 = Other Regular Faculty (NTT) 3 = Supplemental Instructors (term appointments) 4 = Graduate Teaching Assistant
Instructor Headcount	Total number of instructors within a Delaware Faculty Category, and for the Department overall.
Instructional FTE	Instructional FTE summed across all faculty within a Delaware Faculty Category, and for the Department overall.
Student Headcount	Total count of students enrolled at census summed across all faculty within a Delaware Faculty Category, and for the Department overall.
OC Count	Organized Course Count. Courses that are included for instructional load; based on schedule code. Summed across all faculty within a Delaware Faculty Category, and for the Department overall.
IS SCH	Student Credit Hours delivered by independent study or other individualized instruction; based on schedule code. Summed across all faculty within a Delaware Faculty Category, and for the Department overall.
Total SCH	Student Credit Hours. Summed across all faculty within a Delaware Faculty Category, and for the Department overall.
Student Headcount per FTE	Calculated value. $\text{Student Headcount per FTE} = \frac{\text{Total Student Headcount}}{\text{Total Instructional FTE}}$
OC per FTE	Calculated value. $\text{OC per FTE} = \frac{\text{Total Organized Courses}}{\text{Total Instructional FTE}}$
IS SCH per FTE	Calculated value. $\text{IS SCH per FTE} = \frac{\text{Total IS SCHs}}{\text{Total Instructional FTE}}$
OC SCH per FTE	Calculated value. $\text{OC SCH per FTE} = \frac{\text{Total OC SCHs}}{\text{Total Instructional FTE}}$
Total SCH per FTE	Calculated value. $\text{Total SCH per FTE} = \frac{\text{Total SCHs}}{\text{Total Instructional FTE}}$

**Delaware Faculty Category crosswalk to E-Class and Tenure status**

<b>Delaware Faculty Category</b>	<b>EClass Code</b>	<b>Tenure Status</b>	<b>EClass Description</b>
1	E1	T or N	SAAO I 12 Mo leave Earning
1	E2	T or N	SAAO II 12 Mo leave Earning
1	EA	T or N	EHRA 10 month leave Earning
1	EB	T or N	EHRA 11 month leave earning
1	ED	T or N	EHRA 9 month leave earning
1	EN	T or N	EHRA 9 month non-leave earning
1	EP	T or N	EHRA 12 mo leave earning
1	ER	T or N	Faculty Phased Retirees
1	FC	T or N	Faculty 9 month non leave earn
1	FE	T or N	Faculty 10 month non leave earn
1	FF	T or N	Faculty 11 Mo leave Earning
1	FG	T or N	Faculty 12 Mo leave Earning
1	L1	T or N	12 Month Librarians; LeaveEarn
2	FC		Faculty 9 month non leave earn
2	FE		Faculty 10 month non leave earn
2	FF		Faculty 11 Mo leave Earning
2	FG		Faculty 12 Mo leave Earning
3	AA		Affiliated Persons
3	AF		Adjunct (Faculty)
3	AJ		Adjunct (EHRA)
3	E1		SAAO I 12 Mo leave Earning
3	E2		SAAO II 12 Mo leave Earning
3	EA		EHRA 10 month leave Earning
3	EB		EHRA 11 month leave earning
3	EC		EHRA Perm Part-time
3	ED		EHRA 9 month leave earning
3	EN		EHRA 9 month non-leave earning
3	EP		EHRA 12 mo leave earning
3	ER		Faculty Phased Retirees
3	ET		EHRA Temporary (Not Faculty)
3	FA		Temporary Academic Yr Faculty
3	FO		Other Temporary Faculty
3	FS		Temporary Semester Faculty
3	L1		12 Month Librarians; LeaveEarn
3	RE		Retired (EHRA) Working
3	RF		Retired (Faculty) Working
3	SA		SHRA 10 Month Leave Earning
3	SC		SHRA 9 Month Leave Earning
3	SE		SHRA Exempt
3	SF		SHRA Temp Flat Pay
3	SN		SHRA Non-Exempt
3	SS		Summer Session Employee
4	GF		Graduate Flat Pay
4	GH		Graduate Hourly

### Academic Rank Codes and Modifiers

Academic Rank	Description
1	Professor
2	Associate Professor
3	Assistant Professor
4	Instructor
5	Lecturer
6	Other
7	Academic Professional
9	None

Academic Rank Modifier Code	Academic Rank Modifier
A	No Modifier (standard faculty)
C	Clinical
D	Adjunct
E	Visiting Clinical
F	Academic Professional
G	Professional Librarian
H	Artist or Writer-in-Residence
I	Visiting
J	Visiting Distinguished/Named/Other Prof
L	Visiting Adjunct
M	Adjunct Clinical
N	Visiting Professional Librarian
R	Research
S	Senior
T	Grandfathered Instructor
W	Excellence
X	Distinguished
Y	Named
Z	Other Professorships

