Florida
College System

Chapter 6

Personnel Data Base
(PDB)
2011-12

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Documents and Procedures

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August 22, 2011	Submission Period Start Date. Colleges begin submitting Summer Term Data.
September 12, 2011	Due Date - Colleges must load data by this date.
September 13, 2011	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
September 26, 2011	End of Submission Period. Summer End-of-Term data must be loaded by this date. Database is closed out for the term.
September 27, 2011	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
September 28, 2011	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Personnel Data Base Submission Dates
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Record Types 1 - 5
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

II.	**FALL END-OF-TERM (2E) DATA**

December 26, 2011	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term Data if CCTCMIS has provided notification to that effect.
January 2, 2012	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term Data.
January 30, 2012	Due Date - Colleges must load data by this date.
January 31, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
February 27, 2012	End of Submission Period. Fall End-of-Term data must be loaded by this date. Database is closed out for the term.
February 28, 2012	Certification Form is due to CCTCMIS no later than this date.
	If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
February 29, 2012	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Personnel Data Base Submission Dates
Reporting Year

Record Types 1 - 5
(Demographic, Employment Activity, Instructional Activity, Course Schedule, Authorized Reassignment)

III.	WINTER / SPRING END-OF-TERM (3E) DATA

April 9, 2012	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term Data if CCTCMIS has provided notification to that effect.
April 23, 2012	Official Submission Period Start Date. Colleges begin submitting Winter/Spring End-of-Term Data.
May 14, 2012	Due Date - Colleges must load data by this date.
May 15, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
June 11, 2012	End of Submission Period. Winter/Spring End-of-Term data must be loaded by this date. Database is closed out for the term.
June 12, 2012	Term Close. Certification Form is due to CCTCMIS no later than this date.
	If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 13, 2012	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 14, 2012 through June 25, 2012	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
June 26, 2012	Annual Close. No resubmission of data or a supplemental file will be accepted.

Personnel Data Base Submission Dates
Reporting Year

Record Types 6 - 7
(Salary, Fringe Benefits)

| IV. | ANNUAL SALARY AND FRINGE BENEFITS (4E) DATA |

July 2, 2012 — Submission Period Start Date - Colleges begin submitting annual Salary and Fringe Benefits Data.

August 6, 2012 — Due Date - Colleges must load data by this date.

August 7, 2012 — If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.

August 13, 2012 — End of Submission Period. Annual Salary and Fringe Benefits data must be loaded by this date. Database is closed out for the term.

August 14, 2012 — Term Close. Certification Form is due to CCTCMIS no later than this date.

If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

August 15, 2012 — If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

August 16, 2012 through
August 27, 2012 — Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.

August 28, 2012 — Annual Close.

Personnel Data Base (1E, 3E) Verification Reports List

The following reports are generated for every data submission and are available on a one day turnaround basis. There are also PDF versions of the data verification reports that maybe downloaded from Northwest Regional Data Center (NWRDC) from Library name: CC##.PDB.PDTEYYYY.They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Title	Name
Exception Report	CCxx.PDB.REXCPLST.TtEyyyy
Contact Hours taught by Full-Time FRS-Eligible Instructors	CCxx.PDB.RCONTACT.TtEyyyy
Course Reports	
Number of Courses with no Instructor by Site	CCxx.PDB.RCRSEMIS.TtEyyyy
Instructors with Instruction/Reassign Record and FTE=0	CCxx.PDB.RCRSEFTE.TtEyyyy
Instructors without Instruction or Reassign records	CCxx.PDB.RCRSEINS.TtEyyyy
Totals for the three previous reports	CCxx.PDB.RCRSETOT.TtEyyyy
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **of Employees with Instructional Activity by Primary Activity (DE1009)**	CCxx.PDB.RFTERANG.TtEyyyy
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **of Employees with Instructional Activity by Primary Activity (DE1009) Using EAM Indicator (DE 1096)**	CCxx.PDB.RFTEREAM.TtEyyyy
Number of Credit and Non-Credit Courses Taught by Site for Regular (FRS Eligible) and Temporary Full-Time/Part-Time Status	CCxx.PDB.RCRSENUM.TtEyyyy
College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time of Employees with Instructional Activity by Primary Activity (DE1009)	
by Age Group	CCxx.PDB.RHDAGEGR.TtEyyyy
by Contract Group	CCxx.PDB.RHDCONTR.TtEyyyy
by Degree	CCxx.PDB.RHDDEGRE.TtEyyyy
by Ethnicity and Gender	CCxx.PDB.RHDETGEN.TtEyyyy
*Comparative Frequencies Report	COMPFREQ

*Only generated as a PDF File

Personnel Data Base (2E) Verification Reports List

The following reports are generated for every data submission and are available on a one day turnaround basis. There are also PDF versions of the data verification reports that maybe downloaded from Northwest Regional Data Center (NWRDC) from Library name: CC##.PDB.PDTEYYYY. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Title	Name
Exception Report	CCxx.PDB.REXCPLST.TtEyyyy
Contact Hours taught by Full-Time FRS-Eligible Instructors	CCxx.PDB.RCONTACT.TtEyyyy
Course Reports	
Number of Courses with no Instructor by Site	CCxx.PDB.RCRSEMIS.TtEyyyy
Instructors with Instruction/Reassign Record and FTE=0	CCxx.PDB.RCRSEFTE.TtEyyyy
Instructors without Instruction or Reassign records	CCxx.PDB.RCRSEINS.TtEyyyy
Totals for the three previous reports	CCxx.PDB.RCRSETOT.TtEyyyy
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **by Primary Activity (DE1009)**	CCxx.PDB.RFTERANG.TtEyyyy
Employee counts by Activity Group for Regular and Temporary Full-Time/Part-Time by FTE Range **by Primary Activity (DE1009) Using EAM Indicator (DE 1096)**	CCxx.PDB.RFTEREAM.TtEyyyy
Number of Credit and Non-Credit Courses Taught by Site for Regular (FRS Eligible) and Temporary Full-Time/Part-Time Status	CCxx.PDB.RCRSENUM.TtEyyyy
College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time of Employees with Instructional Activity by Primary Activity (DE1009)	
by Age Group	CCxx.PDB.RHDAGEGR.TtEyyyy
by Contract Group	CCxx.PDB.RHDCONTR.TtEyyyy
by Degree	CCxx.PDB.RHDDEGRE.TtEyyyy
by Ethnicity and Gender	CCxx.PDB.RHDETGEN.TtEyyyy
College Employee Headcounts by Activity Group by Regular (FRS Eligible) and Temporary Full-Time/Part-Time of Employees with Instructional Activity by Primary Activity (DE1009) Using EAM Indicator (DE 1096)	
by Age Group	CCxx.PDB.RHDAGEAM.TtEyyyy
by Contract Group	CCxx.PDB.RHDCONEM.TtEyyyy
by Degree	CCxx.PDB.RHDDEGEM.TtEyyyy
by Ethnicity and Gender	CCxx.PDB.RHDETEAM.TtEyyyy
Staff FTE Ratio	
All Employees divided by Executive Staff	CCxx.PDB.RRFALLEX.TtEyyyy
All Employees divided by Other Professional Staff	CCxx.PDB.RRFALOTH.TtEyyyy
Instructional Faculty divided by Executive Staff	CCxx.PDB.RRFINFEX.TtEyyyy
All Employees divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRFALEAM.TtEyyyy
Instructional Faculty divided by Executive Administrative, and Managerial Staff	CCxx.PDB.RRFINEAM.TtEyyyy
Instructional Faculty and Other Professional divided by Executive Staff	CCxx.PDB.RRFINOEX.TtEyyyy
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRFIOEAM.TtEyyyy
Staff Headcount Ratio	
All Employees divided by Executive Staff	CCxx.PDB.RRHALLEX.TtEyyyy
All Employees divided by Other Professional Staff	CCxx.PDB.RRHALOTH.TtEyyyy
Instructional Faculty divided by Executive Staff	CCxx.PDB.RRHINFEX.TtEyyyy
All Employees divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRHALEM.TtEyyyy
Instructional Faculty divided by Executive Administrative, and Managerial Staff	CCxx.PDB.RRHINEAM.TtEyyyy
Instructional Faculty and Other Professional divided by Executive Staff	CCxx.PDB.RRHINOEX.TtEyyyy
Instructional Faculty and Other Professionals divided by Executive, Administrative, and Managerial Staff	CCxx.PDB.RRHIOEAM.TtEyyyy
*Comparative Frequencies Report	COMPFREQ

