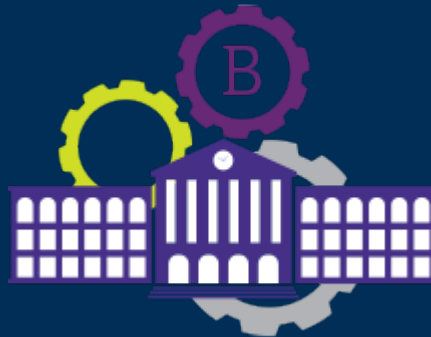


Banner Faculty Data Information Session

Entering and Verifying Faculty Information



Presented by the Office of the Senior Vice Provost for Academic and Faculty Support

Agenda

1. Banner User Manual
2. Why it is important to enter correct data into Banner
3. Role of Banner Coordinators
4. Banner Screens:
 - SPAIDEN-General Person Information Form
 - SIAFPER-Faculty Personnel Form
 - SIAINST-Faculty/Advisor Information Form
 - SIAFDEG- Faculty Degree Information Form
 - SIAASGN-Faculty Assignment Form
5. Reports

Banner User Manual

The office of the Vice Provost for Academic and Faculty support has put together a User Manual

- The purpose of the User Manual is to assist you in entering and verifying your faculty members' information in BANNER

<http://provost.utsa.edu/VPAFS/documents/banner-user-manual.pdf>

Why is it important to enter complete and correct information into Banner?

*****REPORTING*****

- Digital Measures, the faculty information data base for UTSA, uploads much of its information from Banner.
- Banner is also used by the University to provide a wide variety of reports to the:
 - Federal government
 - Texas Legislature
 - Texas Higher Education Coordinating Board
 - The University of Texas System
 - Southern Association of Colleges, Commission on Colleges (SACS) (UTSA's most critical accrediting agency), other college and discipline accrediting agencies, and the general public.

Department BANNER Coordinator

The BANNER coordinator plays a key role in making sure our faculty data is complete and accurate. The Coordinator serves as a teacher, a mentor, and a liaison between the college and/or department and the Provost's Office. The coordinator:

- **trains new staff members in the college** and/or department to accurately work in BANNER;
- is **the primary contact for BANNER problems** that staff members have;
- is the person **responsible for making sure that BANNER class assignments are completed in a timely manner;**
- is the **supervisor for BANNER-related issues**
 - (This includes following up with department staff when copied on messages from the Provost's offices regarding missing instructors, wrong percent of class assignment responsibility, or other issues, to make sure that BANNER work is completed.)
- is the **college representative at meetings related to BANNER updates,** security issues and who then shares this information with your departments.

1. SPAIDEN General Person Information Form

- It is used to verify the accuracy of the faculty member's personal information. All faculty members must have a BANNER ID for the information systems to work properly.
- **Network and BANNER IDs are automatically created when faculty information is submitted through PeopleSoft.** The system will automatically send an email to the hiring manager with instructions on how to activate the new accounts.
- If when doing your search, you determine that a faculty member does not have a BANNER ID or that they have multiple BANNER ID's, contact BANNER Support.

SPAIDEN General Person Information Form

- Verify that all information is correct on the following tabs:
 - ✓ Current Identification
 - ✓ Alternate Identification
 - ✓ Address Telephone
 - ✓ Biographical
 - ✓ Email Emergency Contact
 - ✓ Additional Identification
- **All Faculty information should be kept up-to-date and accurate.**
If you determine that any information is incorrect in **SPAIDEN**, check PeopleSoft. If corrections need to be made, please let our office know.
- **Do not update** any information in **SPAIDEN**. All information in **SPAIDEN** is pre-loaded from PeopleSoft.

2. SIAFPER Faculty Personnel Form

- This form is the only place in BANNER to add a tenure code and the primary activity of a faculty member.
- This form also populates Digital Measures and any reports generated from Digital Measures such as:
 - faculty workload reports
 - faculty annual reports
 - faculty evaluations
 - faculty rosters

SIAFPER Faculty Personnel Form

- This form should be completed for **ALL faculty**
 - When they start at the University
 - When their appointment changes
 - When they receive tenure

SIAFPER Faculty Personnel Form

- When completing this form, you must:
- Make sure the **Tenure** field is completed.
 - 1. Click on the drop down arrow by **Tenure** and make a selection from the menu.
 - 2. Consult with your department chair to make sure you select the appropriate tenure code.
 - 3. For faculty who have tenure, add the date tenure was granted under **Tenure Date**. Click on the appropriate circle for **Primary Activity**.



