

Completion of the Instructional Effort Report

Description

This guide covers the process of completing the Instructional Effort Report.

Objective

- To compile a complete data source of course sections, faculty, and payroll in order to be able to conduct analyses regarding program costs, faculty effort, course-level and student-level faculty ratios for use in both externally-mandated and internally-useful reports and analyses.

Why is there an Instructional Effort Report?

- The schedule of classes does not always contain a faculty assignment and there is no other source in the university's records of the percentage of time faculty members expend on each section they teach, nor of the account paying for that work when more than one payroll account exists. The IER process collects the missing instructor data as well as the pre-section funding and effort data.

Glossary Terms

- FIS = Financial Information System
- Chart = Campus
- Wildcard = F2 and an *
- Effort = The amount of FTE an employee devotes to a teaching obligation.
- [Salary Plan](#) and Salary Grade = The rank code of an employee.
- [Definition of Instruction](#) = Determination of teaching effort for CFTE assignment.

Key Information



- If a section does not have any information in the schedule of classes regarding its instructor, you will need to provide all of the information for that section: Instructor, course FTE (CFTE), and account paying the instructor for that section.
- If a faculty member is designated in the schedule of classes as teaching a course and that person is also in payroll, an IER assignment record will have already been created for her or him for that course.
- We also preserve the last entered CFTE for a course for a given faculty type and if we find a previous FTE, it will be filled in as well.
- From the schedule of classes if a person is assigned to a category classified as generic instructor, we assign the appropriate generic ID and the default account. Therefore, the number of generic instructor types listed in the schedule of classes as teaching a course will have a corresponding auto assignment.
- Instructional Effort Reports are completed in the fall and spring.

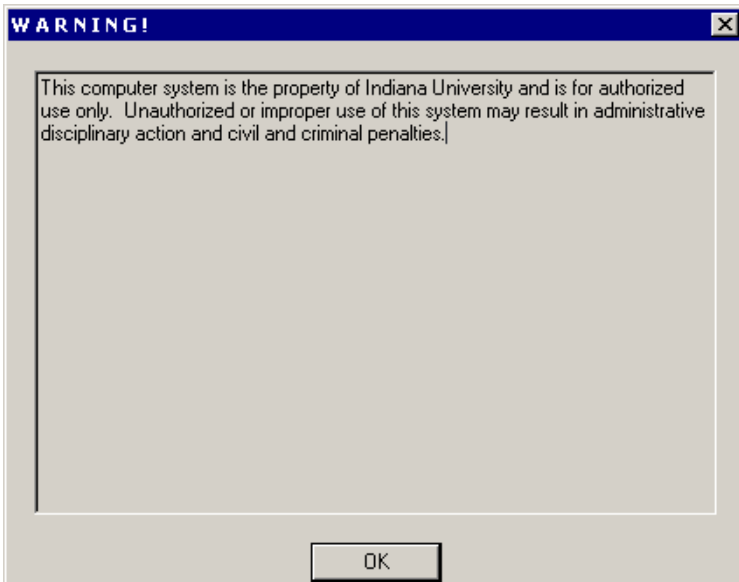
- To access the IER application, you must be an active FIS user in the review hierarchy for Instructional Effort Reports.
- The fiscal year for Indiana University is from July 1 through June 30.
- The number of instructors assigned to a course is unlimited.
- Courses/Sections with zero enrollment and/or coded “C” in the cancelled box cannot be updated, and drop out during reporting.
- When courses are in the “P” status it is indicative that the courses have been viewed.
- When running the Assigned Report, if a course is coded as “P Unassigned”, “\$ Assigned”, or “\$ Unassigned” further work is required. When all courses for your organization appear as “P Assigned” you have completed the IER process.

Accessing the FIS

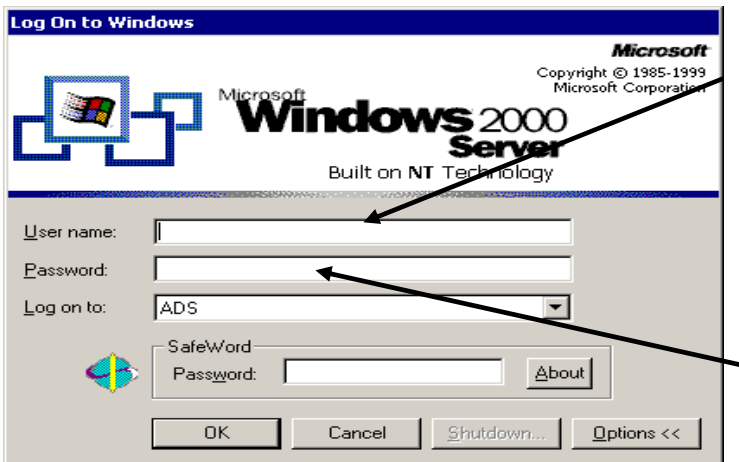
- You will need to log into the FIS.
- You can access the FIS through the One Start Portal



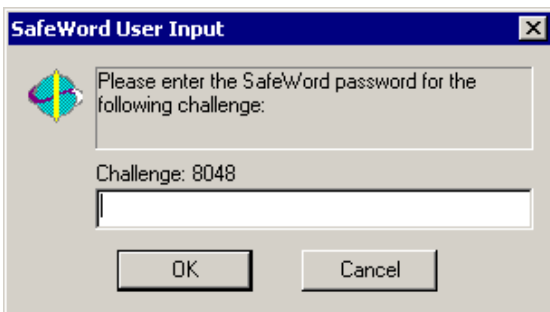
- On the Services tab, Click the FIS link.
- Select the Launch the FIS link.
- You will receive a warning screen.



- Click OK.
- You will move to the authentication screen.



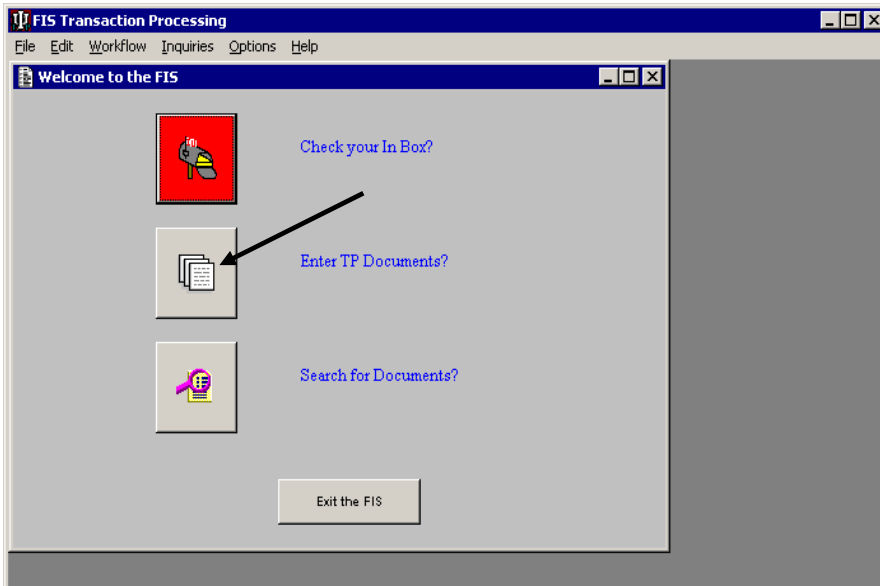
- Enter your Indiana University user name and password.
- You will receive a Safe Word authentication prompt, which will require use of your IU assigned safe word card.