*Only generated as a PDF File

Annual Salary and Fringe Benefits (4E) Verification Reports List

The following reports are generated for every data submission and are available on a one day turnaround basis. There are also PDF versions of the data verification reports that maybe downloaded from Northwest Regional Data Center (NWRDC) from Library name: CC##.PDB.PD4EYYYY. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Title	Name
Exception Report	CCxx.PDB.REXCPLST.T4Eyyyy
College Aggregate Salary by Salary Type	CCxx.PDB.RAGSLRY.T4Eyyyy
College Aggregate Benefits by Benefit Type	CCxx.PDB.RAGBNFT.T4Eyyyy
Salary by Rank, Gender and Contract Status	CCxx.PDB.RSALCON.T4Eyyyy
Salary by Rank, Gender and Degree	CCxx.PDB.RSALDEG.T4Eyyyy
Salary by Gender, Academic Rank, and Race/Ethnicity	CCxx.PDB.RSALRET.T4Eyyyy
Salary by Gender, Degree, and Race /Ethnicity	CCxx.PDB.RSALDET.T4Eyyyy
Salary Ranges by Gender and Race/Ethnicity	CCxx.PDB.RRNGETH.T4Eyyyy
Salary Ranges by Gender and Academic Rank	CCxx.PDB.RRNGRNK.T4Eyyyy
Salary Ranges by Gender and Degree	CCxx.PDB.RRNGDEG.T4Eyyyy
Salary Ranges by Gender and Contract Status	CCxx.PDB.RRNGCON.T4Eyyyy
Total Salary and Headcounts by Occupational Activity	CCxx.PDB.RSALOCC.T4Eyyyy
*Comparative Frequencies Report	COMPFREQ

*Only generated as a PDF file

Sample Instructions to Retrieve Personnel Reports

<u>WS-FTP</u>

	TEXT file		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*	*User_ID:*	*Your NWRDC Userid*
Password:	*Your NWRDC Password*	*Password:*	*Your NWRDC Password*
Account:	*NWRDC IP Address*	*Account:*	*NWRDC IP Address*
*Remote Host:	'CCcc.PDB.fnam.TtEyyyy'	*Remote Host:	'CCcc.PDB.PDtEyyyy(fnam)'
Local PC:	*Your local Directory*	Local PC:	*Your local Directory*
Transfer Mode:	ASCII	Transfer Mode:	Binary

NOTES:

1. Single quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

<u>DOS/VSE/POWER</u>

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)               (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.PDB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

<u>RJE Workstation Emulator or OS/MVS/JES2</u>

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.PDB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where:
cc =	your college number (1-28)
nn =	your printer node
rr =	your printer remote
ppppp =	your password
ll =	sysout lines in thousands
t =	term(i.e., 3)
yyyy =	year (i.e., 2006)
fnam =	For the Verification reports use the FNAM parameter listed on the Personnel Data Base Certification forms.

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

Procedures and Definitions

Purpose

The PDB was designed in accordance with the 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B.

Record Types

The PDB has seven (7) record types:

> Demographic
> Employment Activity
> Instructional Activity
> Course Schedule
> Authorized Reassignment
> Salary
> Fringe Benefits

With the exception of Salary records and Fringe Benefits records, the **PDB is reported by term** for the reporting year of Summer, Fall and Winter/Spring. **Salary** records and **Fringe Benefits** records **will NOT be term based**, but will be reported on the fiscal year of July 1 - June 30.

Beginning in 2009-10, Non-instructional personnel will only be reported for Fall Term and the Annual Submission for Salary and Fringe Benefits. Instructional personnel will be reported for all terms and the Annual Submission for Salary and Fringe Benefits. Non-instructional personnel are any personnel with no instructional activity for the term being reported. Colleges may submit records for non-instructional personnel in Summer and Winter/Spring terms and CCTCMIS will exclude the data from the non-instructional personnel. For the Annual Submission, a demographic record will be required for each person submitted.

Due Dates

All record types except Salary records and Fringe Benefits records will be reported after the end of the term. Salary records and Fringe Benefits records will be reported after the end of the fiscal year.

Database Criteria

Include all college employees from all fund sources except for Honorariums and Student Workstudy. Do not include instructors that are not employees of the colleges. Include adjunct instructors who attend orientation and are paid but are not hired to teach. Also include temporary replacements/substitutes (short term) who are paid through payroll. Include student assistants who are paid by state funds under GL codes 58200 or 58300.

Summer and Winter/Spring Term – Include all college employees with any instructional activity, regardless of the primary activity.

Fall Term – Include all college employees.

Annual – Include all college employees. An employee must have a Demographic record and either a Salary or Fringe Benefit record.

An employee must have one Demographic Record for each term employed. The employee may have multiple records for any other record type, depending on their employment situation.

In terms 1 thru 3, for each Demographic record there should be at least one Employment Activity record. For each Demographic record, there should be at least one Salary record.

In terms 1 thru 4, for each Demographic record there must be at least one Employment Activity record or at least one Salary record.

For each Employment Activity record identified by the unique set of Organization Unit/General Ledger Code and Activity Classification, there should be a matching Salary record and vice-versa.

An employee may have an Employment Activity record and no Salary or Fringe Benefit record because of the different reporting periods or because of local college requirements. For the same reason, an employee may have a Salary and Fringe Benefit record and not have an Employment Activity record.

Employment Activity, Instructional Activity, Salary and Fringe Benefits record types will be reported by Organizational Unit/General Ledger Code. The Organizational Unit/General Ledger Codes are defined in the State Accounting Manual for Division of Florida's Colleges.

For each Employment Activity record where the Activity Classification is Instructional (Data Element Value = 02), there should be at least one (1) Instructional Activity record or at least one (1) Authorized Reassignment record. Exclude activity records with General Ledger codes of 52200 and 56100 - Substitutes.

For each Instructional Activity record, there must be at least one course record.

The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record.

If a Fringe Benefit record is reported for an employee, the employee should have a Salary record.

In the 2010-11 submission year, due to the changes necessary to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, the Data Element Race/Ethnic Origin (DE 1020) was deleted from the Personnel Data Base Record format. CCTCMIS staff will keep the Ethnic Origin on the Personnel Data Base and use it for the IPEDS reporting conversion.

RECORD TYPE DESCRIPTIONS

Demographic (Record Type 1)

This record will contain personal information about an employee. Each employee will have one demographic record. Employees with instructional activity will be reported for each term and the annual submission in the reporting year. Employees without instructional activity will be reported in Fall term and Annual Submissions only.

Employment Activity (Record Type 2)

This record will contain information about the employee's position(s). An employee may have more than one job position at the institution. An Employment Activity record will be reported for each and every job position for the Fall Term. Instructional Activity will be reported for all terms in the reporting year. *For example: A Business Officer may also teach an accounting course for the Fall semester. This employee would then have two (2) Employment Activity records. At the end of the Fall term, this employee could continue performing duties and responsibilities of a Business Officer and no longer teach an accounting course.* By having multiple records, there will be a history of employment activity.

Instructional Activity (Record Type 3)

This record will contain information on which course/sections are taught by the instructional employees. There must be at least one record for each course the employee teaches.

Course Schedule (Record Type 4)

This record will contain information about the course/sections taught at the college. The Course Schedule should include all courses, including those taught by non-college employees. Therefore, the Course Schedule record may contain course/section identifiers not found on an Instructional Activity record. However, there must be at least one (1) Course Schedule record for each Instructional Activity record. If a course meets three (3) different days during the week, there should be three (3) Course Schedule records - one for each day. Logically, this Course Schedule Record Type exists outside of the PDB.

Authorized Reassignment (Record Type 5)

This record contains information about the type and number of hours for Authorized Reassignment/Release Time for instructional employees. Reassignment/Release Time with the same type should be grouped into one record by term within the reporting year.

