

HUMAN RESOURCES INFORMATION SYSTEM

SOUTH DAKOTA BOARD OF REGENTS
HUMAN RESOURCES/FINANCE INFORMATION SYSTEMS

Faculty Administration

Version 1.2

Updated 03/11/2010



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Introduction

Overview

Welcome to the South Dakota Board of Regents Human Resource Information System. This chapter explains the Faculty Administration module in the Banner Human Resources System. The core of the Faculty Administration module is the Faculty Form (PEAFACT). Faculty Administration also enables the user to enter and update information about the employee's rank, tenure and appointment. It provides forms for entry of:

- Tenure,
- Rank,
- Appointment,
- Discipline,
- Sabbatical Tracking, and
- Comments.

Intended Audience

Human resources staff and academic affairs staff may wish to use this manual and portion of the HRIS system.

Documentation and Disclaimer

All information that is entered into this system must be free of discriminatory intent. All information used should be reflective of the position or work required or related information. It is the policy of the South Dakota Board of Regents to take affirmative action and to ensure that all employment practices are free of discrimination. In addition, the Board of Regents fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into all of its employment practices. South Dakota Board of Regents is an equal employment opportunity employer.

Glossary

Faculty Defined:

1. Non-Unit: Non-Unit Faculty are employees that are in faculty related positions who are exempt from the State Career Service System and exempt from the bargaining unit (COHE) and perform research, instruction, and other faculty duties. Departments that are exempted from the COHE collective bargaining unit are Medical School, Law School, Institute of Atmospheric Sciences, and 2010 Research Initiative. All non-unit employees are subject to the BOR as well as institutional policies, procedures, rules and regulations.
2. Unit: Unit Faculty are employees that are in faculty related position who are exempt from the State Career Service System and perform research, instruction, and other faculty duties. These employees are members of the Council of Higher Education (COHE) which have a collective bargaining agreement (CBA) and are the recognized union representatives. All unit employees are subject to the collective bargaining agreement and those rules, regulations, policies, and procedures not governed by COHE.

Tenure Policies:

<http://www.sdbor.edu/policy/4-Personnel/documents/4-10.pdf>

Rank and Promotion Policies:

<http://www.sdbor.edu/policy/4-Personnel/documents/4-11.pdf>

COHE Contract:

http://www.sdbor.edu/administration/policy_planning/TOC.htm

Rule, Validation, Maintenance Forms

The Faculty Administration module is supported by the following rule and validation forms. These rule and validation forms are maintained by the Board of Regents Office. Any changes to these tables must come through the Human Resource Directors team. To learn how to set up the rule and validation forms, go to the Other Information section in this manual.

Form Description	Banner Table
Rule Forms	
Faculty Type Rule Form	PTRFTYP
Installation Form	PTRINST
Tenure	PTRTENR
Faculty Rank	PTRRANK
Electronic Approval Level	NTRALVL
Leave Reason	PTRLREA
Validation Forms	
Discipline Code	PTVDISP
Review Type	PTRREVT
Rank	PTVRANK
Sabbatical Type	PTVSBTY
Faculty Action Comment	PTVFACC

PTRFTYP – The Faculty Type Rule Form allows the organization to establish additional rules within the organization. Currently, this is not being used.

PTRINST – The Payroll Installation Rule Form allows baseline set up on payroll.

PTRTENR – The Tenure Rule Form allows the organization to establish rules relating to Tenure.

PTRRANK – The Rank Rule Form allows the organization to establish ranks to be used in the system.

NTRALVL – The Electronic Approval Level is used to approve Rank and Tenure to ensure that IPED reporting occurs and documentation/tracking of faculty.

PTRLREA – The Leave Reasons Rule Form assists in documenting when a faculty member is out on leave.

PTVDISP – The Discipline Code is used to document the faculty member's primary discipline. This is the discipline that is used for market purpose.

PTREVT – The Review Type is used to document tenure as well as performance reviews.

PTVRANK - The Rank Validation Form allows the organization to establish ranks to be used in the system.

PTVSBTY – The Sabbatical Type Validation Form is used to document sabbatical leave.

PTVFACC – The Faculty Action Comment allows for documentation on a faculty members record.

Business Process

Introduction

This manual is designed to document the faculty applications within Banner HR.

Diagrams

There are no diagrams to document.

Policies, Procedures and Practices

A. Establishing a Faculty Member in Banner

The Faculty Action Tracking Form (PEAFACT) is used to establish and maintain faculty actions such as rank review, appointment/tenure, and sabbatical or other leaves. Collects information used in regulatory reporting for reports such as IPEDS-S.

The form below is an example of PEAFACT (version 8.3).

The screenshot shows the Oracle Developer Forms Runtime interface for the PEAFACT form. The window title is "Oracle Developer Forms Runtime - Web: Open > PEAFACT". The form is titled "Faculty Action Tracking PEAFACT 8.3 (TEST)".

