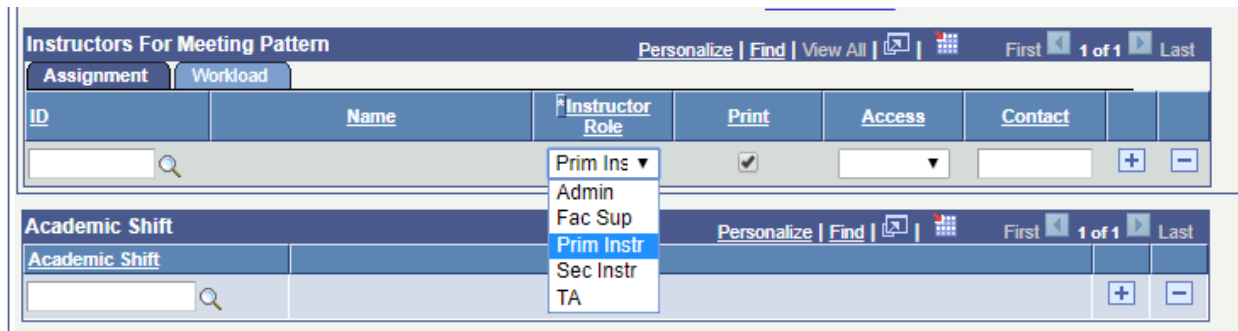


Instructor Roles in UD SIS

Effective Fall 2018

Two new instructor roles have been created effective Fall 2018. Please see below for more information on these new roles and the roles currently used.

Instructor Role	Description	Class Roster Access	Print
*Administrator	Individual requires access to class rosters and/or need to enter attendance and grades etc., but is not the actual instructor of record for the course	Yes	No
*Faculty Supervisor	Faculty who supervise the course (e.g., groups of laboratories or discussion sections) but do not regularly meet with the class at the scheduled hours	Yes	No
Primary	Instructor that teaches all or the majority of the course in the classroom/online	Yes	Yes
Secondary	Instructor that teaches a portion of the course in the classroom/online in conjunction with the primary	Yes	Yes
Teaching Assistant (TA)	TA/TA's assist primary/secondary instructors; need to be listed if he or she regularly meets with students for laboratory or discussion sections of courses	Yes	Yes/No



Grade Roster Access:	Select approve or grade (do not select Post); there must be at least one approver selected for each section
Approve	Instructor can enter grades and approve the grade roster
Grade	Instructor can only enter grades for the class
Post	Instructor can enter grades, approve the roster, and post the grades

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact
<input type="text"/>	<input type="text"/>	Prim Ins	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Personalize | First 1 of 1 Last

Room Characteristic	Quantity
<input type="text"/>	1

Approve Grade Post

*Department determines which instructor roles approves the grade roster

Print:

Check the print box to display the instructor's name on the Schedule of Classes report and in courses search.

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact
<input type="text"/>	<input type="text"/>	Prim Ins	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Faculty Workload in UD SIS

Through the use of workload error identification reports developed in Cognos, workload verification is maintained by the SOC department contacts, with the assistance of the Scheduling Office, before, during, and after each term. You are asked to review the entire prior fiscal year for accuracy in the summer to assure that workload reports that are used for CBA compliance and for budget planning are accurate.

The “load factor” needs to be entered such that the contact credit hours will be weighted appropriately to accurately reflect the actual workload agreement between the Department Chair and the Faculty Member.

The College Bargain Agreement specifies “Except by mutual agreement, teaching and advisement of each individual's workload will not average in excess of 12 credit-contact hours per week per semester for the academic year, nor shall the average teaching load of the unit exceed the approved workload policy of the unit.”

The credit contact hour conversions are defined in Appendix B of the CBA. For specific questions about faculty workload, please contact the Provost Office faculty HR Manager.

Summary

Review and revise instructor workloads in UDSIS

Steps

A. Main Procedure

1. In UDSIS, go to: *Curriculum Management > Schedule of Classes > Maintain Schedule of Classes*
2. On the search page:
 - a) Enter **Term**
 - b) Enter **Subject Area**
 - c) Enter **Catalog Number**
 - d) Click button **Search**
3. With the Course pulled up, go to tab **Meetings**
 - a) Confirm the **Faculty ID** listed in field "Instructors for Meeting Pattern is accurate"
 - b) On tab "Assignment" below, enter the instructor's **Instructor Role**
 - Check box **Print** if their name should appear in the Reg book
 - Choose the instructor's **Access** level
 - c) Go to tab "Workload"
 - The instructor who is listed on tab "Assignment" will be listed on tab 'Workload'
 - d) For field "Load Factor", enter the appropriate % needed

The screenshot displays the 'Meetings' tab in the UDSIS system. The 'Instructors For Meeting Pattern' section is highlighted with a red circle. Below it, the 'Assignment' and 'Workload' tabs are also highlighted with a red circle. The 'Workload' table shows two instructors with a 'Load Factor' of 50.0000, which is also circled in red.

ID	Name	Load Factor
20542	Saylor, William W	50.0000
55120	Kniel-Tolbert, Kalmia Elisabeth	50.0000

4. When finished, click button **Save**

B. Load Factor Examples

1. For one instructor teaching the course, enter **100.000** to reflect 100%
2. For two instructors co-teaching, enter **50.000** for each to reflect 50%

3. For two instructors, where one is primary and one is secondary, enter **75.000** for primary and **25.000** for secondary
4. For multiple faculty teaching ONE section, the percentage should **not** exceed 100%
5. For independent study, graduate research, etc., if faculty co-taught a student(s), each should get 50% workload. If faculty taught a student(s) individually, each should get a 100% workload
6. TA's can receive a workload percentage which is determined by the department

C. Load Factor Notes

1. The system will take any number. Be sure the percentages you enter are accurate and add to 100%
2. There can be one primary instructor with a 100% workload and another instructor or TA with 0% workload
3. Workload percentages will roll from term to term and will need revision if there are changes to faculty when building a new term
4. For combined courses, changes to the workload may need to be made at:
 - a) *Curriculum Management > Schedule of Classes > Schedule Class Meetings*