Salary (Record Type 6)

This record will contain the salaries for employees. The salary will be **aggregated for the fiscal year** by Organizational Unit/General Ledger Code, Activity Classification, and Salary Type. This means that an employee may have multiple salary records. Since there are a variety of payment methods used, it is not feasible, nor would it be comparable, to collect salary data by term. *For example, an instructor works on a ten-month contract but may be paid over a twelve-month period. Another example, an instructor may work one term but be paid in another.*

Fringe Benefits (Record Type 7)

This record will contain information about employees' Fringe Benefits. The Fringe Benefits values will be **aggregated for the fiscal year** by Organizational Unit/General Ledger Code and Benefit Type.

Identifying Changes

Beginning in the 2005-06 reporting year, substantive changes will be indicated by utilizing Microsoft Word's 'track changes' feature.

For notebook printing purposes, all deleted text is hidden. New and/or edited text is green and underlined. *(See figure shown to the right.)*

Deletions cannot be seen in the PDF file. However, to view the deleted text , open the Word file on the Annual Reports Workshop CD and change Hidden to Strikethrough.

(Note: Instructions are for Word 2000.)
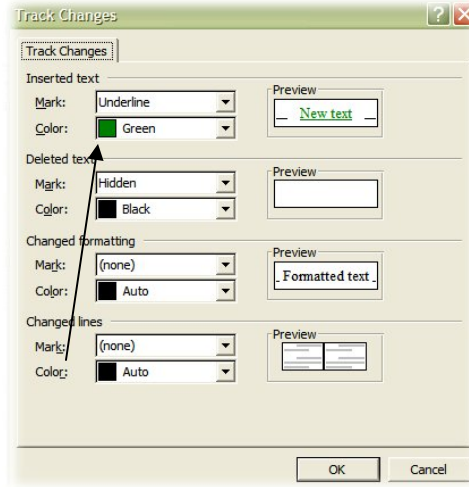
Section 6.2 -
Data Element Dictionary

Data Element - ALPHABETICAL Listing	
DATA ELEMENT	**NUMBER**
Academic Rank	2030
Activity - Occupational Activity Code	2005
Authorized Reassignment Contact Hours	5015
Authorized Reassignment - Time	5010
Authorized Reassignment - Type	5005
Beginning Time of Course Section	4020
Benefit Type	7005
Benefit Value	7010
Citizenship	1025
Contract Status	1045
Course End Date	4010
Course Identifier	3005
Course Identifier Section	3010
Course Start Date	4005
Date Continuing Contract Granted	1050
Date Employed at the Institution	1040
Date Employed in Current Activity	2015
Date of Academic Rank	2035
Date of Birth	1010
Days of Course Meeting	4015
Degree	1035
Disabled Classification	1030
EAM Indicator	1096
Employee Bargaining Unit Flag	2040
Employment Status	1055
Ending Time of Course Section	4025
Ethnicity – Hispanic/Latino	1095
Exempt from Public Records	1060
Facility Number	4035
Faculty Status	1065

Data Element - ALPHABETICAL Listing	
DATA ELEMENT	**NUMBER**
First Name	1006
Gender	1015
Instructional Contact Hours	3030
Instructional Delivery Method	4065
Last Name	1005
Middle Initial	1007
Organizational Unit and GL Codes	0140
Person Identification Number	0130
Portion of (Course) Section Workload	3025
Position Portion of Effort (FTE)	2025
Position Title (Institutional Title)	2010
Primary Activity/Occupational Activity Code	1009
Primary Course Section Classification	4060
Ethnic Origin	
Race - American Indian/Alaskan Native	1085
Race – Asian	1080
Race - Black/African American	1075
Race - Native Hawaiian/Pacific Islander	1090
Race – White	1070
Recreation and Leisure Headcount	4045
Reporting Institution	0110
Room Number	4040
Sabbatical/Educational Leave	2045
Salary Type	6005
Salary Amount	6010
Site Number	4030
Team Teaching/Multiple Instructor Flag	3020
Technology Delivery Indicator	4070
Term Identifier	0120
Termination Date	2055
Termination Status	2050
Weeks for Authorized Reassignment Contact Hours	5020
Weeks for Instructional Contact Hours	3035

Data Element - NUMERICAL Listing	
NUMBER	**DATA ELEMENT**

0110	Reporting Institution
0120	Term Identifier
0130	Person Identification Number
0140	Organizational Unit and GL Code
1005	Last Name
1006	First Name
1007	Middle Initial
1009	Primary Activity/Occupational Activity Code
1010	Date of Birth
1015	Gender
	Ethnic Origin
1025	Citizenship
1030	Disabled Classification
1035	Degree
1040	Date Employed at the Institution
1045	Contract Status
1050	Date Continuing Contract Granted
1055	Employment Status
1060	Exempt from Public Records
1065	Faculty Status
1070	Race - White
1075	Race - Black/African American
1080	Race - Asian
1085	Race - American Indian/Alaskan Native
1090	Race - Native Hawaiian/Pacific Islander
1095	Ethnicity - Hispanic/Latino
1096	EAM Indicator
2005	Activity - Occupational Activity Code
2010	Position Title (Institutional Title)
2015	Date Employed in Current Activity
2025	Position Portion of Effort (FTE)
2030	Academic Rank
2035	Date of Academic Rank
2040	Employee Bargaining Unit Flag
2045	Sabbatical/Educational Leave
2050	Termination Status
2055	Termination Date
3005	Course Identifier
3010	Course Identifier Section
3020	Team Teaching/Multiple Instructor Flag
3025	Portion of (Course) Section Workload
3030	Instructional Contact Hours
3035	Weeks for Instructional Contact Hours

Data Element - NUMERICAL Listing

NUMBER	DATA ELEMENT
4005	Course Start Date
4010	Course End Date
4015	Days of Course Meeting
4020	Beginning Time of Course Section
4025	Ending Time of Course Section
4030	Site Number
4035	Facility Number
4040	Room Number
4045	Recreation and Leisure Headcount
4060	Primary Course Section Classification
4065	Instructional Delivery Method
4070	Technology Delivery Indicator
5005	Authorized Reassignment - Type
5010	Authorized Reassignment - Time
5015	Authorized Reassignment Contact Hours
5020	Weeks for Authorized Reassignment Contact Hours
6005	Salary Type
6010	Salary Amount
7005	Benefit Type
7010	Benefits Value

Data Elements by Record Type

Demographic (Record Type 1)

Unique Key Elements

- ❑ Reporting Institution.. 0110
- ❑ Term Identifier 0120
- ❑ Person Identification Number.. 0130

Non-Key Elements

- ❑ Last Name 1005
- ❑ First Name 1006
- ❑ Middle Initial 1007
- ❑ Date of Birth... 1010
- ❑ Gender 1015
- ❑ Ethnic Origin
- ❑ Citizenship.. 1025
- ❑ Disabled Classification... 1030
- ❑ Degree 1035
- ❑ Date Employed at the Institution... 1040
- ❑ Contract Status 1045
- ❑ Date Continuing Contract Granted... 1050
- ❑ Employment Status.. 1055
- ❑ Exempt from Public Records.. 1060
- ❑ Faculty Status 1065
- ❑ Race – White 1070
- ❑ Race – Black/African American... 1075
- ❑ Race – Asian... 1080
- ❑ Race – American Indian/Alaskan Native 1085
- ❑ Race – Native Hawaiian/Pacific Islander 1090
- ❑ Ethnicity – Hispanic/Latino.. 1095
- ❑ Primary Activity/Occupational Activity Code………......…………………………….... 1009
- ❑ EAM Indicator... 1096

Employment Activity (Record Type 2)

Unique Key Elements

- ❑ Reporting Institution.. 0110
- ❑ Term Identifier 0120
- ❑ Person Identification Number.. 0130
- ❑ Organizational Unit and GL Codes 0140
- ❑ Activity - Occupational Activity Code.. 2005

Non-Key Elements

- ❑ Position Title (Institution Title).. 2010

❑ Date Employed in Current Position... 2015
❑ Position Portion of Effort (FTE).. 2025
❑ Academic Rank 2030
❑ Date of Academic Rank 2035
❑ Employee Bargaining Unit Flag.. 2040
❑ Sabbatical/Educational Leave 2045
❑ Termination Status 2050
❑ Termination Date... 2055

Instructional Activity (Record Type 3)

Unique Key Elements

❑ Reporting Institution.. 0110
❑ Term Identifier 0120
❑ Person Identification Number 0130
❑ Organizational Unit and GL Codes 0140
❑ Course Identifier... 3005
❑ Course Identifier Section.. 3010