Fields and values shown:

- ID: [Empty]
- Status: Active
- General section:
 - Primary Activity: Instructional
 - Primary Discipline: 451101 Sociology
 - Institution Credit: [Empty]
 - Faculty Type: 1FT 22-AUG - 21-MAY
 - Faculty Compensation Level: [Empty]
 - Birth State or Province: [Empty]
 - Academic Title: Professor - 9
 - Emeritus Status
 - Terminal Degree
 - AAUP Member
- Original Appointment section:
 - Begin Date: 16-AUG-1974
 - End Date: [Empty]
 - User ID: JKMINDEr
 - Activity Date: 04-NOV-2009

Footer text: Primary Activity; Choose Administrative, Instructional, or Research
Record: 1/1 | | ... | | | <OSC>

Follow these steps to complete the process.

1. Access the Faculty Action Tracking Form (PEAFACT).
2. Enter the ID of a faculty member in the ID field or access the Employee Search Form (POIIDEN) by clicking the Search option to select an ID.
3. Perform a Next Block function. The fields displayed in this area of the form depend on the Faculty Action tracking method selected on the Installation Rule Form (PTRINST) when the employee record was set up. If you selected Faculty Member on PTRINST, four additional fields display in this block: Academic Title, Primary Discipline, Faculty Type, and Emeritus Status.
4. Select *Instructional*, *Administrative*, or *Research* from the drop-down list in the Primary Activity field for which they are assigned.
5. Primary Discipline - Double-click in the Primary Discipline drop down table and select the primary discipline for the faculty member. Primary discipline represents the CIP for which the faculty member primarily instructs and is established based on the Academic Affairs office.
6. Institutional Credit- Institutional credit is the amount of credit that has been awarded for promotion. This number will represent total number of years given credit at the current institution to go toward promotion (not tenure).
7. Faculty Type – This represents the contract period for which a faculty member has been assigned. This contract date will impact salary planner, contracts as well as moving from B to A status and A to B status in NBAJOBS.
8. Faculty Compensation Level – Currently, this field is not being used for SD.
9. Birth State or Province – This is held on PPAIDEN and is not a required field. However, it can be populated if the institution desires.
10. Academic Title - Enter a title in the Academic Title field. This field should match NBAJOBS and may be used for the contract.
11. Click the Emeritus Status checkbox if the faculty member has attained an Emeritus status (retired and holding an honorary title).
12. The Terminal Degree checkbox field defaults from the General Information Form (PEAGENL) and is for display only.
13. Click the AAUP Member checkbox if the faculty member is a member of the American Association of University Professors.
14. Original Appointment - Enter the date the faculty member started the original appointment at the home institution in the Original Appointment Begin Date field.
15. End Date - Enter a date the date the faculty member's original appointment ended in the Original Appointment End Date field.
16. Click the Save icon.
17. Click the Exit icon.

B. Tracking Tenure for a Faculty Member

The Appointment/Tenure Action option of the Faculty Tracking Form (PEAFAC) establishes a profile of all appointments, reviews, and tenure steps for an individual. For tenure tracking, the user may establish a tenure record by creating successive reappointments and then a tenure decision.

Follow these steps to complete the process.

1. Access the Faculty Action Tracking Form (PEAFAC).
2. Enter the faculty member's ID number in the ID field, or use the Search function.
3. Perform a Next Block function.
4. Select Options from the tool bar and from the drop down list select Appt or Tenure Records
5. Leave the Position, Suffix, Organization, and COA (Chart of Accounts) fields empty as SD reviews the employee rather than the position in Banner.
6. Perform a Next Block function.

7. This Action Date – This field defaults with today’s date. This is the date in which the information was initiated on behalf of the faculty member. This date should reflect the date for the action period. For example, academic affairs may load reappointments in March (the action date) and approve them in April.
8. Begin Date - Enter a date that represents the official Appointment Starting date in the Appt or Reappt Begin Date field.
9. End Date - Leave the End Date field empty when the appointment is ongoing.
10. Click the Initial Record checkbox only if this is the first time a record is being entered for this faculty member.
11. The Decision field will default to None. The value displayed indicates the decision made about the reappointment/tenure by the organization. The values are: Approved (Approved appointment, review, tenure), Disapproved, Unapproved, Deferred (Postpone decision), None (No decision made (default)). To approve Tenure, save the record and select Options and from there select Approval. A new box will pop up for completion. FCTTRK is the approval code. Save this record and the approval will be completed.
12. Click the Terminal Appointment checkbox if this is the last appointment and tenure was denied. Once there is a terminal appointment, promotion and reappointment information are typically not entered.
13. Previous Tenure - Enter a number that reflects tenure from another institution in the Previous Tenure Grant field. This tenure number should only reflect that of credited tenure upon hire from previous employment.
14. Tenure Credit - Enter a number that reflects the amount of credit given to the tenure candidate for this appointment in the Tenure Credit This Appt field. This tenure credit is the total credit received during employment with the institution.
15. The two fields (Previous and Tenure) should equal the total amount under policy for tenure purposes.
16. Tenure FTE - Enter a number that reflects the full-time equivalent of tenure within specified department given to the tenure candidate for this appointment in the Tenure FTE field. A warning message will be displayed for tenure FTE greater than 1 if the Institution is tracking faculty by organization or position/suffix. The Tenure FTE will be summed for multiple organizations or positions.
17. Appointment Effective Date – Enter the date of the new appointment or reappointment in the Effective Date field. This date is usually the same as the Appointment Begin Date field.
18. Review Type - Double-click in the Review Type field, and select a review type.
19. Next Review - Enter the date for the next review for appointment or reappointment in the Next Review Date field.
20. Tenure Review Type - Double-click in the Review Type field and select a review type code.
21. Tenure Code - Double-click in the Tenure Code field and select a code that describes the tenure status. Required for Banner IPEDS faculty reporting.