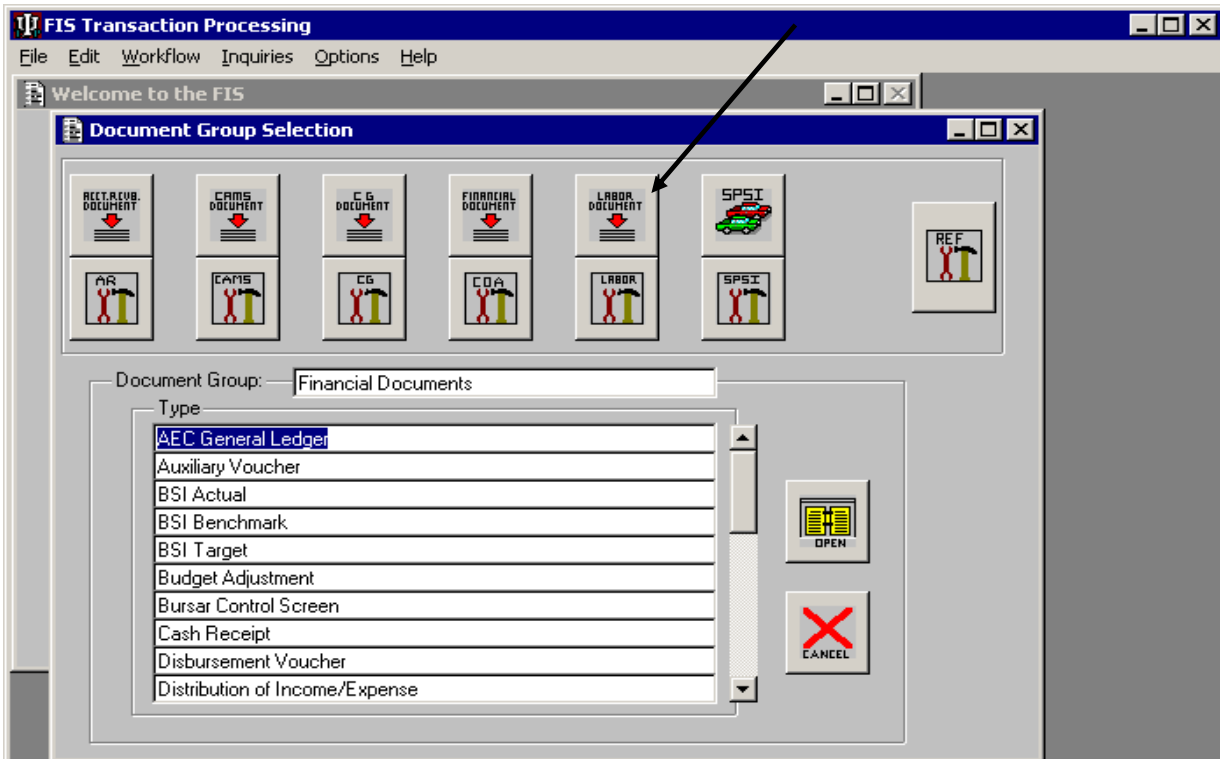
- You will move to the FIS Welcome screen.

Accessing the IER Process

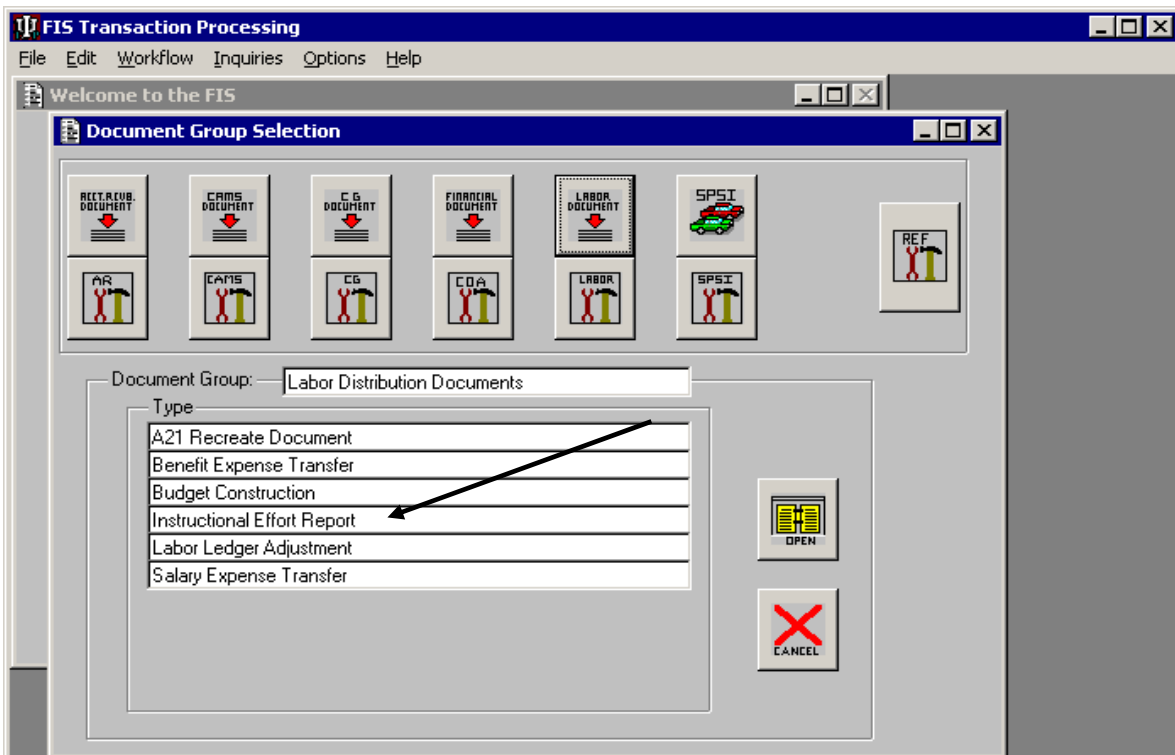
- On the Welcome to the FIS screen, click Enter TP (transaction processing) Documents.



- You will move to the Document Group Selection page.



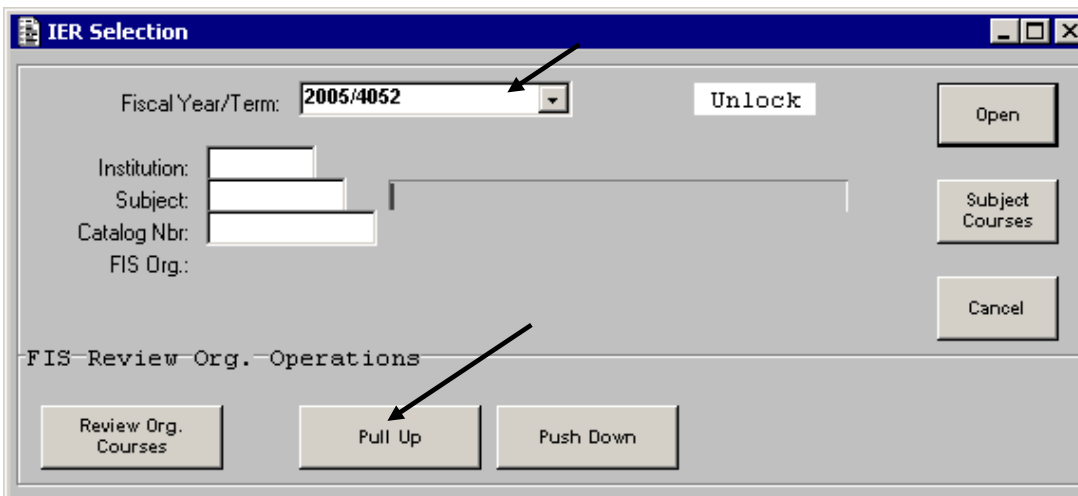
- Click the Labor Document box.
- You will move to the Labor Distribution Documents.



- Double click on the Instructional Effort Report.
- You will move to the IER Selection screen.