Confidential

ID: @00000401 Johnson, David R.

Tenure

Tenure: 1 Tenured

Tenure Date: 01-SEP-1979

Review Date:

Sabbatical

Last Date:

Next Date:

Primary Activity

Instructional

Research

Administrative

AAUP Member Indicator

Years of Teaching Experience:

Title:

It is Important to enter status. This has been missing in the past

3. SIAINST Faculty/Advisor Information Form

- **SIAINST** must be completed for each new faculty member and kept up to date.
Data from this form is uploaded directly to Digital Measures and affects faculty workload reporting and annual reporting in DM.
- Incorrect data in BANNER will result in inaccurate data and reports in Digital Measures.
- It must be updated either annually or each semester depending on faculty title, one month before classes begin.
- For **T/TT faculty**, review and update this form **each year** to reflect changes in tenure status, titles and appointments.
- For **NTT faculty**, review and update this form **each semester** to reflect changes in titles and appointments.

SIAINST Faculty/Advisor Information Form

The **SIAINST** form has several information blocks that must be filled out.

1. The first block is the Faculty Member Base Details.

➤ When updating this block:

- make the faculty member active
- add their title under “Category.”
- Their title should match the title that is used in their Peoplesoft faculty assignment. **NO STAFF TITLES SHOULD BE USED.**

SIAINST Faculty/Advisor Information Form

- Make sure that the **From Term** matches the current term at the top of the screen.

Oracle Developer Forms Runtime - Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information Form SIAINST 8.0 (PROD)

Confidential

ID: @00000401 Johnson, David R. Term: 201010

Faculty Member Base Details

From Term: 201010 **Maintenance** **To Term:** 999999

Status: AC Active **Status Date:** 01-SEP-2001

Faculty **Appointment Date:** 01-SEP-2001

Advisor

Category: 0010 PROFESSOR

Staff Type:

Workload Rule: TEN_FT Full Time Tenure Faculty

*Teaching Assistants are coded as NTT in Banner.

Faculty Status Code; press LIST for valid codes.

Record: 2/2 ... List of Valu... <OSC>

SIAINST Faculty/Advisor Information Form

2. Faculty Contract block

➤ When updating the Faculty Contract block:

1. Make sure that the **From Term** matches the current term at the top of the screen. The terms should now match.
2. When selecting **Type**, choose either **Semester** or **Year** from the dropdown options:
 - ✓ It should be **Year** for T/TT faculty
 - ✓ **Semester** for NTT faculty members.

SIAINST Faculty/Advisor Information Form

3. Faculty College and Department block

- When updating the Faculty College and Department block:
 1. You must check the home indicator, put in the correct college and department code and enter the percent assignment that the faculty member is paid on **faculty salaries only**.

Example: If the faculty member is paid 75% on faculty salaries and 25% on a grant, the percentage entered should be 75%.

SIAINST Faculty/Advisor Information Form

Oracle Developer Forms Runtime - Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information Form SIAINST 8.0 (PROD)

Confidential

ID: @00000401 Johnson, David R. Term: 201010

Faculty Contract, College and Department SIAINST 8.0 (PROD)

Faculty Contract

From Term: 200610 Maintenance To Term: 999999

Type	Rule	Default Indicator
<input checked="" type="checkbox"/> YR Year	<input checked="" type="checkbox"/> FT_TEN Tenured/Tenured Tract Faculty	<input checked="" type="checkbox"/> Default Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Default Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Default Indicator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Default Indicator

Faculty College and Department

From Term: 200420 Maintenance To Term: 999999

Home	College	Department	Percentage
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> LF Liberal and Fine Arts	<input checked="" type="checkbox"/> HIST History	<input checked="" type="checkbox"/> 100
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contract Type Code; press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

4. SIAFDEG – Faculty Degree Information

- Degree information is loaded directly into Digital Measures on the faculty member's Education and Faculty Credentialing screen. It does not upload from Banner.
- SIAFDEG is not a screen that we use any longer for purposes of faculty credentialing.

