

Banner Student

Faculty Loading

Reports and Procedures





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Part I.
Procedures

1 **Contractual Load Limit Management**

Managing faculty workload limits (a.k.a. contractual load limits) is critical in the development of class offerings, services, assignments and faculty pay. Overloading faculty can have severe consequences on the college's budget and hiring processes. Banner has the capability to assist schedulers in avoiding these consequences. This section will describe the operation of the Banner forms and processes involved in managing faculty workload limits.

In general, workload limits are set on the faculty staff type in the STVFSTP – Faculty Staff Type Validation form. All faculty are assigned a staff type through the SIAINST - Faculty/Advisor Information form. This form is term effective while the load limit on the staff type validation table is not.

Where an instructor's load limit does not conform to the load limit set on the staff type, the individual load limit can be set on the SVALOLI – Faculty ID/Term-Specific Load Limits form. Limits set here are term specific. For faculty that have an agreement with the district for a separate load limit that is ongoing, the load limit set on this form must be rolled from term to term.

Banner will then evaluate faculty assignments against the term-specific load limit first before looking at the load limit set at the faculty staff type. Depending on the error handling indicator specified on the staff type validation (STVFSTP) form, Banner's faculty assignment form (SIRASGN) will notify the scheduler when the limit has been reached. Reports are also available to check for loads that may have exceeded the limit (see Reports section).

1.1 **Setting Faculty Staff Type Load Limits**

Faculty workload limits are established on the faculty staff type. Faculty staff types are maintained on the STVFSTP – Faculty Staff Type Code Validation form (fig.1). This form maintains the staff type description, load limit, limit error handling method, an active indicator for determining if the workloads for this staff type are subject to the load limit.



Warning: This form is not term effective. Changes to load limits will be lost. See "Changing Staff Type Load Limits".

1.2 Maintaining Individual and Term-Specific Load Limits

1.2.1 Instructions

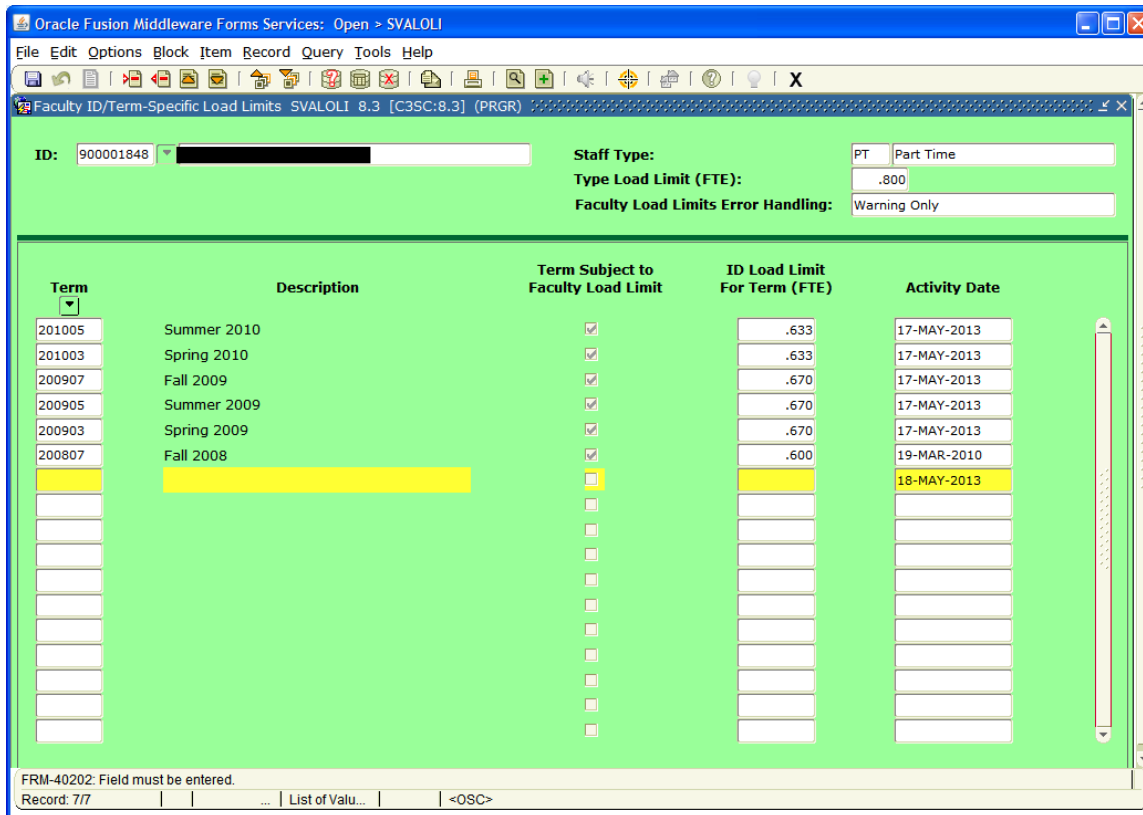
Assigning Individual and Term-Specific Load Limits