Non-Key Elements

❑ Team Teaching/Multiple Instructor Flag.. 3020
❑ Portion of (Course) Section Workload 3025
❑ Instructional Contact Hours.. 3030
❑ Weeks for Instructional Contact Hours 3035

Course Schedule (Record Type 4)

Unique Key Elements

❑ Reporting Institution.. 0110
❑ Term Identifier 0120
❑ Course Identifier... 3005
❑ Course Identifier Section 3010
❑ Course Start Date.. 4005
❑ Days of Course Meeting.. 4015
❑ Beginning Time of Course Section 4020
❑ Site Number.. 4030
❑ Facility Number.. 4035
❑ Room Number 4040

Non-Key Elements

❑ Course End Date.. 4010
❑ Ending Time of Course Section 4025
❑ Recreation and Leisure Headcount.. 4045
❑ Primary Course Section Classification 4060
❑ Instructional Delivery Method 4065
❑ Technology Delivery Indicator.. 4070

Authorized Reassignment (Record Type 5)

Unique Key Elements

- ❑ Reporting Institution.. 0110
- ❑ Term Identifier 0120
- ❑ Person Identification Number.. 0130
- ❑ Authorized Reassignment - Type 5005

Non-Key Elements

- ❑ Authorized Reassignment - Time... 5010
- ❑ Authorized Reassignment Contact Hours 5015
- ❑ Weeks for Authorized Reassignment Contact Hours.. 5020

Salary (Record Type 6)

Unique Key Elements

- ❑ Reporting Institution.. 0110
- ❑ Person Identification Number 0130
- ❑ Organizational Unit and GL Codes.. 0140
- ❑ Primary Activity/Occupational Activity Code 1009
- ❑ Salary Type 6005
- ❑ Term Identifier 0120

Non-Key Elements

Salary Amount 6010

Fringe Benefits (Record Type 7)

Unique Key Elements

- ❑ Reporting Institution.. 0110
- ❑ Person Identification Number 0130
- ❑ Organizational Unit and GL Codes.. 0140
- ❑ Benefit Type... 7005
- ❑ Term Identifier 0120

Non-Key Elements

- ❑ Benefit Value.. 7010

Description of Data Element:

Number: 0110   **Name:** Reporting Institution

Data Element is Used in the Following Reports:

❑   State Reports

Description:

OPEID Code - The Office of Postsecondary Education Identification Code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes will be done following the guidelines provided for its use by the National Center for Education Statistics.

TABLE VALUES:

0001470	Brevard	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Lake City	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	Manatee	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole
0001477	Edison	0001508	North Florida	0001522	South Florida
0001484	Fla CC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 0120   **Name:** Term Identifier

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Code indicating the academic term within the reporting year.

TABLE VALUES:

1CCYY Summer Term
2CCYY Fall Term
3CCYY Winter/Spring Term
4CCYY Annual Submission

Where CC is the century and YY is the last two digits of the second year of the reporting year.
(i.e. - Report 1998 for the reporting year of 1997-98)

NOTES:

1.   The Salaries and Fringe Benefits Submission is an Annual Submission (Term 4)

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 0130   **Name:** Person Identification Number

Data Element is Used in the Following Reports:

❑   N/A

Description:

This is a unique ten-character field. Social Security Number should be used when possible. If the number used is not a Social Security Number, then the Person Identification Number must begin with an alphabetic character.

NOTES:

1.   This field should be left justified filled with trailing spaces.

Edit:

1.	Missing or containing embedded blanks	Critical
2.	All zeroes	Critical
3.	Duplicate ID on Demographic within the institution and term	Critical
4.	No matching Employment Activity record	Informational
5.	First nine positions are numeric and tenth position is non-blank	Critical

PHYSICAL DESCRIPTION: PIC X (10)   **CREATE/CHANGE DATE:** 06/01/2011

Description of Data Element:

Number: 0140   **Name:** Organizational Unit & GL Codes

Data Element is Used in the Following Reports:

❑   N/A

Description:

These are the official accounting codes used from the <u>Accounting Manual for the Division of Florida's Colleges</u>. The coding system consists of thirteen basic digits: an eight-digit Organizational Unit and a five-digit General Ledger Classification as shown below.

1.   **Organizational Unit**
    a.   Fund   1 digit
    b.   Function   1 digit
    c.   Sub-Function   1 digit
    d.   Specific Unit   3 digits
    e.   Variable ID   2 digits

2.   **General Ledger Classification**
    a.   General Ledger Class   1 digit
    b.   Object Code   2 digits
    c.   Specific Code   2 digits

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Organizational Unit and GL Codes on Record Type 3, 6, or 7 and no match on Record Type 2	Informational
3.	Position 1 of Org/GL – Fund NE 1, 2, 3, 4, 5, 6, 7, 8, or 9	Critical

PHYSICAL DESCRIPTION: PIC 9 (13)   **CREATE/CHANGE DATE:** 09/15/2006

Description of Data Element:

Number: 1005   **Name:** Last Name

Data Element is Used in the Following Reports:

- ❑ N/A

Description:

Last name of person.

Edit:

1.	Missing	Critical
2.	Duplicate Last Name and First Name (DE 1006) and Middle Initial (DE 1007) and DOB (DE1010) and Gender (DE 1015) and Ethnicity	Critical

PHYSICAL DESCRIPTION: PIC 9 (13)   **CREATE/CHANGE DATE:** 09/15/2006
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Description of Data Element:

Number: 1006   **Name:** First Name

Data Element is Used in the Following Reports:

❑   N/A

Description:

First name of person.

Edit:

1.   Missing   Critical
2.   Duplicate First Name and Last Name (DE 1005) and Middle Initial (DE 1007)
        and DOB (DE 1010) and Gender (DE 1015) and Ethnicity   Critical

Description of Data Element:

Number: 1007   **Name:** Middle Initial

Data Element is Used in the Following Reports:

❑   N/A

Description:

Middle initial of person.

Edit:

1.   Duplicate Middle Initial and Last Name (DE 1005) and First Name (DE 1006)   Critical
      and DOB (DE 1010) and Gender (DE 1015) and Ethnicity

Description of Data Element:

Number: 1009   **Name:** Primary Activity/Occupational Activity Code

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The primary activity for the employee as determined by the college. For employees with a single activity, this will match the activity reported on the Employment Activity record (Record Type 2) in Activity/Occupational Activity Code (Data Element 2005). For employees with multiple activities, the activity the college considers the employees main/primary activity.

TABLE VALUES:

See Activity/Occupational Activity Code (Data Element 2005) for descriptions of the table values.

01   Executive
02   Instructional Staff
03   Instructional Support
04   Librarian/Counselor
05   Teaching Assistant/Associate
06   Professional Support
07   Clerical and Secretarial
08   Technical and Paraprofessionals
09   Skilled Crafts
10   Service/Maintenance
11   Student Assistants

Edit:

1.   Missing, invalid range, or non-numeric   Critical
2.   Primary Occ Activity (DE 1009) EQ 02 and Faculty Status (DE 1065) EQ N   Critical

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 04/01/2009

Description of Data Element:

Number: 1010   **Name:** Date of Birth

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Legal date of birth.

Required for full-time non-temporary personnel. Code the default value of all nines (99999999) for part-time and/or temporary personnel if the information is not available.

The person's age should not be greater than 99 or less than 15.

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	The person's age is LT 15 or GT 99	Critical
3.	EQ 99999999 and Employment Status (DE 1055) EQ 1	Critical
4.	Duplicate DOB and Last Name (DE 1005) and First Name (DE 1006) and Middle Initial (DE 1007) and Gender (DE 1015) and Ethnicity	Critical

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 06/01/2011

Description of Data Element:

Number: 1015   **Name:** Gender

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The gender of the person.

TABLE VALUES:

M	Male
F	Female
X	Unknown/Not reported

Edit:

1.	Missing or invalid	Critical
2.	Duplicate Gender and Last Name (DE 1005) and First Name (DE 1006) and Middle Initial (DE 1007) and DOB (DE 1010) and Ethnicity	Critical

Description of Data Element:

Number: **Name:** Race/Ethnic Origin

Data Element is Used in the Following Reports:

❑   State Reports

Description:
Ethnic Origin of the employee generated from DE 1070 to DE 1095 based on IPEDS reporting specifications.

