

AS/400 MASTER FILE LAYOUTS/FACULTY

TAPE.FACULTY REQUIREMENTS

Date Last Revised: 05/03/99

Reporting Period: Institutions are to report Faculty data for the Fall Semester to coincide with the reporting of the course data. This faculty data will include the annual pay raises. The following information will describe who should be included in the Faculty file.

Faculty to be included:

- 1) Report all full-time instructional faculty (including those under contract but not yet in the payroll system) by your institution.
- 2) Report all full-time employees who teach.
- 3) Report all part-time faculty/staff who teach.
- 4) Report the remainder of the full-time faculty. This should include any faculty under the categories of Research, Public Service, Librarian, and Executive/Administrative.

AS/400 MASTER FILE LAYOUTS/FACULTY

Faculty Update Transactions

Date Last Revised: 06/01/01

	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
FACULTY	REC_TYPE	Record Type	1A	1	1	66.1
	DATA_TYPE	Data Type	1A	2	2	21.1
	INST_CODE	Institution Code	6N 0	3	8	41.1
	REPORT_YEAR	Report Year	4N 0	9	12	71.1
	REPORT_SEM	Report Semester	2N 0	13	14	70.1
	EMPLOY_ID	Faculty Identifier	9N 0	15	23	25.3
	GENDER	Gender	1A	24	24	36.1
	RACE	Civil Rights Racial Category	1A	25	25	64.1
	TERM_CTRT	Term Of Contract	3N 1	26	28	87.3
	EMP_STATUS	Employee Status	1N 0	29	29	25.2
	RANK	Faculty Rank	2N 0	30	31	64.2
	PRIMA_RESP	Primary Responsibility	2N 0	32	33	61.2
	SACS_2A1	Faculty Meeting SACS Criteria	1N 0	34	34	75.2
	SACS_2A2	Term Deg/Min Required Competency	1N 0	35	35	75.3
	FILL_1	Filler Field	1A	36	36	34.1
	HOME_CIP	Home CIP	6N 0	37	42	40.2
	ANNUAL_SAL	Annual Salary	7N 0	43	49	1.6
	TENURE	Tenure	1N 0	50	50	87.2
	RESTR_FUNDS	Faculty/Staff paid from Restr funds	7N 0	51	57	73.2
	CONTRACT_TRM	SBTCE Faculty Contract Terms	1N 0	58	58	10.2
	DATE_TERM	Date of Termination	8N 0	59	66	21.2
	DATE_HIRE	Date of Hire	8N 0	67	74	
	FILL_1	Filler Field	26N 0	75	100	34.1

ATTRIBUTE LEDGER

A = Alphanumeric Format

N = Numeric Format (Unpacked, Unsigned)

Rec_type will require an "F". Data_type will require "F".

CHEMIS DATA DICTIONARY

PRIMA_RESP

DATE CREATED: 04/02/97

DATE LAST REVISED: 08/10/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Primary Responsibility

SUPPLIED BY: Institution

DEFINITION: The general classification of the position held by the individual at the institution.

CODES, CATEGORIES AND COMMENTS:

- 01 = Instruction
- 02 = Public Service
- 03 = Research
- 04 = Executive/Administrative
- 05 = Librarians
- 06 = Instruction/Research Assistants
- 07 = Other Professionals
- 08 = Technical and Paraprofessionals
- 09 = Clerical and Secretarial
- 10 = Skilled Crafts
- 11 = Service/Maintenance
- 12 = Patient Care
- 13 = Unclassified continuing education program coordinators who carry faculty status
- 14 = Classified continuing education program coordinators

Requirements for reporting full-time faculty as instruction:

The definitions of inclusions and exclusions have been taken directly from the general instructions of the Integrated Postsecondary Education Data System (IPEDS) Salaries, Tenure, and Fringe Benefits of Full-time Instructional Faculty Survey.

Instructional faculty to be included:

- 1) Members of the Instruction/Research staff who are employed full-time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research.
- 2) Full-time instructional faculty on sabbatical leave. Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.
- 3) Full-time replacement for instructional faculty on leave without pay.
- 4) Chairs of departments (if they have no other administrative title and hold a full-time faculty rank). Report such faculty at their contracted faculty salary.

Instructional faculty to be excluded:

- 1) Replacements for instructional faculty on sabbatical leave.
- 2) Instructional faculty on leave without pay.
- 3) Instructional faculty for preclinical and clinical medicine. Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental

hygiene, etc., should be reported.

4) Instructional faculty who are employed on a part-time basis.

5) Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.

6) Undergraduate or graduate students who assist in the instruction of courses, but have titles such as graduate or teaching assistance, teaching associate, teaching fellow.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null NOT Allowed

DATA VALUE RANGE: 1 - 12

FIELD LENGTH: 2 (0 decimals implied)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01 represents instruction