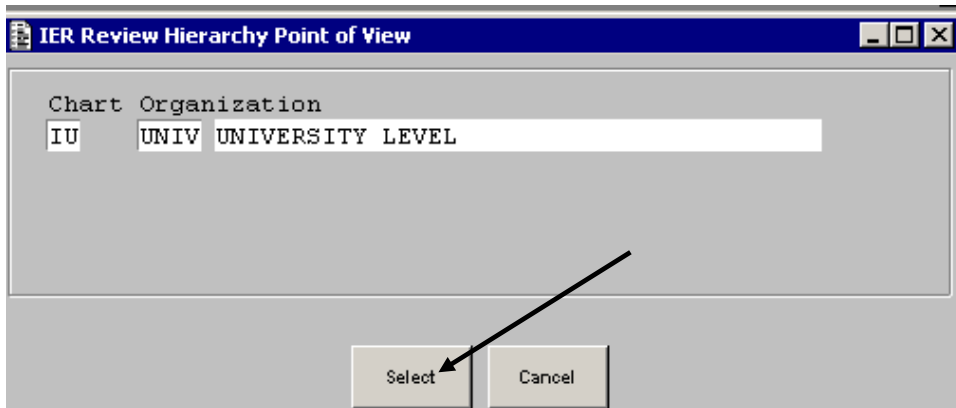
IER Organization Pull Up

- The first time each semester you access the IERs you will need to “Pull Up” your area for update capability.

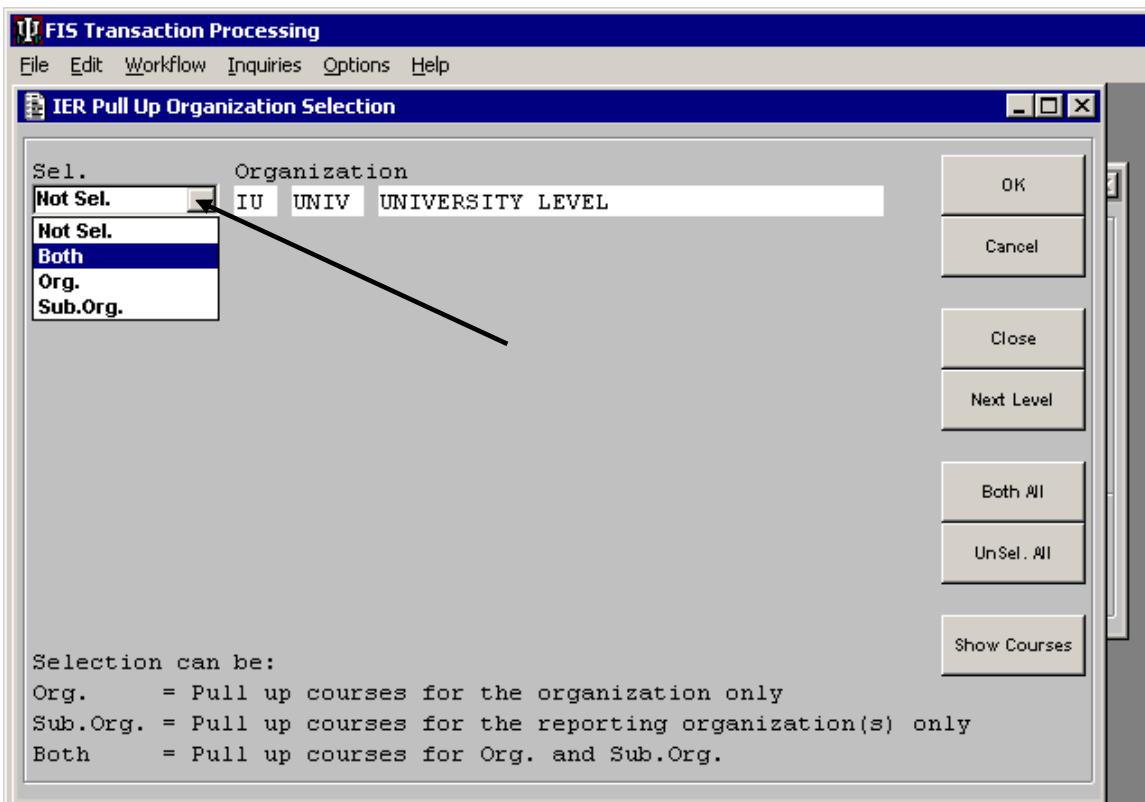


- The Fiscal Year/Semester box has a drop down arrow to allow selection of the proper semester.
- Fiscal Year/Term – 2005 (identified by the last year of the two years involved), the 4 digits after the slash represent the term. The 4 refers to the century, the next two digits 05 refer to the year, and the final digit 2 refers to the term (in this instance spring). Therefore, 2005/4052 is for Spring 2005 reporting.

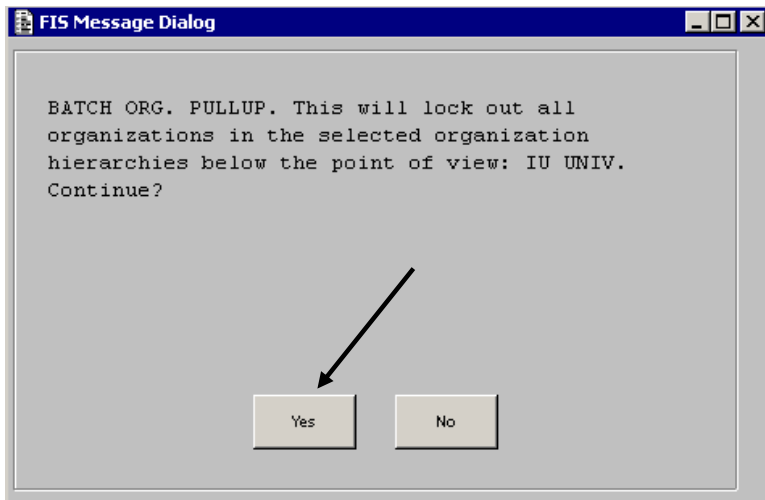
- Once you have verified you are on the correct fiscal year and term click “Pull UP”.
- You will move to the IER Review Hierarchy Point of View screen.



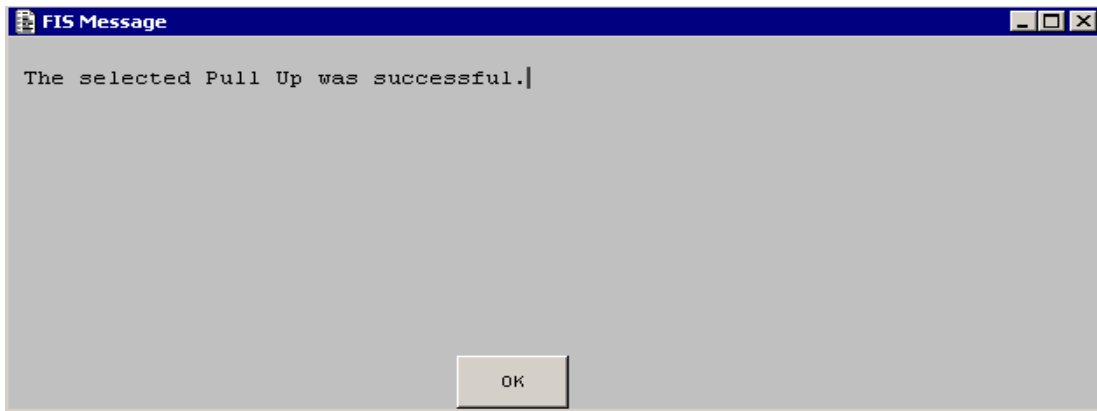
- The IER Review Hierarchy Point of View screen should display the correct Chart and Organization for your courses.
- Click Select.
- You will move to the IER Pull Up Organization Selection screen.



- The drop down box provides three choices for pull up. You will primarily select “**Both**”.
- Org or Sub Org is used primarily by individuals who have several departments reporting to them, or individuals responsible for an entire campus.
- After making the proper selection tab out, and the OK button will change to a Pull up button.
- Click Pull UP.
- You will move to a FIS message Dialog box.