TABLE VALUES:

W   White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

B   Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

H   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

A   Asian(not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent Including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

I   American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain a tribal affiliation or community attachment.

M   Multi-Racial (not of Hispanic origin): A combination of two or more races.

P   Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

X   Unknown/Not Reported

Edit:

1.   Duplicate Ethnicity and Last Name (DE 1005) and First Name (DE 1006) and   Critical
         Middle Initial (DE 1007) and DOB (DE 1010) and Gender (DE 1015)

Description of Data Element:

Number: 1025   **Name:** Citizenship

Data Element is Used in the Following Reports:

❑   State Reports

Description:

A code to indicate the type of citizenship.

TABLE VALUES:

A   Non-resident alien
C   Citizen of the United States
P   Permanent resident alien
X   Unknown or not reported

Edit:

1.   Missing or invalid   Critical

Description of Data Element:

Number: 1030   **Name:** Disabled Classification

Data Element is Used in the Following Reports:

❑ State Reports

Description:

A self-reported code indicating whether or not a person is classified as disabled.

NOTES:

1. Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability that has the highest cost for the institution to accommodate.

TABLE VALUES:

A   Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

B   Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

H   Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss, or deafness.

L   Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 04/02/1996

M   Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.

O   Other health impairment. (Student has a specific disability which is not listed in the others specific categories).

P   Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions which may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.

S   Speech Impairment. Disorders of language, articulation, fluency, or voice which interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

V   Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: 1) visual acuity of 20/70 or less in the better eye after the best possible correction, 2) a peripheral field so constricted that it affects one's ability to function in an educational setting, 3) a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Z   Not applicable or not reported.

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 04/02/1996
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Description of Data Element:

Number: 1035   **Name:** Degree

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Degree (highest held) - Highest Postsecondary degree/certificate held.

TABLE VALUES:

1   Doctorate
2   Specialist/Advanced Masters
3   Masters
4   Bachelors
5   Associate
6   Less than Associate
7   Other
8   Unknown/Not applicable

NOTES:

1.   Except for instructional personnel, the Division will not assume that the degree is used for employment eligibility.

2.   **"Specialists and advanced masters degrees.** (Ed.S., Adv.M.)These represent study beyond the masters degree but less than the doctoral degree. They are most often offered in education, but may be available in a number of areas. They may be either a course-type or thesis-type program and may or may not require a comprehensive exam."

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 1040   **Name:** Date Employed at the Institution

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The month, day, and year the person was first employed at the institution. This data element is primarily to indicate new employees or employees who are rehired following termination at the institution. Do not enter a new date for those returning from a leave of absence.

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:

1. Code 99999999 if unknown.

Edit:

1.	Missing, invalid range or non-numeric	Critical
2.	Valid Date GT Termination Date (DE 2055)	Critical
3.	Valid Date GT Date Continuing Contract Granted (DE 1050)	Informational
4.	Valid Date GT Date Employed in Current Activity (DE 2015)	Critical
5.	Valid Date GT Date of Academic Rank (DE 2035)	Informational

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 07/01/2002

Description of Data Element:

Number: 1045   **Name:** Contract Status

Data Element is Used in the Following Reports:

❑   State Reports

Description:

This data element is to indicate Contract Status.

Continuing Contract -   Indicates those employees who hold a Continuing Contract.

Annual Contract - On Track -   Indicates employees who are not Continuing Contract but are on track in
                                        positions that may lead to consideration for Continuing Contract.

Non-Instructional Faculty -   Indicates Not Applicable.

TABLE VALUES:

1   Continuing Contract
2   Annual Contract - On Track for Continuing Contract
3   Annual **Not**-On-Track for Continuing Contract
4   Not Applicable

Edit:

1.   Missing, invalid, or non-numeric   Critical
2.   EQ (1 or 2) and Activity Classification (DE 2005) NE 2 or 4   Informational
3.   EQ 1 and Date of Continuing Contract Granted (DE 1050) EQ 99999999   Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/01/1998

Description of Data Element:

Number: 1050   **Name:** Date Continuing Contract Granted

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The date that Continuing Contract is granted.

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:

1.   Code 99999999 if unknown.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at Institution (DE 1040)	Critical
3.	Valid Date GT Termination Date (DE 2055)	Critical
4.	Valid Date and Contract Status (DE 1045) NE 1	Critical
5.	EQ 99999999 and Contract Status (DE 1045) EQ 1	Critical

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 07/01/2002

Description of Data Element:

Number: 1055	**Name:** Employment Status

Data Element is Used in the Following Reports:

❑ State Reports

Description:

This indicates the type of employment held by an employee.

TABLE VALUES:

Regular (FRS Eligible or other eligible retirement systems)
     1   Full-Time
     2   Part-Time

Temporary - Occasional (Non-FRS Eligible)
     3   Full-Time
     4   Part-Time

NOTES:

1.   A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours per week and who receives all benefits accorded such employee.

2.   * All activity within the range of GL Codes 52100-52199 (Instructional-Overload) will be excluded when determining the accumulated FTE for each employee.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 2 or 4 and Position Portion of Effort - FTE (DE 2025) GE 100	Informational
3.	EQ 1 and Date of Birth (DE 1010) EQ 99999999	Critical
4.	EQ 1 or 3 and Position Portion of Effort - FTE (DE 2025) accumulated value GT 040 and all Occupational Activity Codes (DE 2005) NE 02 *	Informational
5.	EQ 1 or 3 and Position Portion of Effort - FTE (DE 2025) accumulated value GT 060 and all Occupational Activity Codes (DE 2005) EQ 02 *	Informational
6.	EQ 2 or 4 and Position Portion of Effort - FTE (DE 2025) accumulated value GE 033 and all Occupational Activity Codes (DE 2005) NE 02 *	Informational
7.	EQ 2 or 4 and Position Portion of Effort - FTE (DE 2025) accumulated value GE 040 and all Occupational Activity Codes (DE 2005) EQ 02 *	Informational
8.	Emp. Status (DE 1055) EQ 1 or 2 and Termination Status EQ 7 and Termination Date (DE 2055) NOT 99999999	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/01/2005

Description of Data Element:

Number: 1060   **Name:** Exempt from Public Records

Data Element is Used in the Following Reports:

❑   N/A

Description:

Code to identify employees exempted from Public Records per F.S. 119.07.

TABLE VALUES:

Y   This person is exempt from Public Records
N   This person is not exempt from Public Records

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 7/01/2003
Section 6.2 - Data Element Dictionary
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Description of Data Element:

Number: 1065   **Name:** Faculty Status

Data Element is Used in the Following Reports:

❑   N/A

Description:

The code to track the employees of the college who have Faculty Status.

Faculty are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities). They may hold academic rank titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or the equivalent of any of those academic ranks. Faculty may also include the Chancellor/President, Provost, Vice Provosts, Deans, Directors, or the equivalent, as well as Associate Deans, Assistant Deans, and Executive Officers of academic departments (chairpersons, heads, or the equivalent).

The designation as "faculty" is separate from the activities to which they may be currently assigned.

IPEDS requires identification of Faculty Status for all employees by Tenure Status. Non-instructional Faculty with Tenure Status are to be reported as Administrative (01), Instructional Support (03), Librarian/Counselor (04), or Professional Support (06) Occupational Activity Codes.

TABLE VALUES:

Y   Person has Faculty Status
N   Person does **Not** have Faculty Status

Edit:

1.	Missing or invalid	Critical
2.	EQ Y and Occupational Activity Classification (DE 2005) EQ 5, 7, 8, 9, 10, or 11	Critical
3.	Faculty Status (DE 1065) EQ N and Primary Occ Activity (DE1009) EQ 02	Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 7/01/2007

Description of Data Element:

Number: 1070
Name: Race – White

Data Element is Used in the Following Reports:

❑ N/A

Description:

The code to indicate if the employee has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES:

Y Yes
N No
X Unknown, race was not reported by the employee

NOTES:

1. This race code may be coded yes even if others are also yes.

Edit:

1. Missing or invalid   Critical
2. 'X' and (DE1075) thru (DE1090) not equal 'X'   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2010

Description of Data Element:

Number: 1075

Name: Race – Black/African American

Data Element is Used in the Following Reports:

❑   N/A

Description:

The code to indicate if the employee has origins in any of the black racial groups of Africa.