Individual faculty load limits are established on the SVALOLI – Faculty ID/Term-Specific Load Limits form.

- 1) On the Banner Go To line, enter **SVALOLI**. This will bring up the Faculty ID/Term-Specific Load Limits form (fig 3).
- 2) Enter the faculty ID. This will bring up the staff type load limit settings for that person.
- 3) Next block  to see a list of terms with term-specific load limits. The Term Subject to Faculty Load Limit is shown but not alterable.
- 4) Adjust an existing entry or click on an empty row or press "Insert Record"  to add a new load limit.
- 5) Enter the term that the load limit will apply to and the load limit (in FTE format).

**Note: enter all terms that the new limit will apply to even though the term may have passed.*

- 6) Press Save  when finished.




Term	Description	Term Subject to Faculty Load Limit	ID Load Limit For Term (FTE)	Activity Date
201005	Summer 2010	<input checked="" type="checkbox"/>	.633	17-MAY-2013
201003	Spring 2010	<input checked="" type="checkbox"/>	.633	17-MAY-2013
200907	Fall 2009	<input checked="" type="checkbox"/>	.670	17-MAY-2013
200905	Summer 2009	<input checked="" type="checkbox"/>	.670	17-MAY-2013
200903	Spring 2009	<input checked="" type="checkbox"/>	.670	17-MAY-2013
200807	Fall 2008	<input checked="" type="checkbox"/>	.600	19-MAR-2010
		<input type="checkbox"/>		18-MAY-2013
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Figure 3. SVALOLI - Faculty ID/Term-Specific Load Limits

Rolling Individual/Term-Specific Load Limits

Individual load limits on SVALOLI are not term-effective and Banner does not automatically roll term-specific load limits from term to term. To make individual load limits effective for new terms, a roll process has been developed.

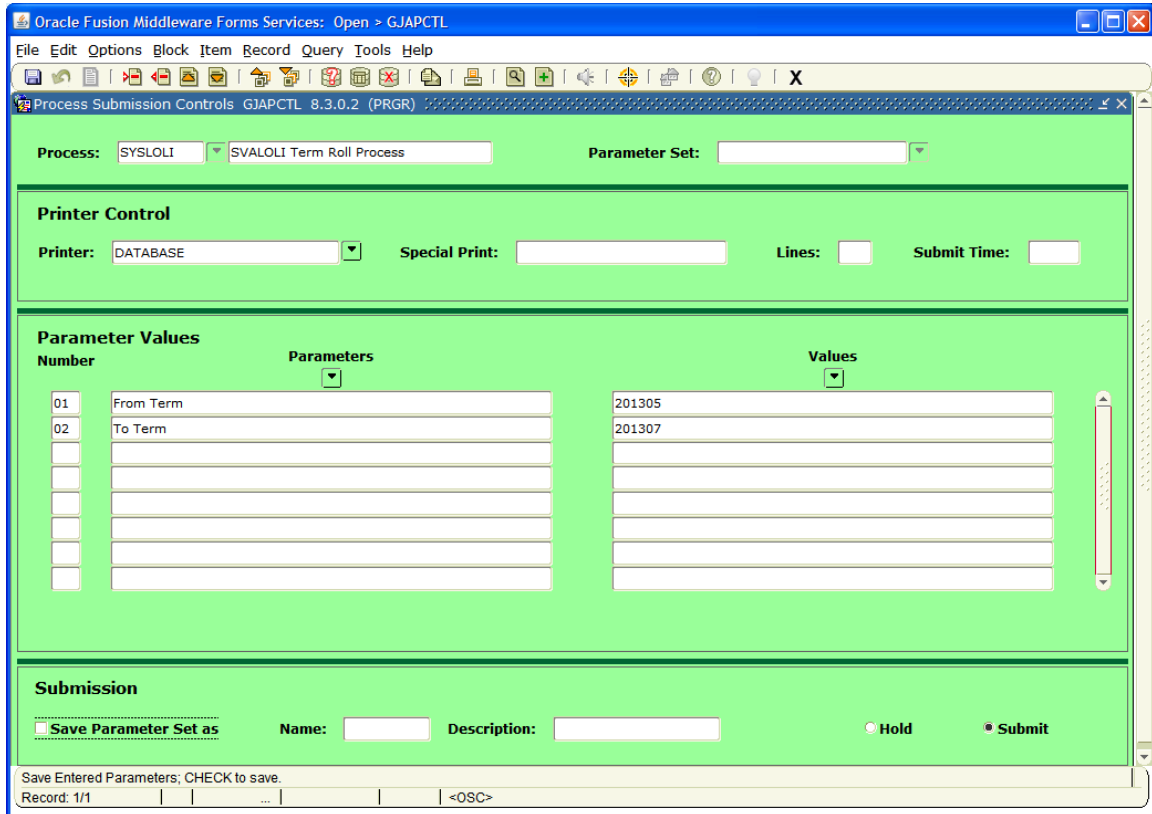
To roll individual and term-specific load limits:

- 1) On the Banner Go To line, enter **SYSLOLI**. This will bring up the SVALOLI Term Roll Process job submission form (fig 4).
- 2) Next block  to select the desired printer or leave as **DATABASE** on the printer control block.
- 3) Next block to enter the from and to terms to roll. Terms should be consecutive to avoid rolling incorrect load limit data.

**Note: The new term must have already been rolled before running this process. Check with Academic Affairs office for when terms have been rolled.*

- 4) Next block and press Save  to launch the job.

- 5) Check the job output through GJIREVO or go to SVALOLI to check that the load limit from the prior term has been rolled to the new term. *(See also the Contractual Load Limits report for verification of term roll.)*



Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PRGR)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	<input type="text" value="From Term"/>	<input type="text" value="201305"/>
02	<input type="text" value="To Term"/>	<input type="text" value="201307"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Submission

Save Parameter Set as Name: Description: Hold Submit

Save Entered Parameters; CHECK to save.
Record: 1/1 | ... | <OSC>

Figure 4. SYSLOLI - SVALOLI Term Roll Process

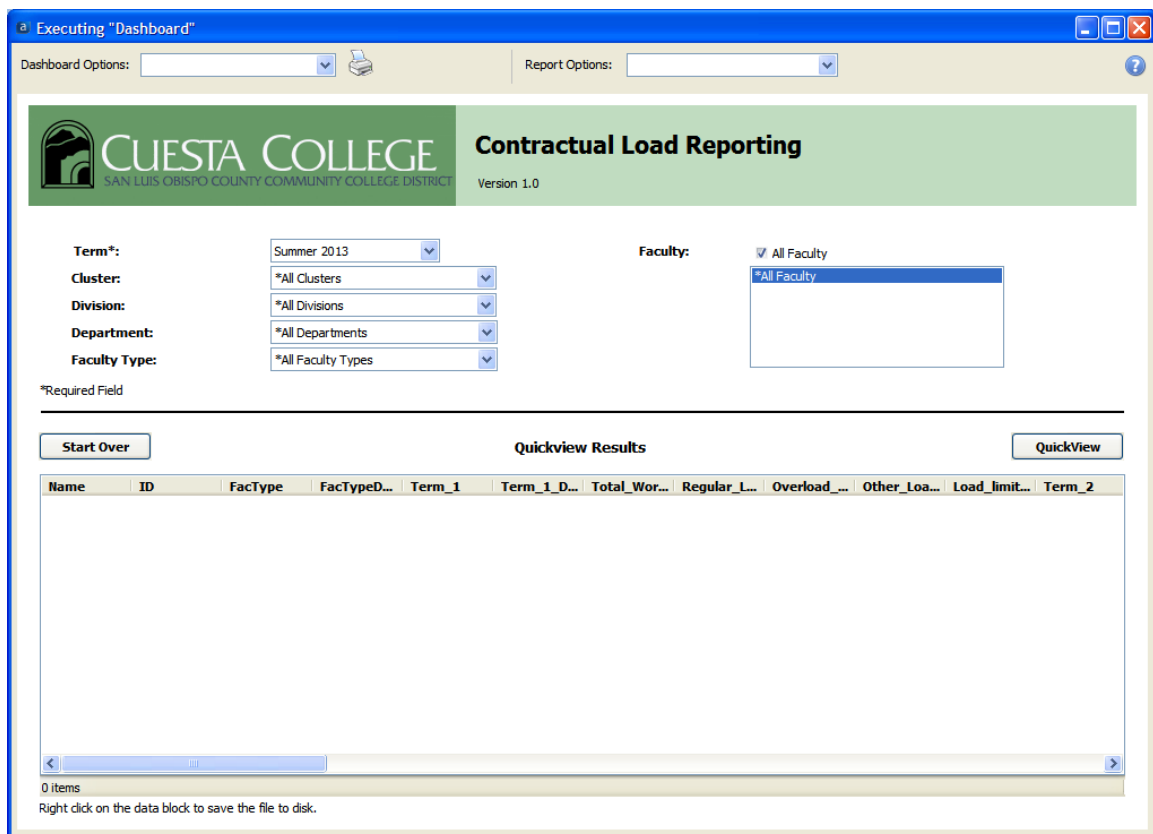
Part II.
Reports

1 **Contractual Load Reports**

The Argos datablock contains three reports for managing faculty load and their contractual load limits:

- **Contractual Load History Data**
- **Contractual Load History Summary**
- **Contractual Load Limits**

The reports must be run for a specific term but will obtain load data for the last 5 primary terms as well. Reports can be run for clusters, divisions, departments, faculty type and individual faculty.



Executing "Dashboard"

Dashboard Options: Report Options:

CUESTA COLLEGE
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Contractual Load Reporting
Version 1.0

Term*: Summer 2013
 Cluster: *All Clusters
 Division: *All Divisions
 Department: *All Departments
 Faculty Type: *All Faculty Types

Faculty: All Faculty
 *All Faculty

*Required Field

Start Over Quickview Results QuickView

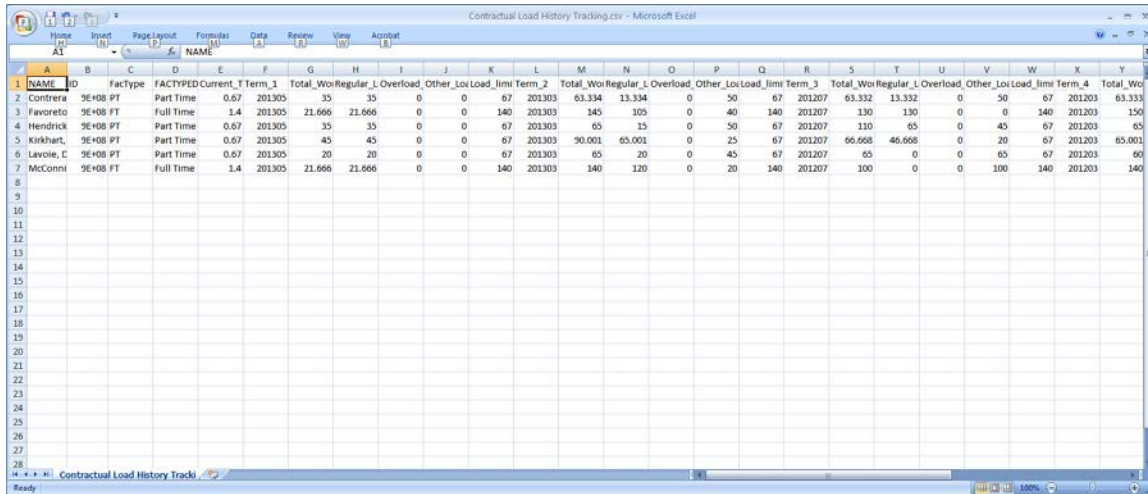
Name	ID	FacType	FacTypeD...	Term_1	Term_1 D...	Total Wor...	Regular L...	Overload_...	Other Loa...	Load_limit...	Term_2
0 items											

Right click on the data block to save the file to disk.