22. Tenure Status - The Tenure Status field defaults from the Tenure Code Rule Form (PTRTENR), indicating the status of the faculty member's tenure. The value varies based on the tenure code entered above.
23. Tenure Tracking Date - Enter a date that specifies the date the tenure process began for this individual in the Tenure Tracking Begin field.
24. Tenure On - The Tenure On field indicates the date the faculty member achieved tenure.
25. Tenure Review Date – Enter a date the faculty member should have the next tenure review in the Tenure Review Date field.
26. Click the Save icon.
27. Click the Exit icon.

C. Record Rank Action for a Faculty Member

The Rank Information window on the Faculty Action Tracking Form (PEAFAC) can collect multiple rank statuses on a faculty member as that individual proceeds along a career path and attains higher ranks. The Rank Action window allows the user to enter rank information to record promotions and reviews for the faculty member. To access this window, select Rank Records from the Options menu. When moving through the scrolling region of this window, the program sorts records based on the order of the Rank Effective Dates of rank records. To move from record to record use the scrolling area to the right or use the up/down arrow keys.

The screenshot shows the Oracle Developer Forms Runtime - Web: Open > PEAFAC window. The window title is "Oracle Developer Forms Runtime - Web: Open > PEAFAC". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main window is titled "Action Window PEAFAC 8.3 (TEST)".

The form contains the following fields and controls:

- ID:** A text input field.
- Position:** A dropdown menu.
- Suffix:** A dropdown menu.
- Organization:** A dropdown menu.
- COA:** A text input field.
- Radio buttons:** Three radio buttons labeled "Appt and Tenure", "Rank", and "Faculty Leaves". The "Rank" radio button is selected.
- Rank Section:**
 - This Action Date:** A date picker showing "01-JUL-2007".
 - Initial Record:** A checked checkbox.
 - Rank:** A dropdown menu showing "1" and "Professor".
 - Rank Effective Date:** A date picker showing "01-JUL-1989".
 - Next Review Date:** A date picker.
- Decision Section:**
 - Decision for Rank:** A text input field showing "Approved".
 - Decision Date:** A date picker showing "31-MAY-2007".
 - Decision Deferred to Date:** A date picker.
- User ID:** A text input field showing "LEGACY CONV".
- Activity Date:** A date picker showing "04-JAN-2008".

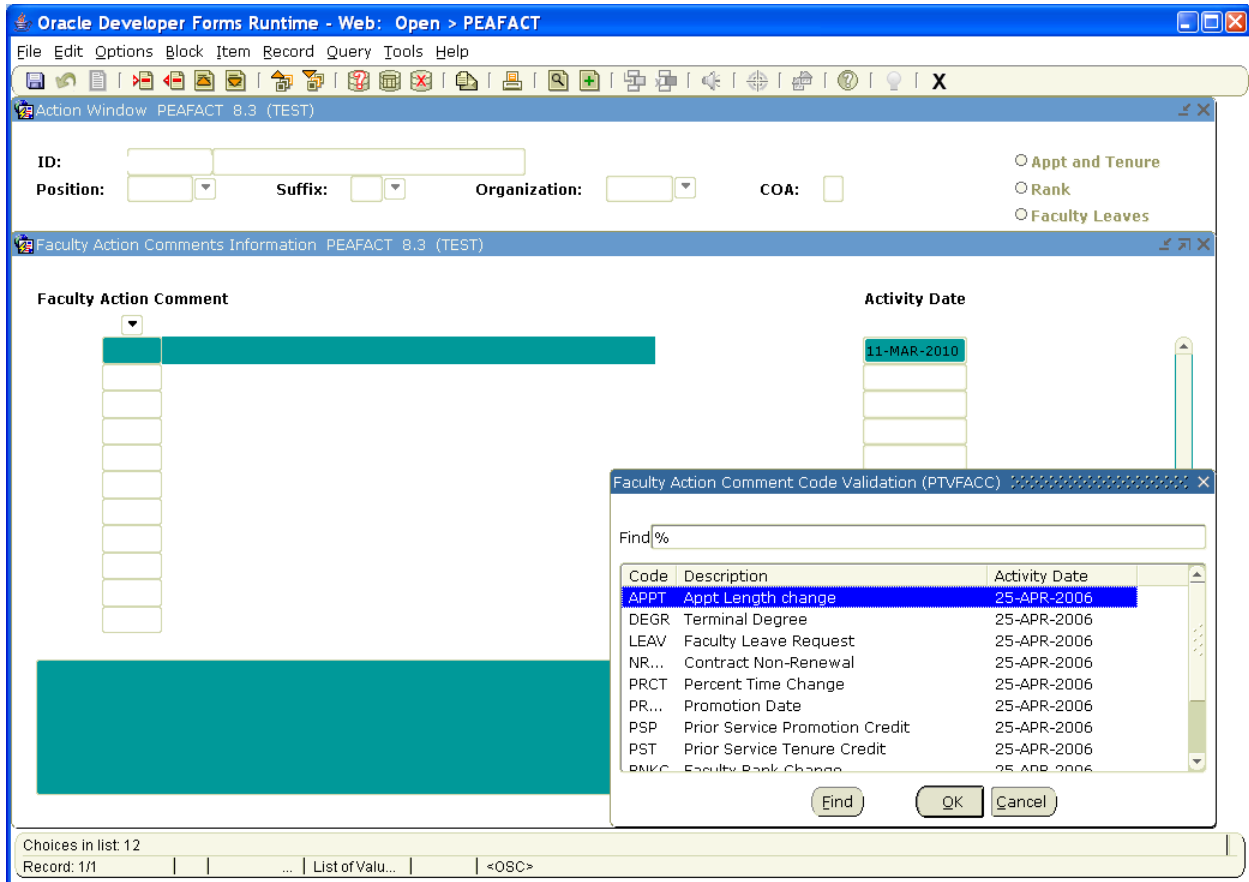
The status bar at the bottom of the window displays "Action Date, format DD-MON-YYYY." and "Record: 1/1".