TABLE VALUES:

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTES:

1.   This race code may be coded yes even if others are also yes.

Edit:

1.   Missing or invalid   Critical
2.   'X' and (DE1070) thru (DE1090) not equal 'X'   Critical

Description of Data Element:

Number: 1080   **Name:** Race – Asian

Data Element is Used in the Following Reports:

❑ N/A

Description:

The code to indicate if the employee has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES:

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTES:

1. This race code may be coded yes even if others are also yes.

Edit:

1. Missing or invalid   Critical
2. 'X' and (DE1070) thru (DE1090) not equal 'X'   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2010

Description of Data Element:

Number: 1085 | **Name:** Race – American Indian/Alaskan Native

Data Element is Used in the Following Reports:

❑   N/A

Description:

The code to indicate if the employee has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

TABLE VALUES:

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTES:

1.   This race code may be coded yes even if others are also yes.

Edit:

1.   Missing or invalid   Critical
2.   'X' and (DE1070) thru (DE1090) not equal 'X'   Critical

Description of Data Element:

Number: 1090   **Name:** Race – Native Hawaiian/Pacific Islander

Data Element is Used in the Following Reports:

❑   N/A

Description:

The code to indicate if the employee has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES:

Y   Yes
N   No
X   Unknown, race was not reported by the employee

NOTES:

1.   This race code may be coded yes even if others are also yes.

Edit:

1.   Missing or invalid   Critical
2.   'X' and (DE1070) thru (DE1090) not equal 'X'   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2010

Description of Data Element:

Number: 1095   **Name:** Ethnicity – Hispanic/Latino

Data Element is Used in the Following Reports:

❑   N/A

Description:

The code to indicate if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES:

Y   Yes
N   No
X   Unknown, ethnicity was not reported by the employee

Edit:

1.   Missing or invalid   Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2010

Description of Data Element:

Number: 1096   **Name:** EAM Indicator

Data Element is Used in the Following Reports:

❑   State Reports

Description:

An indicator to identify employees that should be counted in the category of Executive, Administrative, and Managerial (EAM).

TABLE VALUES:

Y   Yes (An employee who has an activity code = 06 and should be counted as an EAM)
N   No (Code for all other employees)

NOTES:

1.   Include only employees with an Primary Activity Code (DE1009) – 06 that have a General Ledger Code between 51200 and 51299 (inclusive).

Edit:

1.   Missing or invalid   Critical
2.   EQ Y and Activity – Occupational Activity Code (DE 1009) NE 06   Critical

Description of Data Element:

Number: 2005   **Name:** Activity/Occupational Activity Code

Data Element is Used in the Following Reports:

❑   State Reports

Description:

A two-digit code to indicate the employee's Occupational Activity Classification. These classifications are defined in the Accounting Manual for the Division of Florida's Colleges.

TABLE VALUES:

01   Executive - All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: President, Executive Vice-President, Vice President, Provost or campus president (if college-wide authority), and Dean (if college wide authority and if levels between Dean and President do not exist).

02   Instructional Staff - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of Professor, Associate Professor, Assistant Professor, Instructor, Adjunct Instructor, Lecturer, or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary. Replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

03   Instructional Support - This personnel category includes those persons who provide direct managerial support to instructional departments or divisions while devoting a smaller portion of their time (from 0% to less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, prorate 10% of the position and salary to Instructional Staff per course taught, per year.

04   Librarian/Counselor - If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year.

05   Teaching Assistant/Associate - Teaching Assistant/Associate assists Department Chairperson, Faculty, or other Professional Staff members in the college performing any combination of the following duties: develops teaching materials, such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 04/29/2010

06 Professional Support - Individuals employed for the purpose of performing academic support, student services, and institutional support activities. Includes employees such as Department Heads, Coordinators, Accountants, Student Services Professionals, Systems Analysts, Programmers, Coaches, Lawyers, Dietitians, and Pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes Supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as Executive, Administrative, and Managerial Staff.

07 Clerical and Secretarial - Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than Computer Programmers) and/or information, and other paper work required in an office, such as Bookkeepers, Stenographers, Clerk Typists, Office Machine Operators, Statistical Clerks, Payroll Clerks, etc. Also include Sales Clerks, such as those employed full-time in the bookstore, and Library Clerks who are not recognized as Librarians.

08 Technical and Paraprofessionals - Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many Two-Year Technical Institutes, Division of Florida Colleges, or through equivalent On-The-Job Training. Include Computer Operators, Drafters, Engineering Aides, Junior Engineers, Mathematical Aides, Licensed Practical or Vocational Nurses, Dietitians, Photographers, Radio Operators, Scientific Assistants, Technical Illustrators, Technicians (Medical, Dental, Electronic, Physical Sciences), and similar occupational-activity categories but which are institutionally defined as Technical Assignments.

May also include persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status.

09 Skilled Crafts - Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work acquired through on-the-job training and experience, apprenticeship, or formal training programs. Include Mechanics and Repairers, Electricians, Stationary Engineers, Skilled Machinists, Carpenters, Compositors, and Typesetters.

10 Service/Maintenance - Includes persons whose assignments typically consist of Janitorial, Custodial, Grounds, Transportation, and other semi-skilled or unskilled labor activities.

11 Student Assistants - Includes students who render services for on-campus experience or as Student Assistants and are paid from state funds.

NOTES:
1. Refer to the Accounting Manual for the Division of Florida's Colleges for the GL Codes. On the following page is a listing of the two-digit Occupational Activity Code table values with their corresponding GL Codes.

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Valid Activity Code/GL Code Combinations

01 - Executive
51000-51099
51400-51499*
51500-51599*
55000-55099*

02 - Instructional Staff
52000, 52001
52005-52099*
52100-52199
52200-52299
52400-52499
52501-52599*
56000, 56001
56007-56099
56100-56199

03 - Instructional Support
51100-51199
51400-51499*
51500-51599*
52005*
55000-55099*
56005

04 - Librarian/Counselor
52002, 52003
56002, 56003

05 - Teaching Assistant/Associate
52300-52399
52501-52599 *
56006 *

06 - Professional Support
51200-51299
51400-51499*
51500-51599*
52004

53000-53099
53100-53199
53200-53299
53500-53599
55000-55099*
56004
56500-56599*

07 - Clerical and Secretarial
53300-53399*
54000-54099*
54100-54199*
54500-54599*
56500-56599*
57000-57099*

08 - Technical and Paraprofessionals
53300-53399*
54000-54099*
54100-54199*
54500-54599*
56006*
57000-57099*

09 - Skilled Crafts
54000-54099*
54100-54199*
54500-54599*
57000-57099*

10 - Service/Maintenance
54000-54099*
54100-54199*
54500-54599*
57000-57099*

11 - Student Assistants
58200-58299
58300-58399

*NOTES:

GL Code occurs under more than one Activity Code

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 04/29/2010

Edit:

1	Missing, invalid, or non-numeric	Critical
2.	EQ 1 and Org/GL Code Part 2 (DE 0140) NE 51000-51099, 51400-51499, 51500-51599, 55000-55099	Critical
3.	EQ 2 and Org/GL Code Part 2 (DE 0140) NE 52000, 52001, 52005-52099, 52100-52199, 52200-52299, 52400-52499, 52501-52599, 52504-52599, 56000, 56001, 56007-56099, 56100-56199	Critical
4.	EQ 3 and Org/GL Code Part 2 (DE 0140) NE 51100-51199, 51400-51499, 51500-51599, 52005, 55000-55099, 56005	Critical
5.	EQ 4 and Org/GL Code Part 2 (DE 0140) NE 52002, 52003, 56002, 56003	Critical
6.	EQ 5 and Org/GL Code Part 2 (DE 0140) NE 52300-52399, 56006	Critical
7.	EQ 6 and Org/GL Code Part 2 (DE 0140) NE 51200-51299, 51400-51499, 51500-51599, 52004, 53000-53099, 53100-53199, 53200-53299, 53500-53599, 55000-55099, 56004, 56500-56599	Critical
8.	EQ 7 and Org/GL Code Part 2 (DE 0140) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56500-56599, 57000-57099	Critical
9.	EQ 8 and Org/GL Code Part 2 (DE 0140) NE 53300-53399, 54000-54099, 54100-54199, 54500-54599, 56006, 57000-57099	Critical
10.	EQ 9 and Org/GL Code Part 2 (DE 0140) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099	Critical
11.	EQ 10 and Org/GL Code Part 2 (DE 0140) NE 54000-54099, 54100-54199, 54500-54599, 57000-57099	Critical
12.	EQ 11 and Org/GL Code Part 2 (DE 0140) NE 58200-58299, 58300-58399	Critical
13.	NE 2 and Academic Rank (DE 2030) LT 9	Informational
14.	EQ 2 and Academic Rank (DE 2030) EQ 9	Informational
15.	NE 1, 2, 3, 4 and Sabbatical/Leave (DE 2045) EQ 1	Informational
16.	NE 2, 4 and Contract Status (DE 1045) EQ 1, 2	Informational
17.	EQ 2 and no Record Type 3 or Record Type 5 excluding GL Codes in the ranges of 52200-52299 and 56100-56199 Substitutes	Informational
18.	Primary Occ Activity EQ 02 and Faculty Status (DE 1065) EQ N	Informational

