Copy of Department Course Instructors

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1. Purpose – The Department Course Instructors page answers the question "who teaches the courses in my department(s)?" This information is displayed in the following three sections that distribute by instructor category:

1. The classes taught
2. Class enrollment
3. Unites taught

Links to course level are provided at the top of the page. Only instructional activity in enrollment sections is displayed on this page. This limitation excludes instruction in non-enrollment sections, typically laboratory and/or recitation sections associated with a lecture course. This page shows class enrollment data from the Student Information System (SIS) PeopleSoft Campus Solutions, which identifies course instructors. The course instructors are categorized into faculty/employee types using PeopleSync data. This report reflects academic years, which consists of Fall, Winter, Spring, and Summer term over two calendar years. The academic year on this dashboard is shown with both calendar years hyphenated. Class enrollment data is updated nightly. The numbers shown can change from day to day as students enroll or withdraw from classes while history can also change due to retroactive enrollment changes.

2. Fact Amounts –

- **Assigning Classes to Departments**: Classes are assigned to a reporting department by the academic organization in which they are classified in SIS. For example, on this page all courses in the academic organization "chemistry" are assigned to chemistry even if one is taught by an instructor from physics.
  - **Note** – Because of data limitations, this classification omits subject areas coded to the academic organization global from its department's courses. In the future these courses will be included.

- **Combined Classes**: Combined classes – also called cross-listed classes – are those for which students may register through more than one department or through more than one course within a department. One component of a combined class is identified as the sponsor. Total workload is assigned to the department of the sponsor section and, in the detail reports, that total workload is identified with the name of the sponsoring section. In the detail reports, the total enrollment in combined classes is listed with the title of the sponsoring section. Classes that combine a graduate and undergraduate section are assigned to the level of the sponsor section. If a combined class does not have a unique sponsor, each component is assigned to the department of its subject area.
  - **Example** – The computer science course CSCI-GA 2945, "Topics in Numerical Analysis," is combined with MATH-GA 2011, "Advanced Topics in Numerical Analysis," which is the sponsor section. The total enrollment and points are assigned to mathematics, listed as MATH-GA 2011.

- **Assigning Classes to Instructors**: Instructional activity in enrollment sections is assigned to the primary instructor(s) in SIS. When more than one primary instructor is assigned, activity is allocated equally among them. For example, in a four unit course with 10 students and two primary instructors, each instructor would be assigned .50 class sections, five class enrollments, and 20 units.

- **Classes Without a Primary Instructor**: Classes for which a primary instructor is not recorded in SIS are excluded from the graphs and associated detail reports. They are listed separately in the report and accessible via the "navigate to courses not taught by a primary instructor" link.

- **Categorizing Instructors**: Primary instructors are categorized in five groups by linking SIS data with PeopleSync human resources data. These categories include tenure/tenure-track, full time continuing contract faculty, other full time faculty, adjuncts, and other/NA. Tenured/tenure-track faculty, full time continuing contract faculty, other full time faculty, and adjuncts are identified by the corresponding PeopleSync job families and job profiles. All other primary instructors listed in SIS are grouped as other/NA. Each instructor's PeopleSync job profile is listed in the detail reports in order to document this assignment.
• **Term Type:** By default, this page displays data for an entire academic year, comprising of Fall, January, Spring, and Summer terms. For example, academic year 13-14 includes Fall 2013 through Summer 2014. Any other combination of term types may be selected.

• **Class Level:** In most cases, the course academic group included in the subject code is used to distinguish undergraduate and graduate courses. For example, course with the subject code MATH-UA are undergraduate while those coded MATH-GA are graduate. Special cases are classified based on grading method where course coding does not indicate level. For example, Wagner and University Program courses graded as undergraduate are defined as undergraduate. SCPS diploma courses graded as graduate are categorized as graduate while all other diploma courses are categorized as undergraduate.

• **Counts:**
  - **Counting Class Section**— This page presents data at the class level. For example, an instructor teaching two sections of the same course is credited with two class sections.
  - **Counting Enrollments**— Only currently enrolled students are counted. Students who have dropped a class those on waitlist are excluded.
  - **Counting Units**— Units (points) attempted are counted regardless of whether the student successfully completes the course. A student who fails a four unit class contributes four to the total.

3. **Examples** –

4. **User Notes** – Please note that this page has three sections measuring instructional activity as class sections, enrollment, and units (points) taught. The distribution of each metric by faculty type is presented graphically and in tables showing counts and percentages. Links at the top of the page provide supporting detail organized by instructor type, which documents the summary numbers or course.

5. **Additional Reports** – The **Instruction: Students** tab answers the questions "which students does my department(s) teach?"