Follow these steps to complete the process.

1. Access the Faculty Action Form (PEAFAC).
2. Enter the faculty member's ID number in the ID field or use the Search function.
3. Perform a Next Block function.
4. Select Rank Records from the Options menu.
5. Action Date - Enter the date in which the information was initiated on behalf of the faculty member in the This Action Date field. Remember this form can be used for more than one rank and the past records will be saved for historical tracking.
6. Initial Record - Click the Initial Record checkbox if this is the initial faculty record is checked.
7. Rank - Double-click in the Rank field and select the rank that the faculty member holds. Required for Banner IPEDS reporting.
8. Rank Effective Date - Enter the date the new appointment becomes effective in the Rank Effective Date field. The system will default to the current date, but you may override this with a future date. This record will become part of the faculty member's permanent job history and each new rank assigned must have a unique date for this purpose.
9. Next Review Date - Enter a date one year from the Rank Effective Date field in the Next Review field. This will allow for reporting should a report need to be pulled for the next review period.
10. The block at the bottom of the screen is the Decision Information block. The values in this block determine the status of the request for promotion. The fields are filled in by default and get their data from the Approval/Appeal area of the Rank window. To approve Rank, save the record and select Options and from there select Approval. A new box will pop up for completion. FCTTRK is the approval code. Save this record and the approval will be completed.
11. Click the Save icon.

D. Recording Comments for Faculty Actions

The Comments window is optional, but you may use it to record comments on each action and each approval/appeal to create an historical profile on the faculty member.



Follow these steps to complete the process.

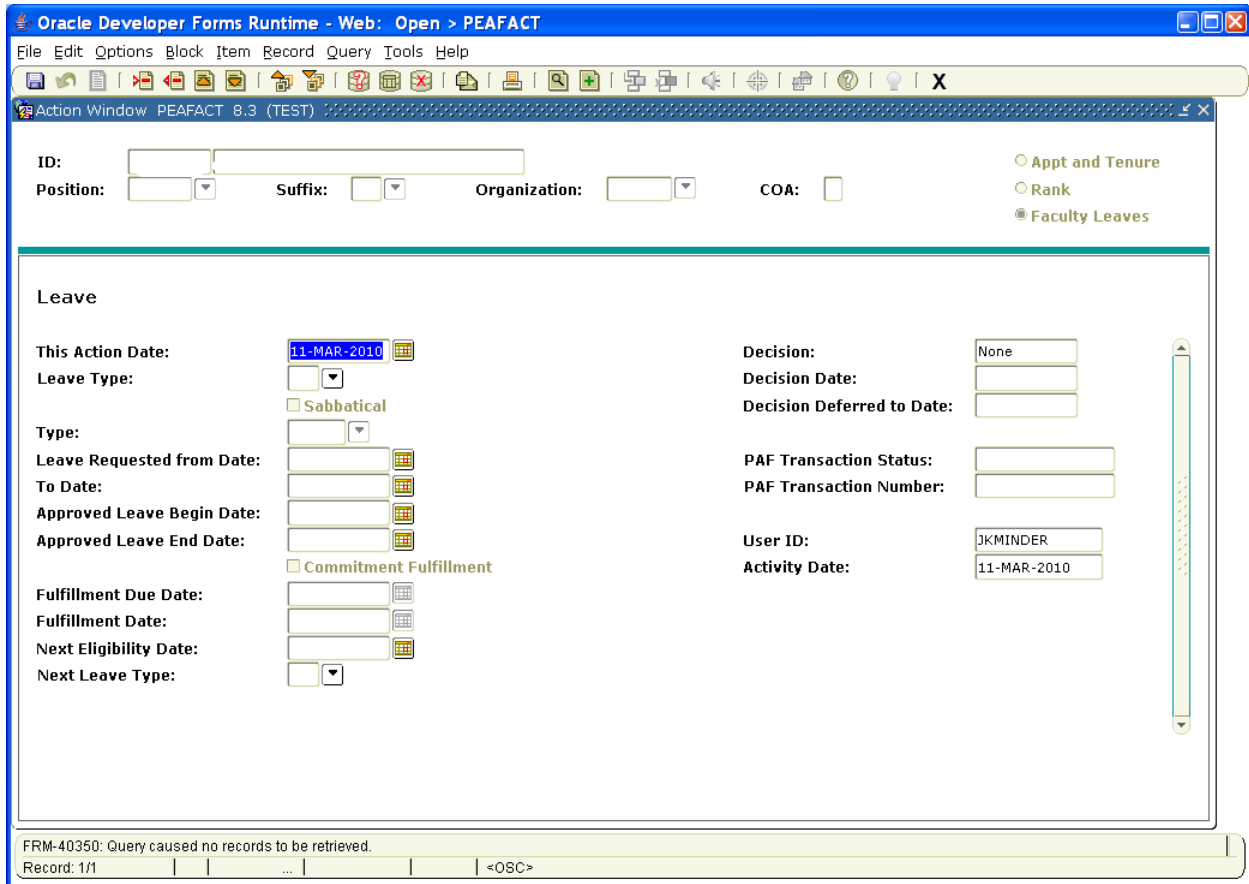
1. Select Comments from the Options menu.
2. Double-click in the Faculty Action Comment field and select a faculty action code.
3. Enter a free-form text comment in the comment area at the bottom of the window.
4. Click the Save icon.
5. Click the Exit icon.