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 04/29/2010

Description of Data Element:

Number: 2010   **Name:** Position Title (Institutional Title)

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Position title used by the college to identify a position. If the institution does not assign titles for any specific positions, write "**NO TITLE**" in this field. Local titles may be up to 25 characters long.

Edit:

N/A

PHYSICAL DESCRIPTION: PIC X (25)   **CREATE/CHANGE DATE:** 03/23/1995

Description of Data Element:

Number: 2015	**Name:** Date Employed in Current Activity

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The date employed in current activity should reflect the date the employee first entered their current activity. It should not be changed each time a new contract is signed unless there is a change in the activity. For example, a new date is required whenever the Activity - Occupational Activity Code (DE 2005) changes.

TABLES VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:

1.   Code 99999999 if unknown or not applicable.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at the Institution (DE 1040)	Critical
3.	Valid Date GT Termination Date (DE 2055)	Critical
4.	Date is prior to date of data submission	Informational

Description of Data Element:

Number: 2025	**Name:** Position Portion of Effort (FTE)

Data Element is Used in the Following Reports:

❑ State Reports

Description:

This is the portion of full-time effort derived from the person filling this position or portion of a position during the reporting year. The annual FTE for a full-time position is 1. Report the term portion of the annual FTE.

Non-Instructional: 2000 hours = 1 FTE
> **College may use a different standard if difference is minor.**

Instructional: 30 SSH or CHE = 1 FTE for the Academic Year
> **The number of SSH/CHE per FTE cannot be changed by the college. All Instructional Personnel must have an Occupational Activity Code (DE 2005) EQ 2.**
>
> **Because each college is controlled by the Local Board of Trustees, the Division will not define how to determine the number of SSH/CHE for Instructors teaching multiple course/sections at the same time, Instructors supervising Directed Individual Instruction, or Instructors who are team teaching. Colleges should determine the number of hours based on what the college uses to determine the Instructor's load.**

EXAMPLES FOR INSTRUCTIONAL PERSONNEL

1. An Instructor is teaching 5 courses of 3 credit hours each in Advanced and Professional (A & P) or Postsecondary Vocational (PSV). The Student Semester Hours (SSH) = 5 * 3 = 15 SSH. For the term, the FTE = 15/30 = 0.50 and is reported as 050.
2. An Instructor is teaching 5 courses in Postsecondary Adult Vocational (PSAV). The Total Contact Hours for the term are 480 hours. The Credit Hour Equivalent (CHE) = 480/30 = 16. For the term, the FTE = 16/30 = 0.53 and is reported as 053.
3. An Instructor is teaching 1 course of 3 credit hours in A & P and 1 course of 4 credit hours in PSV. The SSH = 3 + 4 = 7 SSH. For the term, the FTE = 7/30 = 0.23 and is reported as 023.
4. An Instructor is teaching 1 course in Adult Basic. The total contact hours for the term are 80 hours. The CHE = 80/30 = 2.67. For the term, the FTE = 2.67/30 = 0.09 and is reported as 009.
5. An Instructor is teaching 2 courses of 3 credit hours each in PSV and 1 course in PSAV with Total Contact Hours for the term = 48 hours. The SSH = 6 and the CHE = 48/30 = 1.6. For the term, the FTE = (6 + 1.6)/30 = 0.25 and is reported as 025.
6. For a Full-Time Instructor teaching 30 SSH or CHE for the year, a college would normally report the hours as: Summer - 020; Fall - 040; Winter/Spring - 040.

PHYSICAL DESCRIPTION: PIC 9V9 (2)   **CREATE/CHANGE DATE:** 07/01/2000

NOTES:

1.   FTE for Position Portion of Effort includes the FTE reported in Authorized Reassignment Time.

2.   For personnel with supplemental contracts that pay by unit of work, college should estimate the hours.

3.   For part-time personnel with varying number of hours worked, the college or colleges should use the actual number of hours worked in the term.

4.   * All activity with GL Codes 52100-52199 (Instructional-Overloads) will be excluded when determining the FTE for each employee.

Edit:

1.	Missing or non-numeric	Critical
2.	Accumulated value GT 040 and all Occupational Activity Code (DE 2005) NE 2 and Employment Status (DE 1055) = 1 or 3 *	Informational
3.	Accumulated value GT 060 and any Occupational Activity Code (DE 2005) EQ 2 and Employment Status (DE 1055) = 1 or 3 *	Informational
4.	Accumulated value GE 033 and all Occupational Activity Code (DE 2005) NE 2 and Employment Status (DE 1055) = 2 or 4 *	Informational
5.	Accumulated value GE 040 and any Occupational Activity Code (DE 2005) EQ 2 and Employment Status (DE 1055) = 2 or 4 *	Informational
6.	GE 100 and Employment Status (DE 1055) EQ 2 or 4	Informational
7.	Accumulated value LT Portion of (Course) Section Workload (DE 3025) + Authorized Reassignment Time (DE 5010)	Informational

PHYSICAL DESCRIPTION: PIC 9V9 (2)   **CREATE/CHANGE DATE:** 07/01/2000

Description of Data Element:

Number: 2030   **Name:** Academic Rank

Data Element is Used in the Following Reports:

❑ State Reports

Description:

Of the employees who are classified as Instructional Employees, indicate those employees who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Senior/Master Instructor, Instructor, or Lecturer.

Indicate "No Academic Rank" (table value 7) if such is the case.

TABLE VALUES:

1   Professor
2   Associate Professor
3   Assistant Professor
4   Senior/Master Instructor
5   Instructor
6   Lecturer
7   No Academic Rank
8   Other
9   Not Applicable

NOTES:

1.   Code 9 for Non-Instructional Employees.

2.   Code 7 for Instructional Employees if all teaching faculty are always coded with the same table value.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	LT 9 and Occupational Activity Classification (DE 2005) NE 2	Informational
3.	EQ 9 and Occupational Activity Classification (DE 2005) EQ 2	Informational
4.	LT 7 and Date of Academic Rank (DE 2035) EQ 99999999	Informational

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/01/2000

Description of Data Element:

Number: 2035   **Name:** Date of Academic Rank

Data Element is Used in the Following Reports:

❑   State Reports

Description:

The date current Academic Rank was granted.

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:

1.   Code 99999999 if unknown or not applicable.

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid date LT Date Employed at Institution (DE 1040)	Critical
3.	Valid date GT Termination Date (DE 2055)	Critical
4.	EQ 99999999 and Academic Rank (DE 2030) LT 7	Informational

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 07/01/2002

Description of Data Element:

Number: 2040   **Name:** Employee Bargaining Unit Flag

Data Element is Used in the Following Reports:

❑   State Reports

Description:

A flag designating participation in a Collective Bargaining Unit.

TABLE VALUES:

Y   Yes
N   No

Edit:

1.   Missing or invalid   Critical

Description of Data Element:

Number: 2045   **Name:** Sabbatical/Educational Leave

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Sabbatical Leave - Leave granted for a specified period of time with or without pay for professional development/growth. May include non-instructional personnel.

TABLE VALUES:

1	Sabbatical/Educational Leave
2	Not Applicable
3	Extended Sick Leave
4	Other (Fulbright Scholar, etc.)

Edit:

1.	Missing or invalid	Critical
2.	EQ 1 and Occupational Activity Classification (DE 2005) NE 1, 2, 3, or 4	Informational

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Description of Data Element:

Number: 2050   **Name:** Termination Status

Data Element is Used in the Following Reports:

❑ State Reports

Description:

The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired.