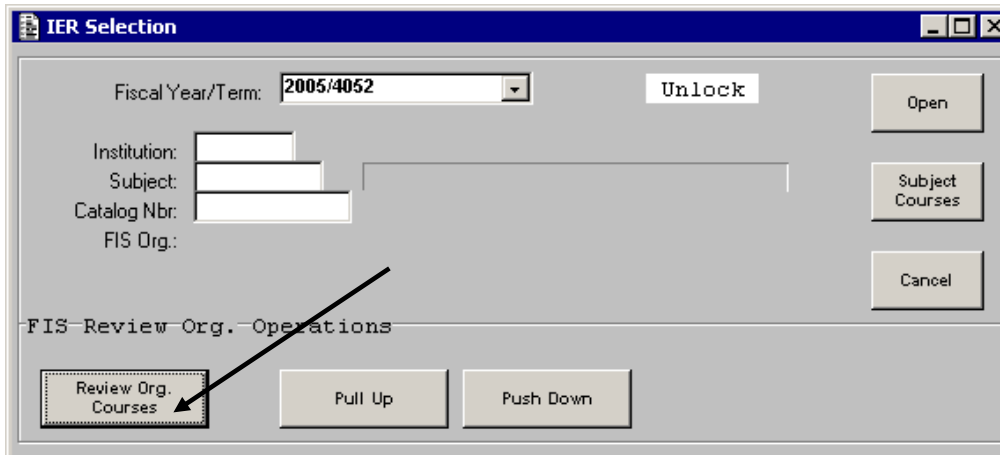
- Click Yes.
- You will move to another FIS Message screen.



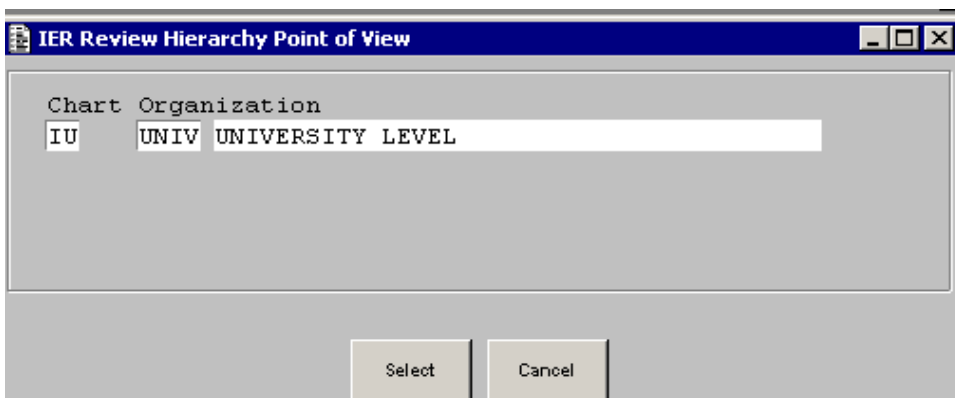
- Click OK.
- Then click **CANCEL**, then Click **CLOSE** and you will be returned to the IER Selection screen.
- Each semester you will only complete the pull up process the **FIRST** time you enter the IER application.

IER Processing

- Each subsequent time you enter the system, you will select the "Review Org. Courses" box.



- After selecting the Review Org. Courses, you will move to the IER Review Hierarchy Point of View screen displaying your correct chart and Organization.



- Click Select and you will move to the Organization Selection screen.

Organization Selection Functions

- | | |
|---------------------|--|
| Cancel | Select this box to exit without continuing the process. |
| Close | Select this box to exit the system after working on the IERs. |
| Next Level | This function is utilized for those individuals who have organizations or sub-organizations reporting to them. Selecting this box allows you to drill down another level. |
| Sel. All | This function allows you to work in all of your organizations simultaneously. |
| UnSel. All | Selecting this function will unselect all of your organizations. |
| Show Courses | Selecting this function after selecting your organization(s) will display your courses in list form. |
| Assigned | Clicking on this function will print a report indicating the status of the courses in your organization. There are four possibilities:
<ul style="list-style-type: none"> \$ - Not Assigned & the number of courses with unassigned sections \$ - Assigned & the number of courses with no unassigned sections P – Not Assigned & the number of courses with unassigned sections |

P – Assigned & the number of courses with no unassigned sections.

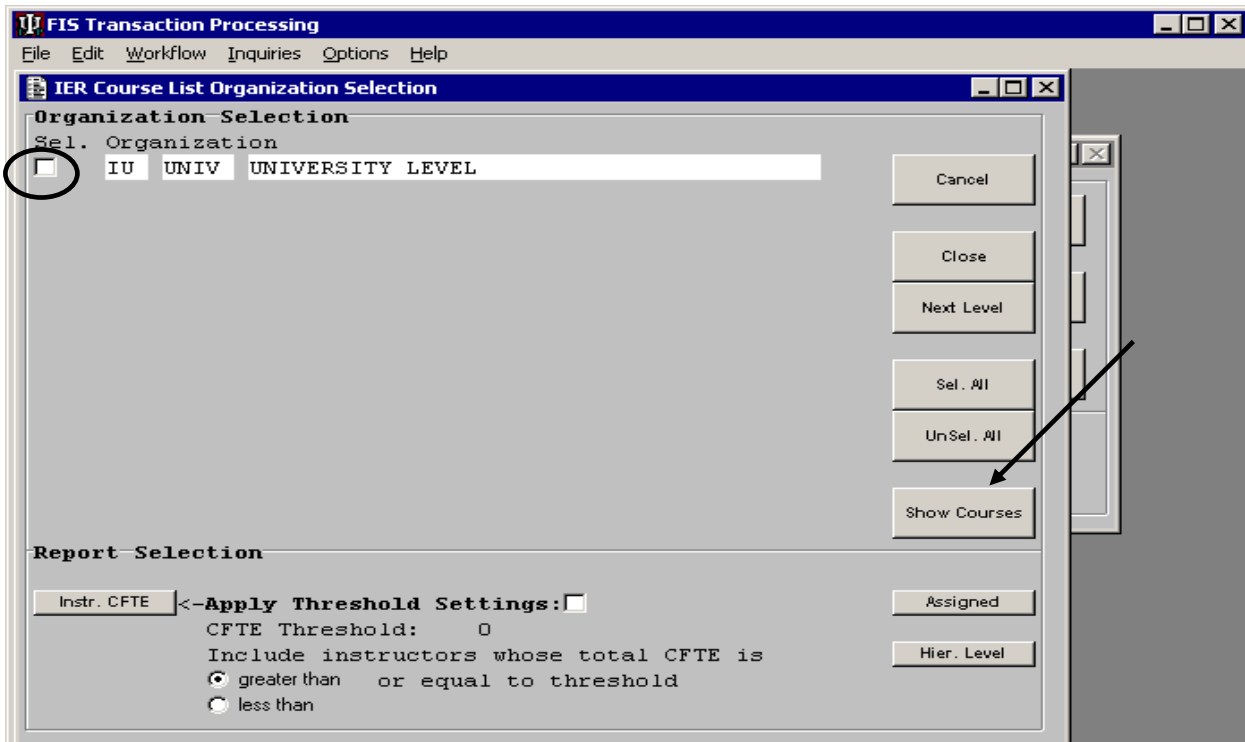
NOTE: The \$ indicates the courses which have not been viewed, completed, and/or verified. If there are courses with no unassigned sections and in \$ status, they may be opened and the data verified by clicking the OK.

The P indicates the courses have been viewed. If a course is in P status but contains unassigned sections, it must be opened and the unassigned section(s) completed.

Hier Level Selecting this function a report will be generated indicating the level(s) the courses in your organization are reporting and the number of courses at a particular level.

Instr CFTE After completing the IERs selecting this function will generate a report by full-time instructor in alphabetical order. Following each full-time instructor will be a listing of courses/sections they are teaching along with the department code, course title, the associated account, salary plan and grade, object code, and CFTE for the course, section.