Figure 5. Contractual Load Reports Dashboard

1.1 Contractual Load History Data

This report is a .csv data extract file for importing contractual load history data into an Excel spreadsheet.




NAME	ID	FacType	FAcTYPED	Current_T	Term 1	Total_WoRegular_L	Overload	Other_LoL	Load_Limit	Term 2	Total_WoRegular_L	Overload	Other_LoL	Load_Limit	Term 3	Total_WoRegular_L	Overload	Other_LoL	Load_Limit	Term 4	Total_WoRegular_L	Overload	Other_LoL	Load_Limit	
Contera	9E408 PT	Part Time	0.67	201305	35	35	0	0	67	201303	63.334	13.334	0	50	67	201207	63.332	13.332	0	50	67	201203	63.333	0	0
Favoreto	9E408 FT	Full Time	1.4	201305	21.666	21.666	0	0	140	201303	145	105	0	40	140	201207	130	130	0	0	140	201203	150	0	0
Hendrick	9E408 PT	Part Time	0.67	201305	35	35	0	0	67	201303	65	15	0	50	67	201207	110	65	0	45	67	201203	65	0	0
Kirkhart,	9E408 PT	Part Time	0.67	201305	45	45	0	0	67	201303	50.001	65.001	0	25	67	201207	66.668	46.668	0	20	67	201203	65.001	0	0
Lavoie, C	9E408 PT	Part Time	0.67	201305	20	20	0	0	67	201303	65	20	0	45	67	201207	65	0	0	65	67	201203	60	0	0
McConn	9E408 FT	Full Time	1.4	201305	21.666	21.666	0	0	140	201303	140	120	0	20	140	201207	100	0	0	100	140	201203	140	0	0

Figure 6. Contractual Load History Data Sample

1.2 Contractual Load History Summary

This is a banded report showing load history for the last 6 primary terms and indicates whether loads have exceeded their term limits and if any load rules for a the faculty staff type have been exceeded.



Contractual Load History Tracking
 Spring 2011 - Summer 2013

5/18/2013 3:31:58 PM
 Page 1 of 1
 PROD

Name	ID	Type	Limit	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer	EC
C	[REDACTED]	4 PT	67.0	101.666	65.000	63.333	63.332	63.334	35.000	
F	[REDACTED]	4 FT	140.0	150.000	130.000	150.000	130.000	145.000	21.666	
H	[REDACTED]	6 PT	67.0	65.000	65.000	65.000	110.000	65.000	35.000	
K	[REDACTED]	5 PT	67.0	66.251	75.001	65.001	66.668	90.001	45.000	
L	[REDACTED]	3 PT	67.0	60.000	65.000	60.000	65.000	65.000	20.000	
M	[REDACTED]	3 FT	140.0	160.000	135.000	140.000	100.000	140.000	21.666	

Loads in boldface have exceeded the load limit for that term.

Exception Codes:
1. Part-time faculty load limits exceeded more than 2 terms within last 3 years.

*** Report Control Information ***

Terms:	Summer 2013	Department:	Biology - BIO
Cluster:	*All Clusters	Instructor:	*All Faculty
Division:	*All Divisions	Faculty Type:	*All Faculty

Figure 7. Contractual Load History Tracking Report Sample

1.3 Contractual Load Limits

This banded report displays faculty load limits by staff type for the specified term.

CUESTA COLLEGE		Contractual Load Limits		5/18/2013 3:35:08 PM
		Summer 2013		Page 1 of 1
				PROD
Name		ID	Load Limit	
FT Full Time		(Load Lim It: 1.4, Active: Y, Err Handling: Warning Only)		
[REDACTED]		900198984	1.400	
[REDACTED]		900011153	1.400	
PT Part Time		(Load Lim It: 0.67, Active: Y, Err Handling: Warning Only)		
[REDACTED] M.		900174104	0.670	
[REDACTED] R.		900001316	0.670	
[REDACTED]		900002925	0.670	
[REDACTED]		900005153	0.670	
* denotes difference between faculty type load limit and the load limit for the instructor.				
*** Report Control Information ***				
Term:	Summer 2013	Department:	Biology - BIO	
Cluster:	*All Clusters	Instructor:	*All Faculty	
Division:	*All Divisions	Faculty Type:	*All Faculty	