TABLE VALUES:

1	Retired
2	Resigned
3	Terminated
4	Deceased
5	Contract not Renewed or End-of-Contract
6	Reduction in Force (RIF)
7	Not Applicable / Not Terminated

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	LT 7 and Termination Date (DE 2055) EQ 99999999	Critical
3.	NE 7 and Salary Amount (DE 6010) EQ 0	Informational
4.	EQ 7 and Benefit Type (DE 7005) EQ A, B, or D	Informational
5.	Termination Status EQ 7 and Termination Date (DE 2055) NOT 99999999 and Emp. Status (DE 1055) EQ 1 or 2	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/01/2005

Description of Data Element:

Number: 2055   **Name:** Termination Date

Data Element is Used in the Following Reports:

❑ State Reports

Description:

This is the institution's official date of termination in the event of retirement, non-renewal of contract, resignation, dismissal, or death.

TABLE VALUES:

Format MMDDCCYY as follows:

MM	Month	(01 thru 12)
DD	Day	(01 thru 31)
CC	Century	(19 or 20)
YY	Year	(00 thru 99)

NOTES:

1. Code 99999999 if unknown or not applicable.

2. Termination Date (DE 2055) may be GT 0 and LT 99999999 and Termination Status (DE 2050) EQ 7 only if Employment Status (DE 1055) EQ 3 or 4 (Temporary).

Edit:

1.	Missing, invalid range, or non-numeric	Critical
2.	Valid Date LT Date Employed at the Institution (DE 1040)	Critical
3.	Valid Date LT Date Employed in Current Activity (DE 2015)	Critical
4.	Valid Date LT Date Continuing Contract Granted (DE 1050)	Critical
5.	Valid Date LT Date of Academic Rank (DE 2035)	Critical
6.	EQ 99999999 and Termination Status (DE 2050) LT 7	Critical
7.	Termination Date (DE 2055) NOT 99999999 and Termination Status EQ 7 and Emp. Status (DE 1055) EQ 1 or 2	Critical

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 07/01/2005

Description of Data Element:

Number: 3005 **Name:** Course Identifier

Data Element is Used in the Following Reports:

❏ Course Number Match with SDB Accountability Outcome Measure Report

Description:

An eight-digit alphanumeric code assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number and a one-digit suffix code. The first digit of the number reflects the course level as follows:

    0 =   Less than college level
    1, 2 =   Indicates lower level

The suffix code is used to indicate Laboratories and provide a method for equating Laboratory courses or to designate a Recreation and Leisure course:

L   (1) A course of which the content is entirely Laboratory, or
       (2) The Laboratory component of a Lecture/Lab sequence in which the Lab is offered at a different time/place than the Lecture.

C   A combined Lecture/Lab sequence in which the lab is offered in conjunction with the Lecture at the same time/place.

S   Course is not a Lab course.

NOTES:

1.   Use Statewide Course Numbering System to identify Advanced and Professional, Postsecondary Vocational, College Preparatory and Dual Enrollment ICS (Student Data Base Data Elements 3001 and 3005) courses and use institutional numbers for all other ICS courses.

2.   If a course exists in the Student Data Base (SDB) and the Personnel Data Base, then the Course Identifier must match.

Edit:

1.	Missing	Critical
2.	Course Identifier on Record Type 4 and no match on Record Type 3	Informational

IDB EDIT:

1.	Course Classification (DE 4060) Equal to 'S', Course Identifier (DE 3005), and Course Section (DE 3010) mismatch with SDB Course Identifier (DE 3008) and SDB Course Identifier Section (DE 3009).	Critical

PHYSICAL DESCRIPTION: PIC X (08)   **CREATE/CHANGE DATE:** 07/01/2004
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Description of Data Element:

Number: 3010   **Name:** Course Identifier Section

Data Element is Used in the Following Reports:

❑   Legislative Reports

Description:

A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3005). This field should be left justified.

Edit:

1.   Missing   Critical
2.   Course Identifier Section on Record Type 4 and no match on Record Type 3   Informational
IDB EDIT:
1.   Course Classification (DE 4060) Equal to 'S', Course Identifier (DE 3005), and   Critical
       Course Section (DE 3010) mismatch with SDB Course Identifier (DE 3008)
       and SDB Course Identifier Section (DE 3009)

PHYSICAL DESCRIPTION: PIC X (08)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 3020   **Name:** Team Teaching/Multiple Instructor Flag

Data Element is Used in the Following Reports:

❑ State Reports

Description:

An indicator for team teaching.

TABLE VALUES:

Y   Yes, this course section is taught by more than one instructor
N   Not Applicable

Edit:

1.	Missing or invalid	Critical
2.	EQ N and Portion of Course Section Workload (DE 3025) LT 1000	Informational
3.	EQ Y for one Instructor in a Course Section but EQ N for another Instructor in the same Course Section	Informational

Description of Data Element:

Number: 3025	**Name:** Portion of (Course) Section Workload

Data Element is Used in the Following Reports:

❑   State Reports to Measure Instructional Workload

Description:

The portion of the course section for which the person(s) instructing the course section is responsible.

Formula:

$$\frac{(\text{Number of Course Hours}) * (\text{Percent of the Course Taught})}{(\text{Number of Course Hours})}$$

Examples: Remember the decimal point is implied.

❑   An instructor who teaches the entire 3 credit hour course would be calculated as follows:

$$\frac{(3) * (1.000)}{(3)} = 1.000 \text{ --> report as 1000}$$

❑   An instructor who teaches one-third of the 3 credit hour course would be calculated as follows:

$$\frac{(3) * (0.333)}{(3)} = 0.333 \text{ --> report as 0333}$$

❑   If two instructors equally share a 3 credit hour course it would be calculated as follows:

$$\frac{(3) * (0.500)}{(3)} = 0.500 \text{ --> report as 0500}$$

NOTES:

1.   For team teaching the sum of all portions of section workload fields for all instructors for a particular section should be 1.000.

Edit:

1.	Missing or non-numeric	Critical
2.	GT 1000	Critical
3.	LT 1000 and Team Teaching/Multiple Instructor Flag (DE 3020) = N	Informational
4.	Sum of Course Section Workload GT 1000 and Teach Teaching/Multiple Instructor Flag (DE3020) = Y	Informational

PHYSICAL DESCRIPTION: PIC 9V999   **CREATE/CHANGE DATE:** 04/29/2010

Description of Data Element:

Number: 3030   **Name:** Instructional Contact Hours

Data Element is Used in the Following Reports:

❑   Legislative requests

Description:

The number of contact hours for the term the Instructor spends in instructional activities and which the college uses to determine the Instructor's load. The Instructional Contact Hours do not include the Authorized Reassignment Contact Hours (DE 5015).

EXAMPLES

College Credit Courses

For a 4 credit hour course, an Instructor may teach 3 50-minute hours of instruction and 3 50-minute hours of lab for 15 weeks (does not include exam week) in the term. The Instructional Contact Hours reported would be 90. The Weeks for Instructional Contact Hours (DE 3035) would be reported as 15. The Instructional Hours/Week would be calculated as 6.

Non-Credit Courses

For non-credit courses, report the total number of contact hours the Instructor teaches the course in the term (maximum 16 weeks). For an Instructor who teaches a non-credit course for 48 hours in 8 weeks, the Instructional Contact Hours reported would be 48. The Weeks for Instructional Contact Hours (DE 3035) would be reported as 8. The Instructional Hours/Week would be calculated as 6.

NOTES:

1.   Instructional Contact Hours will be reported only for Permanent Full-Time Instructional Personnel (i.e. DE 1055 (Employment Status) = 1 and DE 2005 (Occupational Activity Code) = 2).

2.   Instructional Contact Hours and Weeks for Instructional Contact Hours (DE 3035) will be used to calculate the Instructional Hours/Week. The Instructional Hours/Week will be added to the Authorized Reassignment Hours/Week to calculate the Total Hours/Week. The Organizational/GL Code (DE 0140) for Record Type 3 will be used to determine if the Contact Hours are for regular instructional activity or for overloads.

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/01/1998