Guidelines for Teacher Assignment Effort Distribution

August 2017

All teacher assignment information should be complete by census day, with the priority of having all group-taught information complete and accurate. Group taught course teacher information entered by census day will be used for reporting purposes. Because of the difficulty in meeting the census day deadline for individualized courses, end of term (EOT) information will be used for reporting when possible. **These guidelines are to be used for assigning instructor effort for reporting purposes only, and do not necessarily correspond to faculty workload as determined by department chairs, school**

Why Teacher Assignments need to be complete and accurate?

- **Access to Submit Grades.** Once the teacher assignment information is entered in *Schedule Builder* with Grader assigned, the instructors will have access to enter final grades for the students who are enrolled in their classes.
- **Access to key-card operated classrooms.** Advance notice to Academic Outreach and Innovation to build the card swipe access.
- **State Expenditure Study.** Information from teacher assignments is used to help calculate the cost of instruction for undergraduate and graduation education. The results of the analysis are used to inform budget decisions.
- **Delaware Cost of Instruction by Department.** Information from teacher assignments is used to calculate direct cost of instruction at the department level.
- **Course Evaluation.** Information from teacher assignments is used in the Course Evaluation System for instructors to collect feedback from students enrolled in their classes.
- **Teaching Credit.** Instructors receive credit for teaching courses (including individualized instruction) once they are assigned as the instructor of record.
- **Workload Analyses.** Information from teacher assignments is used for faculty workload analyses including interdisciplinary faculty effort.
- **Activity Insight.** Information from teacher assignments will be used in the newly implemented (fall 2017) Activity Insight system for faculty performance review.
- **Academic Performance Solutions (APS)**. Information from teacher assignment will be used in the University Scorecard and benchmarks. Washington State University has embarked on a new project with Education Advisory Board to develop a product called Academic Performance Solutions. APS seeks to enhance college-level review of performance on key metrics including cost, capacity, student demand, and student outcomes with external benchmarks to contextualize performance.
- **Graduate School Program Reviews**. Information from teacher assignment is utilized by the Graduate School in academic program reviews to show the faculty who served as committee chairs for students by major and by appointing department for the previous academic year.

In general, the total percent of effort for a course is 100%. **Currently, anyone requiring access to Blackboard Learn learning management system for administrative support purposes should be entered with 0% effort (this includes the new designation of "Tutor").**

The following guidelines are intended to assist in the instances where multiple individuals are involved with a course assignment. Criteria for apportioning course responsibility and effort includes, but is not restricted to the following:

- Instructional delivery
- Content selection and development
- Grade assignment
- Oversight and supervision
- Coordination activities and responsibilities
- Course design and revision responsibilities
- Other activities and responsibilities, which the department chair deems appropriate, may also be considered.

Course Coordinators, Graduate TA's, Adjunct faculty and Laboratory Instructors

- Course coordinators may receive between 5% and 15% of course section credit for those sections that they supervise.
- Adjunct faculty will be given credit for effort in course sections that they teach. Faculty supervising adjunct faculty may receive between 5% and 15% of the effort.
- Faculty supervising graduate teaching assistants may receive between 5% and 15% of the course section effort.
- Courses that meet in large groups with a faculty member for part of the class sessions and then meet in smaller "break-out sections" with TA's should have course section effort apportioned based on proportional classroom time, responsibility, and any other factors deemed appropriate by the department chair.
- Labs conducted by individuals other than the lecture instructor should be apportioned as follows: Lab instructors who prepare lab media, maintain office hours, prepare and administer lab tests, evaluate lab performance which is incorporated into the final grade, and receive minimal supervision by the lecture instructor or lab coordinator should receive between 75% and 100% of the effort for the assignment. Departments
- eXplorance Blue looks at role for course evaluations (see criteria below). Currently colleges and departments coordinate to clean up, review and confirm who should receive a course evaluation based on that data. Data fed from teacher assignments generates this basic set up for course evaluations:
  - o Primary Instructor=evaluated in Blue
  - o Secondary Instructor=evaluated in Blue
  - o Teaching Assistant TA=evaluated in Blue
  - o Administrative Support AS= NOT evaluated in Blue.

• The following activities, if carried out by graduate TA's, do not warrant allocation of course effort, however, you should enter TAs and assign 0% effort for card swipe access to classrooms, access to learning management system, etc.:

- o Grading papers
- o Preparing exams
- o Administering examinations
- o Holding office hours
- o Taking attendance
- o Any clerical activities commonly performed by office personnel
- o Assisting in labs under the direct supervision of a faculty member who is present

Undergraduate TA's

• Faculty supervising undergraduate teaching assistants may receive between 20% and 100% of the course section effort for the sections.

Group Taught Sections with Multiple Instructors

- • Course sections taught by multiple faculty members may be apportioned using any of the general criteria enumerated at the beginning of these guidelines. Assuming that all other contributions are equal, the amount of classroom time should be the determining factor in effort allocation.

Individualized Instruction Courses

- • Teacher assignment for an individualized instruction course is based on each student in the course. The data must be entered in myWSU under each student's enrollment. In general, each student will have one instructor.

Instructions for Entering/Changing Teacher Information:

Step 1 instructions are in UPK for Schedule Builder (roles 41/42) located here:

- • myWSU>Main Menu > myWSU Training > Student Records
  - o Then, within Schedule Builder:
    - ▪ SR 42 Maintain Schedule of Classes, or
    - ▪ SR 42 Schedule Class Meetings (for combined sections)
- • Please also refer to the Academic Room Scheduling website for instructions on how to update an instructor in the Instructor/Advisor Table at http://registrar.schedule.wsu.edu/additional-information/.

Step 2 is the same as the first, but also requires use of Enrollment Request.

For courses that involve more than one instructor please refer to instructions Step 1 and Step 2 above.

- • All full-time graduate students must register for at least one (1) 700 (masters), 702 (non-thesis masters) or 800 (doctoral) level research credit each semester to track faculty advisor

effort. (Students should check with their departments for additional information and/or exceptions to this policy)

- Please refer to instructions Step 1 and Step 2 above.
- If an advisor/committee chair has not yet been assigned, the department will determine and assign a faculty member as the instructor of record.

Additional Considerations

- Guest lecturers, even those employed by WSU, should receive no credit for course section effort.
- WSU employees who regularly teach a unit of a course should receive credit for course section effort in proportion to their contribution to the semester course effort.
- The individual designated "Primary Instructor" for a course section will be identified in the schedule of courses as the course instructor, and should receive section responsibility ranging from 5% to 100%.
- The appropriate department chair must approve and is accountable for all apportionment decisions.
- Pullman departments are required to coordinate their Global (campus) sections on other campuses.

Help

Please contact Melissa Wing by sending an email to schedule@wsu.edu for questions regarding the Schedule Builder instructions.

If you have questions regarding how teacher assignment is allocated and utilized please contact Institutional Research at 335-4553.