

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.

FILE LAYOUTS – FACULTY

Faculty Update Transactions (OLD Format for Reporting Race/Ethnicity-single field)

Date Last Revised: 07/22/09

	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
FACULTY	REC_TYPE	Record Type	1A	1	1	112
	DATA_TYPE	Data Type	1A	2	2	35
	INST_CODE	Institution Code	6N	0	3	8
	REPORT_YEAR	Report Year	4N	0	9	12
	REPORT_SEM	Report Semester	2N	0	13	14
	EMPLOY_ID	Faculty Identifier	9N	0	15	23
	GENDER	Gender	1A	24	24	61
	RACE	Civil Rights Racial Category	1A	25	25	101
	TERM_CTRT	Term Of Contract	3N	1	26	28
	EMP_STATUS	Employee Status	1N	0	29	29
	RANK	Faculty Rank	2N	0	30	31
	PRIMA_RESP	Primary Responsibility	2N	0	32	33
	SACS_2A1	Faculty Meeting SACS Criteria	1N	0	34	34
	SACS_2A2	Term Deg/Min Required	1N	0	35	35
		Competency				
	FILL_1	Filler Field	1A	36	36	59
	HOME_CIP	Home CIP	6N	0	37	42
	ANNUAL_SAL	Annual Salary	7N	0	43	49
	TENURE	Tenure	1N	0	50	50
	RESTR_FUNDS	Faculty/Staff paid from Restr funds	7N	0	51	57
	CONTRACT_TRM	SBTCE Faculty Contract Terms	1N	0	58	58
	DATE_TERM	Date of Termination	8N	0	59	66
	DATE_HIRE	Date of Hire	8N	0	67	74
	FILL_1	Filler Field	26N	0	75	100

ATTRIBUTE LEDGER

A = Alphanumeric Format

N = Numeric Format (Unpacked, Unsigned)

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

FILE LAYOUTS – FACULTY

Faculty Update Transactions (New Format for Reporting Race/Ethnicity-multiple fields)

Date Last Revised: 07/22/09

	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
FACULTY	REC_TYPE	Record Type	1A	1	1	112
	DATA_TYPE	Data Type	1A	2	2	35
	INST_CODE	Institution Code	6N	0	3	8
	REPORT_YEAR	Report Year	4N	0	9	12
	REPORT_SEM	Report Semester	2N	0	13	14
	EMPLOY_ID	Faculty Identifier	9N	0	15	23
	GENDER	Gender	1A	24	24	61
	RACE	Civil Rights Racial Category	1A	25	25	101
	TERM_CTRT	Term Of Contract	3N	1	26	28
	EMP_STATUS	Employee Status	1N	0	29	29
	RANK	Faculty Rank	2N	0	30	31
	PRIMA_RESP	Primary Responsibility	2N	0	32	33
	SACS_2A1	Faculty Meeting SACS Criteria	1N	0	34	34
	SACS_2A2	Term Deg/Min Required	1N	0	35	35
		Competency				
	FILL_1	Filler Field	1A	36	36	59
	HOME_CIP	Home CIP	6N	0	37	42
	ANNUAL_SAL	Annual Salary	7N	0	43	49
	TENURE	Tenure	1N	0	50	50
	RESTR_FUNDS	Faculty/Staff paid from Restr funds	7N	0	51	57
	CONTRACT_TRM	SBTCE Faculty Contract Terms	1N	0	58	58
	DATE_TERM	Date of Termination	8N	0	59	66
	DATE_HIRE	Date of Hire	8N	0	67	74

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

FILE LAYOUTS – FACULTY

Faculty Update Transactions (New Format for Reporting Race/Ethnicity-multiple fields) (Cont)

Date Last Revised: 07/17/09

FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT PG#
RF1_HISP	Hispanic	IN 0	75	75	103
RF2_AI_AN	American Indian or Alaska Native	IN 0	76	76	104
RF3_ASIAN	Asian	IN 0	77	77	105
RF4_BL_AF	Black or African American	IN 0	78	78	106
RF5_NH_PI	Native Hawaiian or Other Pacific Islander	IN 0	79	79	107
RF6_White	White	IN 0	80	80	108
RF7_NRA	Non-Resident Alien	IN 0	81	81	109
RF8_UNK	Race/Ethnicity Unknown	IN 0	82	82	110
FILL_1	Filler Field	18A	83	100	59

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