E. Recording Faculty Leave Information on the Faculty Form

The Faculty Leaves Action window of the Faculty Tracking Form (PEAFAC) tracks academic leaves. South Dakota typically will not use this form for tracking leave. NBAJOBS is used for

tracking Sabbaticals, PEAEMPL is used for extended leaves due to our BOP interface, and PEALEAV will monitor the leave usage for a faculty member.

This is what it would look like, however, again, SD does not use leave tracking in Banner HR.



The screenshot shows the Oracle Developer Forms Runtime interface for the PEAFAC form. The window title is "Oracle Developer Forms Runtime - Web: Open > PEAFAC". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and editing. The main form area is titled "Action Window PEAFAC 8.3 (TEST)".

At the top of the form, there are input fields for "ID:", "Position:", "Suffix:", "Organization:", and "COA:". To the right of these fields are three radio buttons: "Appt and Tenure", "Rank", and "Faculty Leaves", with "Faculty Leaves" selected.

The main section of the form is titled "Leave". It contains several groups of fields:

- This Action Date:** 11-MAR-2010 (with a calendar icon)
- Leave Type:** A dropdown menu.
- Type:** A dropdown menu.
- Leave Requested from Date:** A date field with a calendar icon.
- To Date:** A date field with a calendar icon.
- Approved Leave Begin Date:** A date field with a calendar icon.
- Approved Leave End Date:** A date field with a calendar icon.
- Fulfillment Due Date:** A date field with a calendar icon.
- Fulfillment Date:** A date field with a calendar icon.
- Next Eligibility Date:** A date field with a calendar icon.
- Next Leave Type:** A dropdown menu.

There are two radio buttons for leave types: "Sabbatical" and "Commitment Fulfillment".

On the right side of the form, there are several more fields:

- Decision:** None (in a text box)
- Decision Date:** A date field.
- Decision Deferred to Date:** A date field.
- PAF Transaction Status:** A text box.
- PAF Transaction Number:** A text box.
- User ID:** JKMINDER (in a text box)
- Activity Date:** 11-MAR-2010 (in a text box)

At the bottom of the form, there is a status bar that reads "FRM-40350: Query caused no records to be retrieved." and "Record: 1/1".

F. Recording Approval and Appeal Information

Enter the Approval/Appeal window to record any approval or appeal information about the faculty action. The window is the same regardless of the faculty action. This information applies to each Appointment/Tenure and Rank approval.

Note Rank and Tenure above for additional information on this form.

The screenshot displays the Oracle Developer Forms Runtime interface for the PEAFACT application. The main window is titled "Oracle Developer Forms Runtime - Web: Open > PEAFACT". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The primary content area is divided into two sections: "Approval/Appeal Information" and "Appeal Information".

The "Approval/Appeal Information" section contains a table with the following columns: Approval Code, Level, Approver, Action, Decision Date, Deferral Date, and Last Level. The first row is populated with the following data:

Approval Code	Level	Approver	Action	Decision Date	Deferral Date	Last Level
FCTTRK Faculty Rank/Tenure/Leave	90	JKMINDER	Approv...	11-MAR-2010		<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Below the table is the "Appeal Information" section, which includes an "Appeal Date" field and another table with columns: Approval Code, Level, Reviewer, Action, Decision Date, Deferral Date, and Last Level. The first row in this table is populated with:

Approval Code	Level	Reviewer	Action	Decision Date	Deferral Date	Last Level
			None	11-MAR-2010		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

The bottom status bar indicates "Approval Code Record: 1/1" and includes a "List of Valu..." button and a "<OSC>" button.

Follow these steps to complete the process.