## UNCG Schedule Code Crosswalk

Schedule Code	Description	Organized Course or Individualized Study
ACT	Activity	OC
CDR	CD-Rom	IS
CLN	Clinical	OC
COL	Colloquium	OC
CON	Conversational language course	OC
CPJ	Company Project	IS
CTV	Cable TV	OC
DIS	Dissertation	IS
DSC	Discussion Group	OC
DTS	Dissertation or Thesis	IS
DVD	Digital Video Disk	OC
ENS	Ensemble	OC
IND	Independent Study	IS
INI	Internship – Dlvrd Ind Setting	IS
INT	Internship – Dlvrd Org Course	OC
L	Lecture	OC
LAB	Laboratory	OC
LEC	Lecture	OC
LEL	Lecture and Lab	OC
LPF	Lecture with Practicum	OC
OTH	Other	IS
P	Practicum/Internship	OC
PLC	Placeholder	IS
PRC	Practicum – Dlvrd Org Course	OC
PRF	Performance	IS
PRI	Practicum – Dlvrd Ind Setting	IS
PRW	Practicum – Web	OC
RES	Research	IS
SAB	Study Abroad Course	IS
SEM	Seminar	OC
STL	Studio and Lecture	OC
STO	Studio/Other	OC
STT	Student Teaching	IS
STU	Studio	OC
SVL	Service Learning	OC
THS	Studio	IS
TUT	Tutorial	IS
UX	UNC Exchange	IS
VCF	Video Conference	NA
VCR	Videotape	OC
WEB	Web-based	OC
WLC	Web and Lecture	OC
WLL	Web, Lecture and Lab	OC
WLS	Web, Lecture, Studio	OC
WTX	Web on-campus test exams	OC
WVC	Web, on-campus video conf	OC

## How do I?

Change Course Details:	
<ul style="list-style-type: none"> <li>Change one instructor for another on a course</li> </ul>	Send a comprehensive request for course changes to <a href="mailto:courses@uncg.edu">courses@uncg.edu</a> . Include Course ID and CRN, Instructor names, and Banner IDs. Please indicate next to each course what actions are needed.
<ul style="list-style-type: none"> <li>Change percent of assignment for an instructor and a course</li> </ul>	
<ul style="list-style-type: none"> <li>Add another instructor for a team-taught course</li> </ul>	

Example request to update course details:

<b>To:</b> <a href="mailto:courses@uncg.edu">courses@uncg.edu</a>			
<b>Subject:</b> Request for course changes			
Please make the following changes:			
Course	CRN	Current Instructor	Action requested
SUB 150-01	23456	Smith, Sue	Change instructor to Tom Jones, ID 012345678, with 100% responsibility
SUB 230-01	34567	Jones, Tom	Team-taught: add Sue Smith, ID 098765432, with 50% responsibility
SUB 368-01	56789	Black, Jason	Cross-list with ALT 368-01, CRN 12345
ALT 368-01	12345	Black, Jason	Cross-list with SUB 368-01, CRN 56789

## How do I?

Change Faculty Details:	
Contact EPA HR Office and initiate:	
<ul style="list-style-type: none"> <li>Change a faculty rank</li> </ul>	Title Change EPAF
<ul style="list-style-type: none"> <li>Change a faculty E-Class</li> </ul>	PD-7, occurs with associated change in salary
<ul style="list-style-type: none"> <li>Change a faculty tenure status</li> </ul>	PD-7, remove future-dated term record
<ul style="list-style-type: none"> <li>Change a faculty initial FTE</li> </ul>	PD-7, occurs with associated change in salary
<ul style="list-style-type: none"> <li>Change a faculty research buyout</li> </ul>	Labor Distribution change EPAF
<ul style="list-style-type: none"> <li>Change a faculty professorship reduction</li> </ul>	Labor Distribution change EPAF

## Frequently Asked Questions

1. Do the department chairs or designees need to check other departments to see if their courses are listed/cross-listed?
  - A. If a course is currently shown with a cross-listed code that you believe is with a course in another department, you can check that department's report or contact the department head.
2. How can departments verify faculty rank?
  - A. Faculty rank is maintained in Banner by the EPA HR office, headed by Andrea Whitley. Please contact her for information.
3. Should an FTE be greater than 1.0? Where can this information be checked? How should departments initiate necessary changes?
  - A. FTE statuses can be checked in the NBAJOBS screen in Banner. If an FTE needs to be adjusted, work with Andrea Whitley to justify a PD-7 form. The PD-7 usually occurs with an associated change in salary.
4. If the department reviewed their course listing within the first 30 days of the semester, do they later need to check to see if all courses are listed, or should the department primarily be looking for discrepancies in instructor listings, percentages of responsibility, etc?
  - A. Please verify that all department courses are listed. Courses that are missing may be coded in Banner under a different department, and will need to be updated by the University Registrar's Office.
5. If a course is cross-listed, such as Dance 212 and Dance 312 (taught at the same time, by the same professor) is the instructor supposed to have 100% responsibility for both classes or 50% for each?
  - A. For cases of cross-listing where all sections are taught by the same instructor, the instructor should have 100% responsibility for each section. The cross-list group will be counted as one course with SCH's from all cross-listed sections. In this example, if the information is entered correctly, the system will automatically calculate the OC for each course to be .5 while the instructor responsibility will be 100% for each course.
6. Why does the UNCG Schedule Code Crosswalk provided in this document list redundant or overlapping crosswalk codes, such as WEB, WLC, WLL, etc?
  - A. The crosswalk provided here includes old Schedule codes used in 2015, as well as all codes active beginning Spring 2016.



