

TEACHING WORKLOAD FILE

REVISED JUNE 2009

The file will be due on September 1 for Summer submission, October 15 for Fall early-term submission, January 10 for Fall end-of-term submission, February 15 for Spring early-term submission and June 1 for Spring end-of-term submission.

Note: One teaching workload record will be needed for each faculty member with teaching responsibility in a class.

<u>Field Number</u>	<u>Column</u>	<u>Title</u>	<u>Date Revised</u>
1	1-2	Institutional Code Number	Revised July 2004
2	3-7	Reporting Year and Semester	Revised July 2004
3	8-13	Course Index Number	
4	14-22	Instructor's SS Number	
5	23-25	Instructor's % of Class	
6	26-27	Filler (was Campus Code)	Revised June 2009
7	28-29	Instructor's Institution Code	New July 2004

FIELD: 1

Revised July 2004

TITLE: Institutional Code Number

SPACES NEEDED: 2

COLUMNS USED: 1-2

DEFINITION:

This number reflects the two-digit institutional code designation assigned by the West Virginia Higher Education Policy Commission.

CODING INSTRUCTIONS:

Use the two-digit code number for the reporting institution as provided below:

- 01 = Marshall University
- 02 = West Virginia University
- 09 = West Virginia School of Osteopathic Medicine
- 21 = Bluefield State College
- 22 = Concord University
- 23 = Fairmont State University
- 24 = Glenville State College
- 25 = Shepherd University
- 26 = West Liberty University
- 27 = West Virginia University Institute of Technology
- 28 = West Virginia State University
- 31 = WVU at Parkersburg
- 32 = Southern West Virginia Comm & Tech College
- 33 = West Virginia Northern Community College
- 34 = Eastern WV Community and Technical College
- 41 = Potomac State College of WVU
- 42 = Marshall Community and Technical College
- 43 = New River Community and Technical College
- 44 = Pierpont State Community and Technical College
- 45 = Blue Ridge Community and Technical College
- 46 = Bridgemont Community and Technical College**
- 47 = Kanawha Valley Community and Technical College**

FIELD: 2
TITLE: Reporting Year and Semester
SPACES NEEDED: 5
COLUMNS USED: 3-7
DEFINITION:

Revised July 2004

This field reflects the appropriate academic year and semester for which the institution is reporting the file. All summer terms will be combined to make up the summer session.

CODING INSTRUCTIONS:

The semester information is placed in the last space of this field, using the following designations:

- 1 = Summer Session, End of Term
- 2 = Fall Semester, Early Semester File
- 3 = Fall Semester, End of Term
- 4 = Spring, Early Semester File
- 5 = Spring, End of Term

The academic year information is placed in the first four spaces of this field using the first year of an academic year as the reporting year. (For example, enter 2004 in the first four spaces of this field for the five submissions of the 2004-05 academic year.)

EDIT CHECK:

All spaces in this field must contain numeric characters. The first four spaces must contain the four digits of the year. The last space must contain a number greater than zero and less than six.

FIELD: 3
TITLE: Course Index Number
SPACES NEEDED: 6
COLUMNS USED: 8-13
DEFINITION:

The reporting institution should assign a unique number to identify each single class being taught. Classes having laboratories should have both the class and the laboratory reported with a unique course index number. If two records have the same course index number and level, then they must have the same department number, course number and taxonomy (CIP).

CODING INSTRUCTIONS:

Report a six-digit number in this field. The field should be zero filled with leading zeroes.

EDIT CHECK:

This field must contain six numeric characters.

FIELD: 4
TITLE: Instructor's Social Security Number
SPACES NEEDED: 9
COLUMNS USED: 14-22
DEFINITION:

Report in this field the Social Security Number of the instructor who is responsible for each class section.

CODING INSTRUCTIONS:

Report the nine-digit social security number of the instructor, omitting hyphens.

EDIT CHECK:

This field must contain nine characters. Report all nines for non-salaried classes if the instructor is not employed by your institution. For employees of your institution, this field must match the social security number on the Personnel File.

FIELD: 5

TITLE: Instructor's Percent of Class Responsibility

SPACES NEEDED: 3

COLUMNS USED: 23-25

DEFINITION:

This field represents the amount of responsibility each instructor has for a particular class. If there is only one instructor, then the percentage of class responsibility will be 100. If more than one instructor is teaching a class, then the percentage of responsibility should be prorated accordingly. The total percentage of responsibility for teaching a class with one or more instructors must total 100. For classes having multiple instructors, all fields should be identical for all instructors, excluding Field 5 (the instructor's social security Number). The percentage of responsibility may or may not be the same.

All location data should be repeated for each instructor reported. This procedure for reporting a class section with two or more instructors does not apply when teaching assistants participate in the teaching of a class, but have no responsibility for assessment and reporting of grades. It would apply, however, to all employees reported as engaged in resident teaching, since they are defined as responsible for, and in charge of, a class, quiz, drill, or laboratory section.

The percent of responsibility must total 100 for every course index number, even if the course is a non-salaried class (see Field 4).

CODING INSTRUCTIONS:

Report the instructor's percent of responsibility in this field.

This field must be zero-filled with leading zeroes.

EDIT CHECK:

This field must contain numeric characters greater than zero (000) and less than 101. If two or more instructors are responsible for this class, their percent of responsibility must total 100.

FIELD: 6

TITLE: Filler (was Campus Code)

SPACES NEEDED: 2

COLUMNS USED: 26-27

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FIELD: 7

New July 2004

TITLE: Instructor's Institution Code

SPACES NEEDED: 2

COLUMNS USED: 28-29

DEFINITION:

This field will be the same as field 1 if the reporting institution is providing the instructor for this course. If another public institution is providing the instructor for this course, enter the 2-digit institution code for that institution. For non-salaried class and instructor's not employed by public West Virginia institutions, enter "90" in this field.

CODING INSTRUCTIONS:

Must be the same as field 1, or a valid West Virginia public institution code listed for field 1, or 90.

EDIT CHECK:

Must not be blank.