Approval or Other Status

1. When in the PEAFACT form and after the Rank or Tenure form has been saved, go to Options.
2. Select Approval/Appeal from the Options menu.
3. FCTTRK should auto default with the level of approval required for this action.
4. The Level field will default and display the numeric level of the approval level code.
5. Double-click the Approver field and select the code that identifies the individual authorized to approve this faculty action.
6. Select an action that specifies the approver decision made for the faculty action from the drop-down list in the Action field.

7. The Date field will default to today's date, but this field can be changed to represent the date that the decision took place.
8. Enter a date that represents the date to which the leave is deferred in the Deferral Date field.
9. Click the Last Level checkbox if the approver has the highest level of authority to make a decision on the faculty action. Only one approver can have a last level status. At least one level of approval must be established, in order for this approval/ appeal information to be Saved. This means that at least one level of approval must have the field Last Level checked. Faculty actions must first be approved here in order to display on other inquiry forms such as on the Faculty Information Inquiry Form (PEIFACT) (which appears when selecting the Faculty Snapshot selection)
10. Click the Save icon.

Appeal Information

11. Appeal a denied decision procedure, If a denied decision has been made, follow the next steps.
12. Enter the date of the appeal in the Appeal Date field.
13. Double-click in the Appeal Code field and select the approval level required for this appeal.
14. The Description fields will default and displays the description of the approval level code used to appeal the decision.
15. The Last Level field will default—displays the numeric level of the approval level code used to appeal the decision.
16. Double-click in the Reviewer field to select a reviewer who is authorized to review the appeal of this faculty action.
17. Select a decision for the faculty action under appeal from the dropdown list in the Action field.
18. Enter the date the appeal decision took place in the Date field.
19. Enter the current or a future date in the Deferral Date field.
20. Click the Last Level checkbox if the approver has the highest level of authority to make an appeal decision on the faculty action.
21. Click the Save icon.
22. Click the Exit icon.

G. Establishing Employee Bargaining for Faculty Members

Union eligibility can be tracked on two application forms. The position form can track union eligibility as well as the person form. The forms include NBAPOSN and PEABARG. SDBOR will be loading PEABARG and NBAPOSN.

PEABARG

On this form, institutions will need to track by person when the individual is eligible and then terminate their eligibility as appropriate and document as ineligible. This is essential for the following processes: Contracts and Salary Policy.

The screenshot shows the Oracle Developer Forms Runtime interface for the PEABARG form. The window title is "Oracle Developer Forms Runtime - Web: Open > PEABARG". The form is titled "Employee/Job Labor Relations PEABARG 8.0 (TEST)".

The form contains the following sections:

- ID:** A text input field.
- Employee Bargaining Unit:** A table with columns:
 - Bargaining Unit Code:** A dropdown menu with "HE University COHE" selected.
 - Relationship Status:** A dropdown menu with "IN Ineligible" selected.
 - Seniority:** A date field.
 - Bargaining Unit Dates Effective:** A date field with "11-MAR-2010" entered.
 - End:** A date field.
- Job Bargaining Unit:** A table with columns:
 - Position:** A dropdown menu.
 - Suffix:** A dropdown menu.
 - Title:** A text input field.
 - Job Seniority Date:** A date field.
 - Job Location Code:** A text input field.

The status bar at the bottom of the form displays: "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1".

Follow these steps to complete the process.

1. Go to PEABARG
2. Enter the Employee ID
3. Next block
4. Select the appropriate Bargaining Code
5. Select the appropriate Relationship Code
6. Enter Effective Date
7. Enter the End Date as appropriate
8. Save
9. Next Block
10. Enter Position
11. Enter Suffix
12. Save

Queries and Reports

A. Faculty Information Inquiry Form (PEIFACT)

The Faculty Information Inquiry Form (PEIFACT) queries the system for information relating to a faculty action. The system bases the query on the query date, and accesses records on the Faculty Action Tracking Form (PEAFACT). The values displayed are for approved faculty actions only.

Follow these steps to complete the process.

1. Access the Faculty Information Inquiry Form (PEIFACT).
2. Enter the faculty member's ID number in the ID field or use the Search function.
3. Enter the appropriate Query Date.
4. View the information. The fields in this area are display only.
5. Select the Next Block function to view the Other Information window.
6. Click the Exit icon.

B. Faculty Information Inquiry Form (PEIFACT)

The Employee List by Faculty Action Form (PEIELFA) allows users to query faculty actions for appointments, rank, or faculty leave. The search options include date range, action status (such as approved or denied), and type of query date (Action Date or Effective Date), if comments exist, and accesses records on the Faculty Action Tracking Form (PEAFACT). This will enable the user to request, for example, who is on an academic Leave of Absence within a certain date range.

Follow these steps to complete the process.

1. Access the Employee List by Faculty Action Inquiry Form (PEIELFA).
 - a. Make selections in the key block:
 - i. Field/Value
 1. Action Type
 - a. Default value Appt/Tenure.
 - b. Select the Action type to be displayed either rank, appointment/tenure, or leave.
 2. Query From/To Date
 - a. Optional.
 - b. The Query date determines the records that are displayed. The user may specify a current, past, or future date, and the system will access effective records closest to that date. Enter a date to query the faculty information.
 3. Faculty Action Status
 - a. Required.
 - b. Default is All.