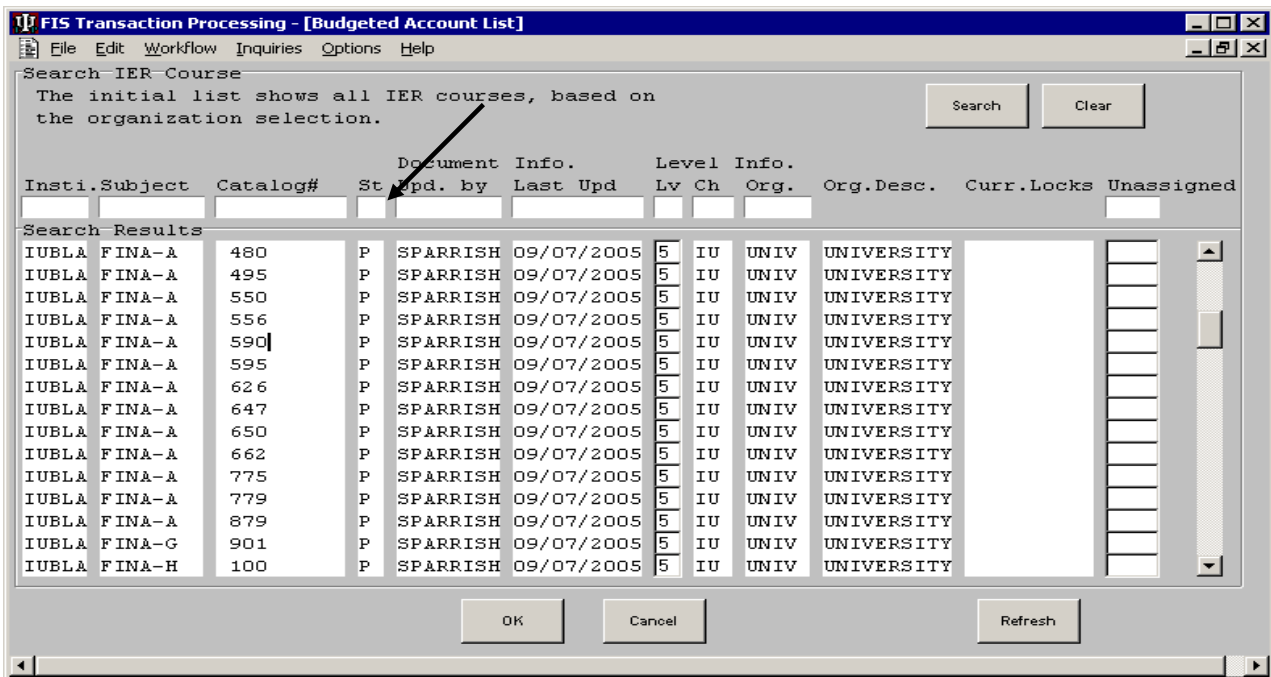
NOTE: generic instructors and their course/sections will not appear on this report.



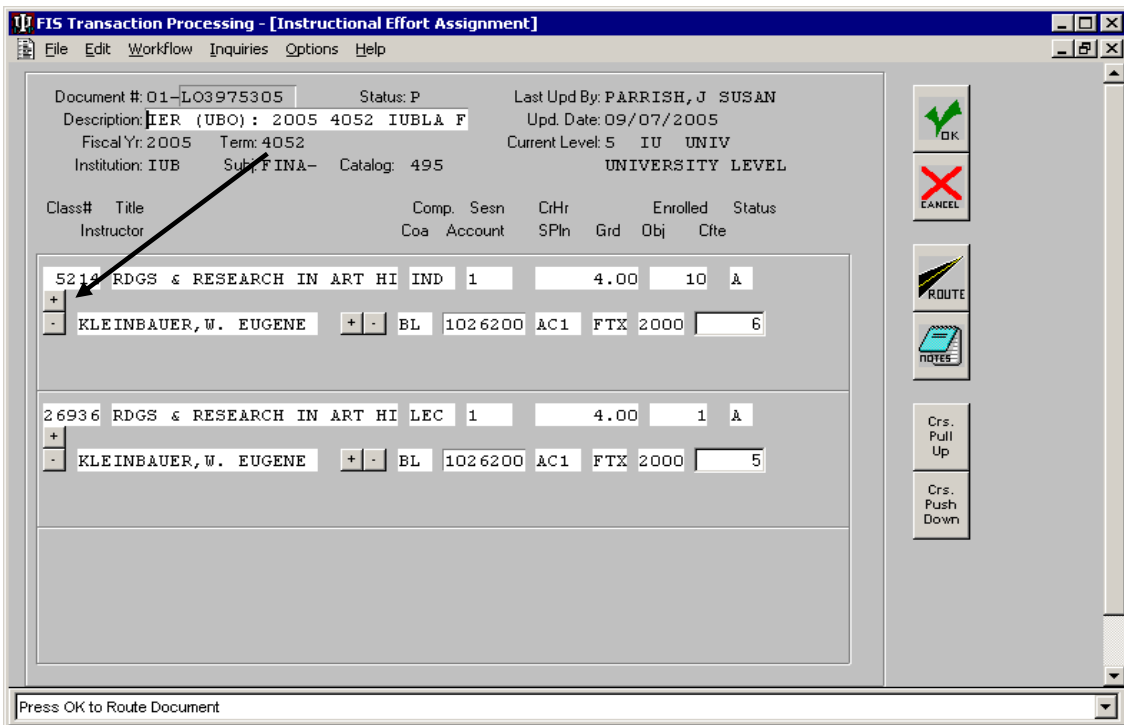
- Click the Sel. Box before clicking the show courses box.
- You will move to the Search IER screen.

Displaying your courses

- This screen will display your courses in list form.



- The blank box above the data is utilized for searching purposes.
- If you place a \$ in the fourth box and click search you will be able to identify all of the courses that have not been updated.
- By double clicking on the first course, the Instructional Effort Assignment screen for the course will be returned.



- The screen will list all sections for the course.
- As much information as possible will be pre-filled.
- If the pre-filled data is accurate no changes will be required.

- If you need to delete an instructor, click the “-“ left of the name field.
- If you need to add an instructor, click on the “+” left of the name field, which will return the IER Instructor Lookup screen.

IER Instructor Lookup

Name: BURNS. Format: (Last,First Mi)

SSN#:

University ID:

Search

Clear

University ID	Name	Coa	Acct	Obj	SPln	Grd	Fte

OK Cancel Generic

- Enter search criteria and click search. If you only know the instructor’s last name, you can type the last name and wildcard, which will return all full-time instructors with that last name.

IER Instructor Lookup

Name: BURNS.* Format: (Last,First Mi)

SSN#:

University ID:

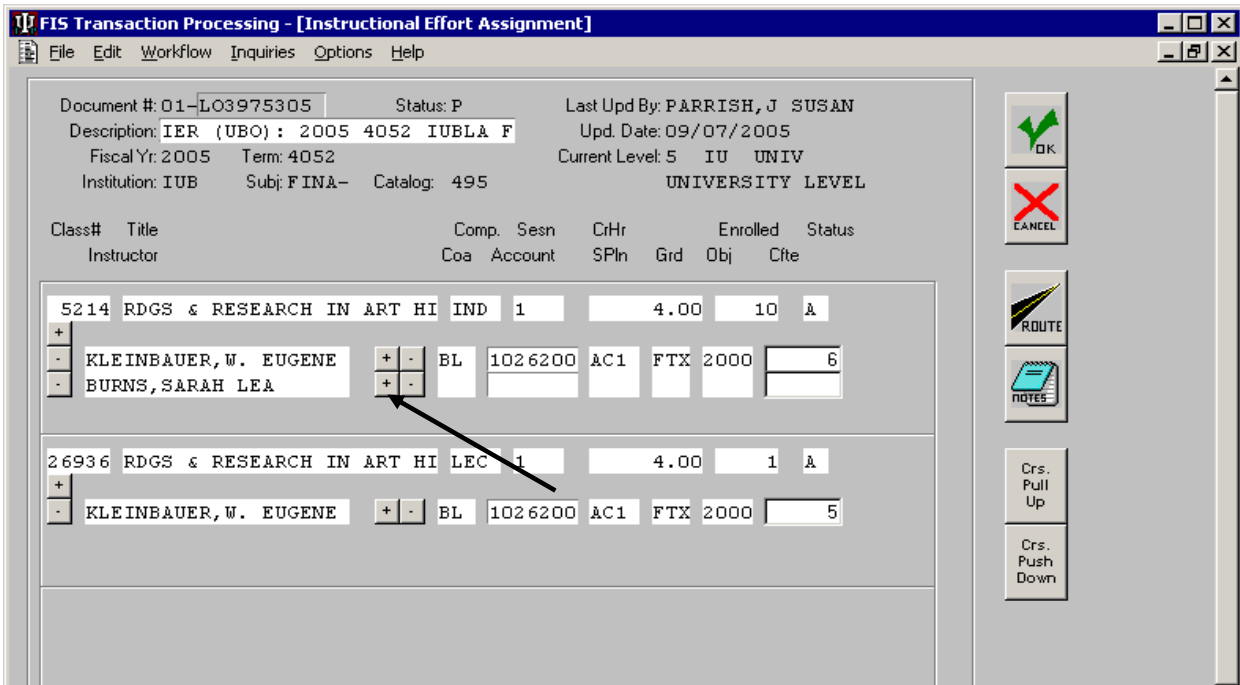
Search

Clear

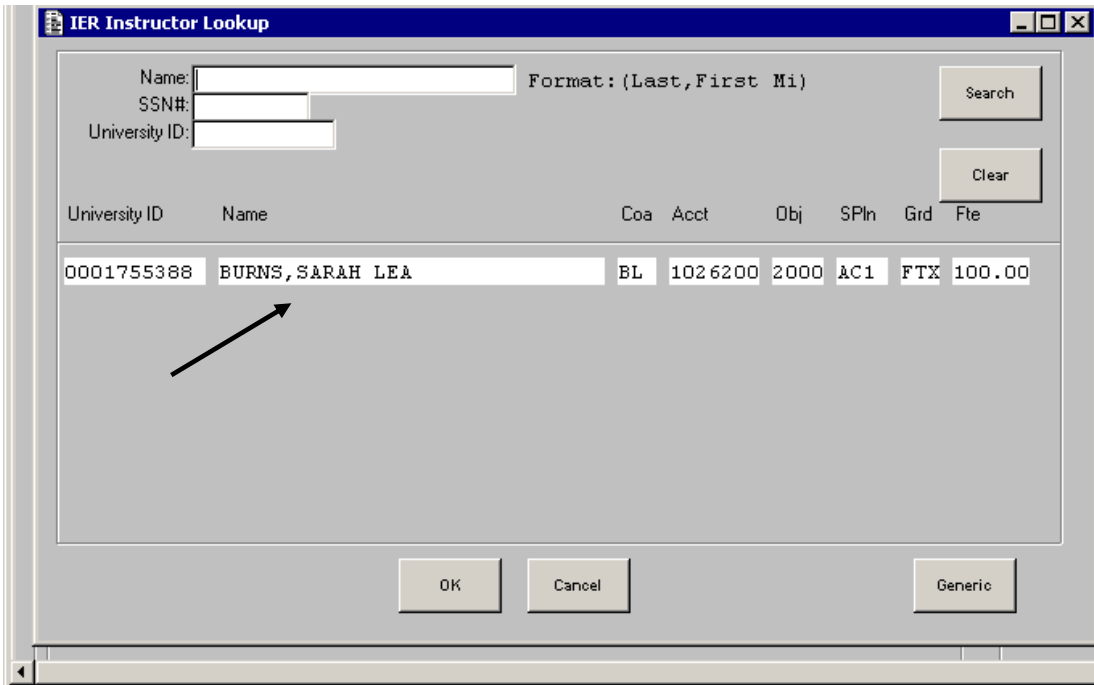
University ID	Name	Coa	Acct	Obj	SPln	Grd	Fte
0001189518	BURNS, DONALD J	BL	1046200	2000	AC1	FTX	100.00
0001755388	BURNS, SARAH LEA	BL	1026200	2000	AC1	FTX	100.00

OK Cancel Generic

- Double click the correct row to return the payroll information to the Instructional Effort Assignment screen. The FTE may or may not be pre-filled. If it is pre-filled, verify it is correct. If it is not pre-filled, enter the correct FTE.



- If the appropriate instructor appears and the account, salary grade and plan are missing, simply click the “+” button to the right of the instructor’s name and the payroll information will be displayed.



- Double click the appropriate line.
- The account information will update on the Instructional Effort Assignment screen.

FIS Transaction Processing - [Instructional Effort Assignment]

Document #: 01-LO3975305 Status: P Last Upd By: PARRISH, J SUSAN
 Description: IER (UBO): 2005 4052 IUBLA F Upd. Date: 09/07/2005
 Fiscal Yr: 2005 Term: 4052 Current Level: 5 IU UNIV
 Institution: IUB Subj: FINA- Catalog: 495 UNIVERSITY LEVEL

Class#	Title	Comp.	Sesn	CrHr	Enrolled	Status			
Instructor	Coa	Account	SPIn	Grd	Obj	Cfte			
5214	RDGS & RESEARCH IN ART HI	IND	1	4.00	10	A			
+									
-	KLEINBAUER, W. EUGENE	+	-	BL	102 6200	AC1	FTX	2000	6
-	BURNS, SARAH LEA	+	-	BL	102 6200	AC1	FTX	2000	6
26936	RDGS & RESEARCH IN ART HI	LEC	1	4.00	1	A			
+									
-	KLEINBAUER, W. EUGENE	+	-	BL	102 6200	AC1	FTX	2000	5

Buttons: OK, CANCEL, ROUTE, NOTES, Crs. Pull Up, Crs. Push Down

- If the CFTE field has a value, verify that it is correct. If there is no value, you will need to enter the CFTE.
NOTE: The CFTE should **never** exceed 100%.
- If you want to view all sections a listed instructor is teaching, double click the instructor's name, and all sections will be returned along with the FTE for the instructor.

FIS Transaction Processing - [Effort Assignment by Instructor]

Name: KLEINBAUER, W. EUGENE University ID: 0001828189

Class#	Inst.	Subject	Catalog	Title	Coa	Acct	SPIn	Grd	Obj	Cfte
5214	IUBLA	FINA-A	495	RDGS & RESEARCH IN ART HIST	BL	102 6200	AC1	FTX	2000	6
5222	IUBLA	FINA-A	595	MASTERS ESSAY RESEARCH	BL	102 6200	AC1	FTX	2000	4
5228	IUBLA	FINA-A	775	ADV READINGS AND RESEARCH	BL	102 6200	AC1	FTX	2000	5
5229	IUBLA	FINA-A	779	DIRECTED FIELD WORK	BL	102 6200	AC1	FTX	2000	6
5230	IUBLA	FINA-A	879	DOCTORAL DISSERTATION	BL	102 6200	AC1	FTX	2000	6
22992	IUBLA	FINA-A	425	BYZANTINE ART	BL	102 6200	AC1	FTX	2000	25
26332	IUBLA	FINA-A	626	PROBLEMS IN BYZANTINE ART	BL	102 6200	AC1	FTX	2000	10
26936	IUBLA	FINA-A	495	RDGS & RESEARCH IN ART HIST	BL	102 6200	AC1	FTX	2000	5

Total Crse. FTE: 67

OK

- If a full-time instructor is receiving an overload for additional teaching effort, select the proper generic instructor for the overload.
 If the instructor for a course is not a full-time instructor (AC1), select the generic key for a list of [Generic Instructor](#) salary grades.
- If you can not locate the job information for the instructor you are searching for, and the individual is not in the payroll file, they may be on leave of absence, a staff employee, or a volunteer, which will require you to use the "generic" category.
- If the Generic box is clicked you will move to the Generic Instructor Lookup screen.