7. How are research hours accounted for?
  - A. This report is focused on instructional time and effort, with a simple reduction for research grants. How time is spent on research activity is outside the scope of this report.
  
8. What if an instructor has FTE <1.0?
  - A. The absence of a 1.0 FTE is typically reflected as a reduction due to a research buy-out or a professorship appointment.
  
9. Shouldn't the Initial FTE and the Instructional FTE be the same?
  - A. The Instructional FTE demonstrates the amount of time paid by instructional funds. If the faculty member has research buy-out or a named or distinguished professorship, their FTE should be reduced by the corresponding levels.
  
10. How should iSchool sections be handled?
  - A. iSchool courses should be excluded. Let us know if you see any in your list.
  
11. How should instructors be listed for Honors Independent courses?

Example: One department has been listing their Honors Liaison Instructor as the only instructor of record. However, this Honors Liaison has no actual contact with the students. If there are 3 students in this Independent Study, then each student has a different instructor. Should the students be listed in 3 different sections, or 1 section with 3 instructors each having 33% responsibility? Since the Liaison enters the grades, should there be 4 instructors listed (with Liaison noted as primary and having 1% responsibility)?

  - A. This situation requires all 3 instructors to be named as co-instructors with 33% responsibility each, and the remaining 1% responsibility assigned to the Liaison. Ideally, there should be a separate section for each instructor so each gets full credit for the students in that section.
  
12. Who decides what crosslist code should be listed? Who enters the crosslist code in Banner? If there is a crosslist code for a course and the department thinks this is incorrect, who can check on this?
  - A. The University Registrar's office assigns the specific codes to each crosslist course group. If you need to verify crosslisted courses, let us know.
  
13. Why has an instructor's rank code changed since the last report?
  - A. The previous year's data was maintained in a private database and directly updated by department chairs or representatives, and may not have been fully up-to-date. The current report and all future reports use instructor detail data directly from Banner HR.

- 14.** Can an instructor have different ranks between different departments?
- A.** Yes. For example, an instructor may be a 1A in their home department, and if they also instruct in a separate department they may be reported as a 3A in that separate department.
- 15.** What if an instructor is listed on tab 1 of the report but not tab 2?
- A.** All home faculty displayed on tab 1 should be displayed on tab 2, but any faculty from outside the department will not be included.
- 16.** What should departments do when the information entered is correct (i.e. tab 1 is correct) but the FTE listed on tab 2 is incorrect?
- A.** Review the description of how FTE is calculated for each group. Contact Andrea Whitley if any updates are needed on faculty.
- 17.** What should departments do when courses from their school/college are showing up on an incorrect department's report? Example: Within the Bryan School, MBA courses are displayed on the ECO report.
- A.** Work with the University Registrar's office to update the base course table. This may be a curricular issue requiring forms going to the UCC or GSC.
- 18.** For courses with variable hours for Independent Study, Dissertation, etc. (Example: 1 – 3, or 1 – 12) does the system default to the max number of hours listed? If there is more than 1 student, should they be listed in separate section?
- A.** Total SCHs for a variable credit course are the sum of enrolled credits for all students in the course. If two students are enrolled for 3 credit hours and another student is enrolled for 1 credit hour, there will be a student headcount of 3 and 7 student credit hours total.
- 19.** What about courses where there are sections like 01(M), 01D, or 01Z? How should these be coded?
- A.** Does the department consider these to be the same course? If yes, they need to be cross-listed so the course count is not inflated.
- 20.** Does it matter if the hours are attributable to undergraduate or graduate hours for the Delaware Study?
- A.** No, but course level is set by the course number. Student level is not relevant.

- 21.** If a professor in the Finance department taught 2 Finance courses and 2 Economics courses, and the Economics department paid for the Finance professor to teach their courses, should he show up in the reports for both departments?
- A.** If the Economics department set up an add pay to buy the Finance professor, his Economics courses will show on tab 1 of the Economics report, and his Finance courses will show on tab 1 of the Finance report.
- 22.** How should the percent of responsibility be split between faculty and a GTA? If a GTA is doing 100% of the instruction, what percent responsibility should the faculty instructor have?
- A.** The specific allocation is at the discretion of the department. Some give 50%/50%, others may split 60%/40%, or even 90%/10%. There is no university-wide standard.
- 23.** How should a department list one of their professors who is teaching in another department (not in a crosslisted or co-taught course)?
- A.** Did the department set up an add pay? See #21.
- 24.** Should the code for Service learning be IS or could it be OC? If there is a limit to the number of Service Learning Courses that can be offered by a department but a course has a service learning component, how should it be listed?
- A.** Service Learning as a schedule type is IS. As a course attribute it has no bearing on this report.
- 25.** Some departments' listings do not show assigned ranks for GTA's. Are all instructors required to have an assigned rank?
- A.** Rank is not required. It is shown here for convenience.