- c. Action Status allows for a search of a particular decision status within the Faculty Action. Each Faculty Action allows for the recording of an approval or appeal. This becomes the Action Status or Decision. These include None (or no decision), Approved, Denied, Deferred, and Pending.
- 4. Query By
 - a. Default value of Effective Date.
 - b. Query by the user may select Action Date to request all records recorded in a specific time period or, Effective Date may be chosen to query the date in which an action took effect.
- 2. Select the Next Block function to view the information.
- 3. Click on the Detail icon to navigate to the Faculty Action Tracking form.
- 4. Click the Exit icon.

C. Reports

Report Name	Banner Name	Functionality
Faculty Load Update Process	PEPFACL	Updates payroll table PERFACL with faculty load data from the SCT Banner Student System.
Faculty Load Comparison	PERFACL	Displays comparative data for faculty load and the annual salary for all faculty.
COHE Eligible Report	PZRCOHE	Created for COHE to provide a list of eligible COHE members.
Faculty Profile	PZRFACP	This is for the Faculty Information for the fact book.
Faculty Information	PZRFACT	This is a report that provides all information on PEAFACT for a faculty member.
IPEDS	PZRIPED	This report provides a detail of all reporting due to IPEDS.

Other Information

Before SCT Banner can process Faculty Administrative information in the system, there are several codes and rules that need to be set up or created.

Setup Form/Where Used

Faculty Type Rule Form PTRFTYP
 Faculty Action Tracking Form PEAFAC
Installation Form PTRINST
 Faculty Action Tracking Form PEAFAC
Tenure Rule Form PTRTENR
 Faculty Action Tracking Form PEAFAC
Faculty Rank Rule Form PTRRANK
 Faculty Action Tracking Form PEAFAC
Electronic Approval Level Rule Form NTRALVL
 Faculty Action Tracking Form PEAFAC
Leave Reason Rule Form PTRLREA Faculty Action Tracking Form PEAFAC
 Discipline Code Validation Form PTVDISP
 Faculty Action Tracking Form PEAFAC
Review Type Validation Form PTVREVT
 Faculty Action Tracking Form PEAFAC
Rank Validation Form PTVRANK
 Faculty Action Tracking Form PEAFAC
Sabbatical Type Validation Form PTVSBTY
 Faculty Action Tracking Form PEAFAC
Faculty Action Comment Code Validation Form
 PTVFACC Faculty Action Tracking Form PEAFAC

A. Payroll Installation Rule Form (PTRINST)

The Installation Rule Form (PTRINST) is used to determine how your institution wants to track faculty actions. The PTRINST form will allow for Appointment/Tenure actions to be automatically approved upon insert. All rule forms are maintained centrally.

Note: Approval Level Codes should reflect your institution's reporting structure. *Example: Approval Level Code Tenure or Rank.* These "Auto Approval" values are not related to activities of the Electronic Approvals module.

Follow these steps to complete the process.

1. Access the Installation Rule Form (PTRINST).
2. Select Faculty from the Options menu.
 - a. The method discussed in this WB is Faculty. However, other options are:
 - b. Faculty Member: This selection disables the Organization and Position/ Suffix fields on PEAFAC. It is worth noting that typically a faculty action is linked to a person by faculty member not by position/suffix or organization. This happens because traditionally an institution tracks faculty actions by the person, that is, if a person is tenured as a professor, they would keep their tenured status even if they move to another department. However, if they were tracked according to organization, they would need to have a new record created if they changed their department.
 - c. Organization: This selection tracks faculty action by the organization associated with the faculty member. This sorts information according to department. This selection requires Organization and COA, but disables the Position/Suffix field on PEAFAC.
 - d. Position/ Suffix: This selection tracks a faculty action by the position/suffix of the job associated with the faculty member. This selection requires the Position/Suffix field and disables the Organization field on PEAFAC. Use when the installation is Canadian to facilitate reporting Statistics Canada data to Revenue Canada.
 - e. None Default. Do not track faculty actions on PEAFAC.
3. Select the Allow or Not Allowed radio button for the Allow the Insertion of a Faculty Action Effective Date Prior to Existing Faculty Action Records field.
 - a. The response determines whether records may be inserted between existing faculty actions on the Faculty Action Tracking Form (PEAFAC).
 - b. Example: There is a faculty record for a Rank decision for John Jones, action dated 01-Jun-1998. There is another Rank action dated 01-Jun- 1999. The user enters a new action date on PEAFAC of 15-Dec-1998. If the indicator is set to Allowed, the record will be inserted into the faculty records. If the indicator is set to Not Allowed, the user will receive an error and the program will not insert the record.
4. Select the Edit or Do Not Edit radio buttons for the Edit employee records against Faculty Leave records field.
 - a. When this indicator is set to Do Not Edit, and the employee's Faculty Leave record on PEAFAC is approved, the job record NBAJOBS will not be analyzed to ensure it is coded for the proper Job Status.
 - b. If this field is set to Edit, the faculty action on PEAFAC will be edited against the job status of the employee's job assignment NBAJOBS.
5. Click the Rank checkbox to set up an auto-approval process for Rank.
6. Click the Tenure checkbox to establish an auto-approval process for Tenure.
7. Click the Leave checkbox to establish an auto approval process for Leave.
8. Double-click in the Approval Level Code field and select a code for each auto-approved process you choose to set up.
9. Click the Save icon.

