1. **Purpose** – The Department Faculty Teaching page answers the question “what do the faculty in my department(s) teach?” This page shows class enrollment data from the PeopleSoft Campus Solutions Student Information System (SIS), which identifies course instructors. Course instructors are categorized into faculty/employee types using PeopleSync data. Faculty headcounts are from PeopleSync. The Department Faculty Teaching reports reflect academic years, which consists of a Fall, Winter, Spring, and Summer term over two calendar years. The academic year on this dashboard is shown with both calendar years hyphenated. For example, academic year 13-14 includes Fall 2013 through Summer 2014. Class enrollment data are updated nightly. The numbers shown can change from day to day as students enroll or withdraw from classes; history can also change due to retroactive enrollment changes.

2. **Fact Amounts** –
   - **Assigning Classes to Departments**: Classes are assigned to the reporting department to which the instructor is assigned regardless of the course department. Classes without a primary instructor are omitted.
   - **Assigning Classes to Instructors**: Instructional activity in enrollment sections is assigned to the primary instructor(s) recorded 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. A primary instructor is imputed when none is recorded.
   - **Undergraduate/Graduate Class Level**: In most cases, the course academic group included in the subject code is used to distinguish undergraduate from graduate courses. For example, courses with the subject code MATH-UA are undergraduate and those coded MATH-GA are graduate. Special cases are classified based on grading method where course coding does not indicate level. Wagner and university program courses that are graded as undergraduate are defined as undergraduate. SCPS diploma courses that are graded as graduate are categorized as graduate. All other diploma courses are categorized as undergraduate.
   - **Department and Other Courses**: Department courses are defined as those in which the reporting department of the instructor is the same as the reporting department of the course. In combined (cross-listed) courses, the reporting department of the sponsor section is selected.
   - **Categorizing Instructors**: Primary instructors are categorized in five groups by linking SIS data with PeopleSync human resources data. The five groups include tenured/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 to document this assignment.
   - **Selections**:
     - **Term Type** – By default, this page displays data for an entire academic year comprising of a Fall, January, Spring, and Summer term. For example, academic year 13-14 includes Fall 2013 through Summer 2014. Any other combination of term types may be selected.
     - **Class Enrollment Type** – By default, the dashboard displays instructional activity in enrollment sections. These are the class sections in which students enroll and for which they are graded. Instruction in non-enrollment sections – typically laboratory or recitation sections associated with lecture – may be selected but this results in double counting student headcount in multicomponent courses.
     - **Section Type** – By default, all section types are included but other selections are possible. For example, metrics excluding independent study.
• **Counts:** The counts include faculty who taught a course during the academic year in the denominator. If a faculty member did not teach during that academic year they are not included in calculating the averages.
  - **Counting Class Sections:** 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 and those on a 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.

• **Faculty Headcounts:** The “navigate to faculty headcount” link provides data on total faculty, including those who did not teach. The school/department selection from the main page does not pass to this one, users must re-enter a selection. This page provides counts of full time faculty, identifying those who did and did not teach during a given academic year. The total headcount includes all faculty with tenured/tenure-track and non-tenure faculty positions during the year. Adjuncts are not included. Detail for each faculty count is available by clicking on the numbers in blue. This detail identifies faculty who were on leave during the period selected.

3. **Examples** –

4. **User Notes** – Please note that instructional activity is displayed in three sections that distribute by instructor category, the classes taught, class enrollment taught, and units taught. The left column shows the totals taught by department(s) faculty. The right column provides averages for faculty who taught. Faculty who did not teach are not included in the denominator of this calculation. Links at the top of the page lead to detail on:
  - Courses detail by instructor
  - Graduate/undergraduate detail
  - Department and other courses taught
  - Faculty headcounts including those who did not teach

5. **Additional Notes** – This page complements the display of instructional activity on the Department Course Instructors page, which answers the question “who teaches the course in my department(s)?”