Code	Description	Obj	SPln	Grd
GEN0000001	Associate Instructor (IR81)	2350	AC3	SIN
GEN0000002	Other Grad Student (AAS , IR93)	2350	AC3	S--
GEN0000003	Scientist/Scholar/Rsch Assoc	2000	AC1	RS-
GEN0000004	Professional Staff	2400	PA	---
GEN0000005	Service/Support Staff	2500	CL	---
GEN0000006	Student Hourly	3500	HS	---
GEN0000007	Non-Student Hourly	3000	HR	---
GEN0000008	Part-time Faculty (IRP_)	2300	AC2	FPX
GEN0000009	Adjunct Faculty (IRA_)	2300	AC2	FAX
GEN0000010	MEDIA INSTRUCTION	9999	AC2	FAX
GEN0000011	INTERN/FLLWSHP/VSTG SCHOLAR	9999	AC2	FAX
GEN0000012	Librarian (LIXX)	2000	AC1	LTX
GEN0000013	PURDUE-SWT	9999	AC2	FAX
GEN0000014	CONSORTIUM	9999	AC2	FAX
GEN0000015	Overload - Professor	2170	AC1	FTX
GEN0000016	Overload - Clinical Faculty	2170	AC1	FCX
GEN0000017	Overload - Lecturer	2170	AC1	FLX
GEN0000018	Overload - Acad. Administrator	2170	AC1	AA-
GEN0000019	ACP	9999	AC2	FAX
GEN0000020	Part-time Visiting Faculty	2300	AC2	FVX
GEN0000021	Student Undergraduate	3383	AC4	---
GEN0000022	Professional Staff	2400	PAE	---
GEN0000023	Professional Staff	2480	PAO	---
GEN0000024	MILITARY/AEROSPACE SCIENCE	9999	AC2	FAX
GEN0000025	VOLUNTEER	9999	AC2	FAX
GEN0000026	Professional Staff	2480	PAU	---
GEN0000030	CONTRACTOR	9999	AC2	FAX

- When you locate the correct generic instructor description (there are now four professional staff categories), click on it and select OK. This will return you to the Instructional Effort Assignment screen.

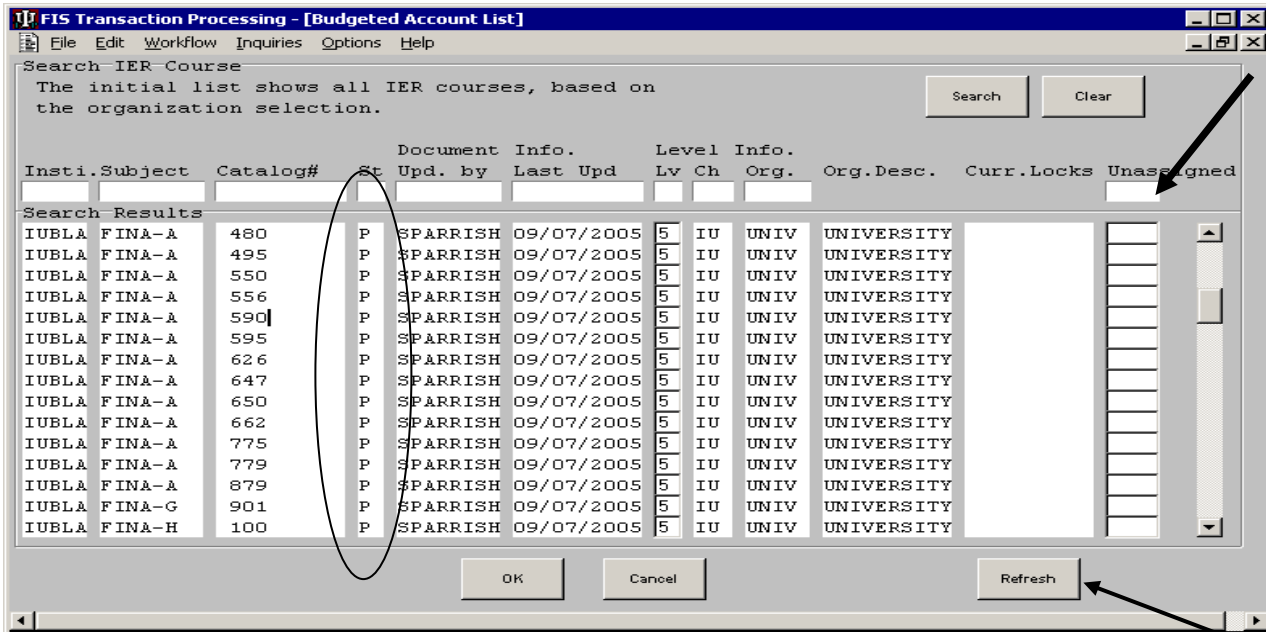
Class#	Title	Comp.	Sesn	CrHr	Enrolled	Status	
Instructor	Coa	Account	SPln	Grd	Obj	Cite	
5214	RDGS & RESEARCH IN ART HI	IND	1	4.00	10	A	
+							
-	KLEINBAUER, W. EUGENE	+	-	BL	1026200	AC1 FTX 2000	6
-	BURNS, SARAH LEA	+	-	BL	1026200	AC1 FTX 2000	6
26936	RDGS & RESEARCH IN ART HI	LEC	1	4.00	1	A	
+							
-	KLEINBAUER, W. EUGENE	+	-	BL	1026200	AC1 FTX 2000	5

- After completing and verifying the information for each course and section, click OK.

Completion of IER Process

- When you have completed the updates for your area of responsibility you will need to verify all courses have updated.

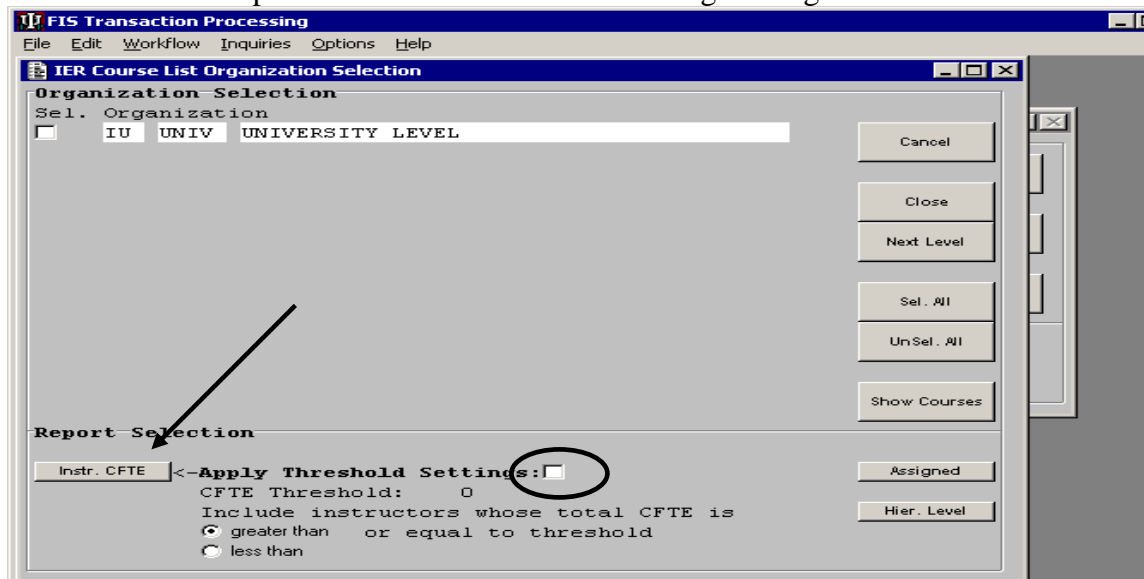
- To verify there are no unassigned courses for your area, on the Organization Selection - Search IER Course screen all courses/sections should be in the “P Assigned” status.
- This screen will not update with your ID until you properly exit the application, or select the “Refresh” button.
- In the Unassigned search box Press F2, then enter >0 and click search.
- This command will return all courses which remain unassigned.



- When you have verified all courses/sections are in the “P Assigned” Status, and there are no remaining unassigned courses/sections, you are ready to print the Instructor CFTE report for your organization.
- Click **OK** and return to the original Organization Selection screen.

Printing Reports

- Print a report by clicking on Instr. CFTE.
NOTE: This report will not list those sections assigned to generic instructors.