10. Click the Exit icon.

B. Faculty Type Rule Form (PTRFTYP)

The Faculty Type Rule Form (PTRFTYP) defines faculty types within your institution. It has been created to establish contract begin and end dates.

Follow these steps to complete the process.

1. Access the Faculty Type Rule Form (PTRFTYP).
2. Enter a faculty type code in the Faculty Type Code field. *Example:* RESPI may represent Research Principal Investigator.
3. Enter a description of the faculty type code in the Description field.
4. Enter the codes that represent the responsibilities, appointments, and position of the faculty types in the Statistics Canada University Full-Time, Part-Time and College fields. Used for Canadian clients only.
5. Click the Save icon.
6. Click the Exit icon.

C. Discipline Code Validation Form (PTVDISP)

The Discipline Code Validation Form (PTVDISP) enables you to define codes for academic disciplines. The codes created on this form are used to identify teaching disciplines on the Faculty Action Tracking Form (PEAFAC).

Follow these steps to complete the process.

1. Access the Discipline Code Validation Form (PTVDISP).
2. Enter a 1- to 6-character code to define a discipline in the Discipline Code field.
3. Enter a description of the discipline code in the Description field.
4. Click the Save icon.
5. Click the Exit icon.

D. Tenure Code Rule Form (PTRTENR)

The Tenure Code Rule Form (PTRTENR) enables you to define tenure codes and to associate them with rules specifying tenure eligibility and status.

Follow these steps to complete the process.

1. Access the Tenure Code Rule Form (PTRTENR).
2. Enter 1- to 2-character tenure code in the Code field.
3. Enter a description of the tenure code in the Description field.
4. Select a tenure status from the drop-down list in the Tenure Status field.
5. Click the Tenure Date Required checkbox to require a tenure date for this tenure code.
6. Click the Review Date Required checkbox to require a review date for this tenure code.
7. Click the Save icon.
8. Click the Exit icon.

E. Review Type Validation Form (PTVREVT)

The Review Type Validation Form (PTVREVT) allows you to define review types for use on the Employee Review Form (PEAREVW) and the Faculty Action Tracking Form (PEAFACT).

Follow these steps to complete the process.

1. Access the Review Type Validation Form (PTVREVT).
2. Enter a 1- to 2-character code for the review type in the Type Code field.
3. Enter a description of the review type code in the Description field.
4. Click the Save icon.
5. Click the Exit icon.

F. Rank Rule Form (PTRRANK)

The Faculty Rank Rule Form (PTRRANK) enables you to further define the Rank Validation Form (PTVRANK) by linking faculty and IPEDS rank. This offers maximum flexibility when using Rank codes to describe faculty positions on the Faculty Action Tracing Form (PEAFACT).

Follow these steps to complete the process.

1. Access the Faculty Rank Rule Form (PTRRANK).
2. Enter a 1- to 2-character code that represents a faculty rank with the institution in the Institutional Rank field.
3. Enter a description of the institutional rank in the Description field.
4. Click on The IPEDS Rank Code to select the IPEDS rank associated with the institution's rank.
5. Click the Save icon.
6. Click the Exit icon.

G. Rank Validation Form (PTVRANK)

The Rank Validation Form (PTVRANK) associates institutional ranks from the Faculty Rank Rule Form (PTRRANK) with IPEDS rank on this form for the Fall Staff Survey (IPDES-S Reporting). An IPEDS rank of 9-Nonstandard Academic Ranking appears on this form and can be used to identify items that should not appear on the IPEDS report.

Note: This form is delivered to you with current EEO skill codes as defined and required by the federal government. You should not revise it until you receive notification from SunGard SCT.

When we receive notice of a change in federal reporting requirements that affects the skill codes defined on this form, we will send instructions for making amendments to this data, along with any required programming changes.

H. Sabbatical Type Validation Form (PTVSBTY)

The Sabbatical Type Validation Form (PTVSBTY) defines certain sabbatical types to be used on the Faculty Action Tracking Form (PEAFACT).

Follow these steps to complete the process.

1. Access the Sabbatical Type Validation Form (PTVSBTY).
2. Enter a 1- to 4-character code that represents a sabbatical type code in the Sabbatical Type Code field.
3. Enter a description of the sabbatical type in the Description field.
4. Click the Save icon.
5. Click the Exit icon.

I. Faculty Action Comment Code Validation Form (PTVFACC)

The Faculty Action Comment Code Validation Form (PTVFACC) defines comment codes unique to processing faculty actions on the Faculty Action Tracking Form (PEAFACT).

Follow these steps to complete the process.

1. Access the Faculty Action Comment Code Validation Form (PTVFACC).
2. Enter a 1- to 3-character code in the Faculty Action Comment Code field that represents a comment code for a faculty action, approval, or appeal.
3. Enter a description of the comment code in the Description field.
4. Click the Save icon.
5. Click the Exit icon.