5. SIAASGN – Faculty Assignment Form

- This form is where you make changes to faculty course assignments.
- It is imperative that this information be entered completely and correctly by census date.
- Data from this form uploads directly to the ‘Scheduled Teaching’ screen in Digital Measures and populates the faculty workload reports.
- If errors are made in entering this information, the faculty workload reported to the state and faculty assignments reported to accrediting agencies will be incorrect.

Note: **SSASECT** is used to create the class schedule. It is not always available for updates. To make changes in course assignments after the class schedule deadlines, you must use the **SIAASGN** form. Class Schedule training is offered by Pat Marcus in the Registrar’s office.

SIAASGN – Faculty Assignment Form

To assign a course to a faculty member you will need the following:

1. The five-digit **CRN** or Course Number.

- The remainder of the information for that course will generate automatically from the course information system in BANNER.

2. Name of the Instructor or Instructors teaching the class.

- If two or more instructors are assigned to the same course, only one can be checked as primary instructor. Primary instructor is usually the faculty member who is teaching the majority of the course.
- The primary instructor must be qualified to teach the course, as the primary instructor is the name that is listed on the SACS Faculty Roster for reporting and accreditation purposes.
- TAI's cannot be primary instructor for a course.

SIAASGN – Faculty Assignment Form

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment Form SIAASGN 8.0.1 (PROD)

Confidential

ID: @00000401 Johnson, David R. Term: 201010

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
10374	01	HIS	4993	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:			Weekly Contact:			FTE:			Position Number Suffix:
Calculated Workload:		3.000	Total Contact:			Contract Type:		YR	Additional Instructors:
Assignment Type:			Compensation Extracted:		<input type="checkbox"/>	Compensation Applied:		<input type="checkbox"/>	
Workload:			Percent Responsibility:			Generated Credits:			Position Number:
Override Workload:			Weekly Contact:			FTE:			Position Number Suffix:
Calculated Workload:			Total Contact:			Contract Type:			Additional Instructors:
Assignment Type:			Compensation Extracted:		<input type="checkbox"/>	Compensation Applied:		<input type="checkbox"/>	

SIAASGN – Faculty Assignment Form

- Percent Responsibility can be divided between multiple instructors. Examples: 70% and 30%; 50% and 50%; 90% and 10%, or even 100% and 0%. It should be based on the amount of work that the instructor is doing in the course. For example, an instructor supervising a course might have 5% responsibility while the TA might have 95% responsibility.
- Total percent responsibility must not total more or less than 100% for a course (i.e., two instructors cannot both be given 100% responsibility for the same course).
- If you need to assign a different instructor to a course, you must first REMOVE the course from the original instructor's Banner profile by clicking the "Remove Record" icon at the top of the screen. If TAs are also assigned to the course, you must remove the course from their profile(s) as well (even if they will be assigned to the course with the new instructor). Once the course is deleted from all instructor/TA profiles (and those changes saved), then you can go to the new instructor's Banner profile and add the course, and next, add the course to the TA's (or TAs') profile(s) again.

SIAASGN – Faculty Assignment Form

- Linked courses are treated as separate, individual courses for workload calculation purposes.
- Linked courses should accurately reflect the instructor that is in the lecture portion and the instructor(s) in the lab/recitation portions.
- One instructor should not be assigned to the lecture and all labs unless he/she is actually covering all of them and physically able to be in all locations (meeting dates and times are not conflicting).

REPORTS

We have started sending out reports to assist in insuring complete and correct faculty/course information in Banner and Digital Measures. These reports will be generated and distributed until the faculty workload and credentialing audits are verified. The reports will pull from Banner and will include:

- Missing faculty information from the screens covered in this training
- Courses with < or > 100% responsibility assigned to instructor(s)
- Linked courses that are assigned incorrectly
- TAI's that are assigned as primary instructors
- Courses with no instructor(s) assigned

Contact Information

For Banner Faculty Screens Information:

Jenny R. De Los Santos	458-2898
Kevin McCollom	458-3106

For Class Scheduling :

Pat Marcus	458-4539
------------	----------

For Banner Support or Technical Issues:

BannerSupport@utsa.edu	458-6925
--	----------