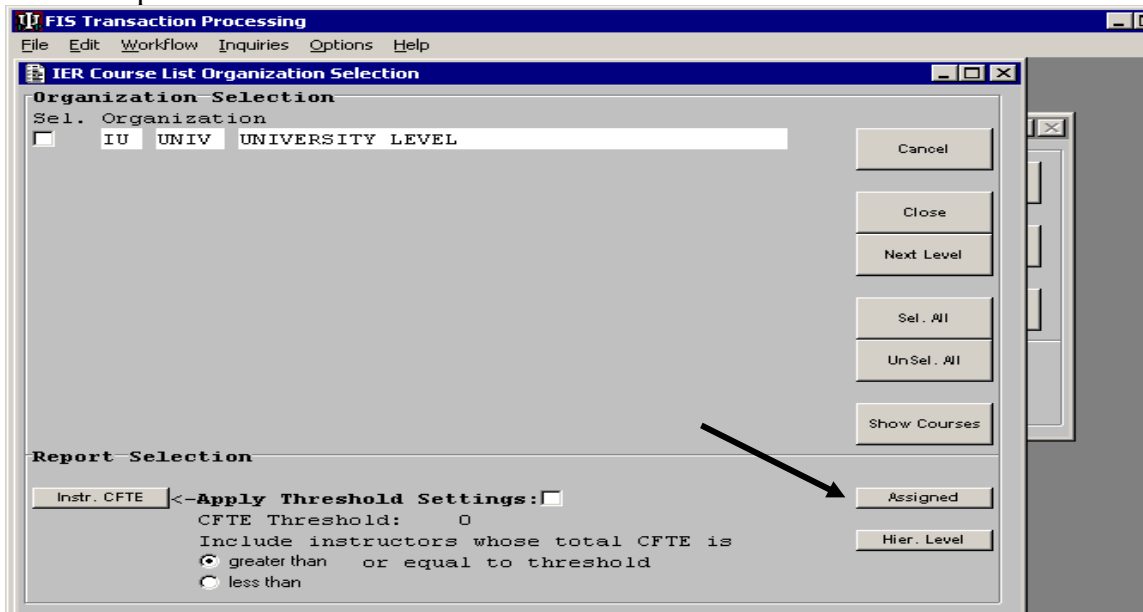


Applying Thresholds

- To apply threshold settings for your reports, click on the box to the right of Apply Threshold Settings. The CFTE threshold will allow you to enter a numerical threshold and to select, if you want, reports less than or greater than or equal to the threshold.

Verifying All Courses are Assigned

- To verify all courses have been viewed print the Assigned Report which you can access on the Report Selection Screen.



There are four possibilities:

- 1. \$ Not Assigned & the number of courses with unassigned sections.
 - 2. \$ Assigned & the number of courses with no unassigned sections.
 - 3. P Not Assigned & the number of courses with unassigned sections.
 - 4. P Assigned & the number of courses with no unassigned sections.
- The “\$” indicates the courses have not been viewed, completed and/or verified by the user. Those courses with no unassigned sections and in “\$” status must be opened and data verified by clicking “OK”.
 - The “P” indicates the courses have been viewed. If a course is in “P” status but contains unassigned sections, it must be opened and the unassigned section(s) completed.
 - You have completed your Instructional Effort Reports when all courses for your organization appear as “P” Assigned.

Exiting the Application

- When you have verified you have no unassigned courses, and have printed the reports for your organization, you are now ready to exit the IER application.
- From this screen click Close.
- You will select Close and Cancel until you have arrived at the Welcome to the FIS screen.

INDIANA UNIVERSITY
INSTRUCTIONAL EFFORT REPORTING SYSTEM

Definition of Instruction

Teaching includes the time spent in preparation and presentation of classroom materials, meeting with students concerning the course, supervising additional instructors and assistants, evaluating course materials, and completing research connected with currently assigned instruction. Teaching also includes supervision of reading and research courses, theses, dissertations, as well as committee assignments connected with teaching responsibilities for specific courses.

Generic Instructor Guidelines

The generic instructors are divided into two categories: those receiving compensation from the university and those who do not receive compensation from the university. If there is cost to Indiana University, the appropriate generic instructor category should be selected and teaching effort reported. The following generic instructors assume some type of “appointment” and associated cost to Indiana University.

Overload – Academic Administrator, AC1

Overload – Clinical Faculty, AC1

Overload – Lecturer, AC1

Overload – Professor, AC1

Librarian, AC1

Part-time Faculty, AC2

Adjunct Faculty, AC2

Associate Instructor, AC3

Graduate Student, AC3

Contractor – A contractor is a person or business paid for contractual services.

Professional Staff, PA

Service/Support Staff, CL

Student Hourly, HS

Non-Student Hourly, HR

The following generic instructors assume no cost to the university and zero teaching effort should be indicated. For rare instances of associated cost, you would then indicate teaching effort.

ACP – If the course/section is taught as a part of the Advanced College Placement program through a local high school.

CONSORTIUM - When another institution is bearing the responsibility of instruction, administration, and the associated cost for the course. IU bears no cost, but accepts the credits. Examples of this would be agreements with Earlham, the Indiana College Network (ICN), Metro University at IUS, NICE at IUSB, Overseas Studies, and Distance Education.

INTER/FLLWSHP/VSTG SCHOLAR - This generic instructor was developed for courses/sections taught by student teaching interns, other teaching interns, and visiting scholars.

MEDIA INSTRUCTION - Examples of courses/sections to be assigned this generic instructor include Interactive TV, World Wide Web (WWW), two-way interactive, Virtual Indiana Classroom (VIC), and Indiana Higher Education Television Services (IHETS).

MILITARY/AEROSPACE SCIENCE – Utilized for military science and aerospace science courses/sections. Do not confuse aerospace science with aviation technology courses/sections taught as part of Purdue Statewide Technology.

PURDUE-SWT - Courses/sections taught as part of the SWTE program and include taped TV courses/sections identified as part of SWTE. Do not confuse aviation technology courses/sections with aerospace science, which is explained below as part of generic instructor GN0000024.

VOLUNTEER - Volunteer instructors include those people teaching courses/sections for IU without compensation. Examples included retired faculty, hospital employees, and those people simply teaching without stipend.

The example we have provided for the generic instructors should not be considered all-inclusive.

Salary Plan
and Grade [Listing](#)

Salary Grade Code	Salary Grade	Salary Plan
AAA	President	AC1
AAB	Vice President	AC1
AAC	Associate Vice President	AC1
AAD	Assistant Vice President	AC1
AAE	Chancellor	AC1
AAF	Vice Chancellor	AC1
AAG	Associate Vice Chancellor	AC1
AAH	Assistant Vice Chancellor	AC1
AAI	Dean	AC1
AAJ	Associate Dean	AC1
AAK	Assistant Dean	AC1
AAM	Director	AC1
FAX	Adjunct Faculty/Lecturer	AC2
FCX	Clinical Faculty/Lecturer	AC1
FGX	Acting Faculty	AC1
FLX	Lecturer	AC1
FPX*	Part-Time Faculty Tenure	AC1/AC2
FTX	Faculty – Tenure Eligible	AC1
FVX	Visiting Faculty/Scholar	AC1/AC2
LAX	Adjunct Librarian	AC2
LPX*	Part-Time Librarian	AC1
LTX	Librarian Tenure Eligible	AC1
LVX	Visiting Librarian	AC1/AC2
RSP	Post Doctoral Appointee	AC1
RSS	Research Associate	AC1
RSX	Scientist/Scholar	AC1
UAS	Academic Specialist	AC1
UCH	Teacher	AC1
UMD	Health Center Physician	AC1
SFS	Faculty Assistant	AC3
SGR	Graduate Assistant	AC3
SIN	Associate Instructor	AC3
SRS	Research Assistant	AC3
STN	Academic Intern	AC3
RC	Resident Counselor	AC4
SUG	Student Undergrad Assistant	AC4

*Legacy Only – No New Appointments