

**S-11 INSTRUCTIONS  
BUDGET RELATED AND SELF SUPPORT  
CREDIT RELATED INSTRUCTIONAL FACULTY TEACHING WORKLOAD REPORT**

One form is to be completed for each institution (excluding School of Medicine, Skills Center, and non-credit Snow Richfield) and submitted to the Commissioner's Office by December 12<sup>th</sup> of each year. Institutions with multiple instructional line items should combine line items for this report.

1. **FULL-TIME FACULTY FTE CENSUS COUNT** - This count should include all individuals on an FTE basis who have been granted the status of faculty by the institution who are directly involved with the instruction of students. This count is to include only faculty members actively involved in the instruction of students generating student scheduled credit hours – regardless of the funding source.
  - A. The definitions for Faculty FTE should be consistent with preparing actual end of year FTE counts reported on USHE budget form A-1. The A-1 budget form will provide an initial starting point to the number of FTE Faculty to be included.
  - B. Generally, a faculty member on a full-time Fall Semester contract equals one faculty FTE.
  - C. If a faculty member has a split assignment (e.g. 50% instruction/ 50% academic support) only that portion of the FTE related to instruction should be counted in the census.
  - D. Internal Executives such as Dean's, Vice Presidents, Presidents, etc., who have faculty appointment but no direct instructional responsibilities should be excluded from the faculty count.
  - E. For employees with dual assignments (e.g. 50% faculty/ 50% staff), the faculty portion of the employee's job responsibilities may be counted in the faculty census.
  - F. Department Chairs should be converted to Faculty FTE fractions based on the percentage of their time that is spent on instruction rather than administrative responsibilities.
  - G. Faculty on sabbatical, paid administrative leave, or paid medical leave who are paid from instructional funds should not be included here.
  - H. Wage-rated, overload, and adjunct faculty **should not** be included in the faculty FTE count.
  
2. **FACULTY TEACHING WORKLOAD** - Section 2 of Form S-11 asks for the total faculty contact hours, total instructional credit hours, and total student credit hours generated by the Faculty FTE calculated in Section 1 of the form. Classes for which faculty are paid on an overload basis and courses which are taught by wage-rated or adjunct faculty **should not** be included in the Section 2 data.

Courses (and associated faculty contact hours, instructional credit hours, and student credit hours) to be reflected in Section 2 should be only those that are taught by regular faculty, and have a Fall Semester start date (this includes both budget related and self-supporting courses). Courses that have a start date on or prior to the institution's official 3<sup>rd</sup> Week enrollment reporting date, had registrations as of the 3<sup>rd</sup> Week date, and are for-credit, should be counted as of the 3<sup>rd</sup> Week date. All other courses should be counted as of November 1<sup>st</sup>.

Total Faculty Contact Hours, Total Instructional Hours, and Total Student Credit Hours are a summation of the following six instructional types.

- A. **Regular Classes without Lab** - The data for this instruction type regards regular classes that do not have a lab component. These are standard fixed credit classes where contact hours equal credit hours. Included in this category would be face to face instruction, distance education, and all other lecture type courses. 1) For Faculty Contact Hours sum the total number of hours the faculty spent in these classes 2) For Instructional Credit Hours in classes with less than 60 students sum the credit hour value for all classes. ( $ICH = \text{Credit Hour Value}$ .) For Instructional Credit Hour classes with 60 or more students multiply the ICH of each class by the appropriate following multiplier before summing: 60-100 students = 1.2; 101-150 students = 1.4; 151-200 students = 1.6; 201 or more students = 1.8. 3) For Student Credit Hours multiply the number of students in each class by the credit hour value of the class and then sum all classes.
- B. **Regular Classes with Lab** - The data for this instruction type regards regular classes with a lab component. These are standard fixed credit classes where instruction occurs in both a classroom component and a laboratory setting. 1) For Faculty Contact Hours sum the total number of hours the faculty spent in these classes and related labs per week. 2) For Instructional Credit Hours in classes of less than 60 students sum the credit hour value for these classes/labs after making the following adjustment to each class/lab:  $ICH = \text{Credit Hour Value} + [(\text{Contact Hours} - \text{Credit Hour Value}) / 2]$ . For Instructional Credit Hours in classes with 60 or more students two adjustments are needed before summing. First make the following adjustment to ICH for all such classes:  $ICH = \text{Credit Hour Value} + [(\text{Contact Hours} - \text{Credit Hour Value}) / 2]$ . Second multiply the ICH for each class by the appropriate following multiplier: 60-100 students = 1.2; 101-150 students = 1.4; 151-200 students = 1.6; 201 or more students = 1.8. 3) For Student Credit Hours multiply the number of students in each class/lab by the credit hour value of the class/lab and then sum all labs. Credit bearing labs that do not have an associated regular class should be reported here.
- C. **Supervised Instruction** - The data for this instruction type regards faculty involved with supervised instruction which may occur at a remote site that generates student credit hours (e.g. student teaching, internships, clinical, cooperative education, and practicum). 1) For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 20. 2) For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 20.  $ICH = \text{Attempted SCH} * [\text{Number Enrolled}] / 20$ . 3) For Student Credit Hours simply sum the number of student credit hours attempted in such sections.
- D. **Individualized Instruction** - The data for this instruction type regards classes with no defined clock hours where students register term by term and credits offered may not exceed the published credit hour value of an equivalent standard fixed credit class (e.g. directed readings, independent study/projects, senior projects and capstone papers). 1) For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 10. 2) For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 10.  $ICH = \text{Attempted SCH} * [\text{Number Enrolled}] / 10$ . 3) For Student Credit Hours simply sum the number of student credit hours attempted in such sections.
- E. **Thesis Credit** - The data for this instruction type regards thesis credit classes. 1) For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 6. 2)

For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 6.  $ICH = \text{Attempted SCH} * [\text{Number Enrolled}] / 6$ . 3) For Student Credit Hours simply sum the number of student credit hours attempted in such sections.

- F. **Dissertation Credit** - The data for this instruction type regards dissertation credit classes. 1) For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 3. 2) For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 3.  $ICH = \text{Attempted SCH} * [\text{Number Enrolled}] / 3$ . 3) For Student Credit Hours simply sum the number of student credit hours attempted in such sections.
3. **PART TIME INSTRUCTION** - Section 3 of Form S-11 asks for information on part time instructors including: 1) regular faculty overload, 2) part time adjunct and wage rated instructors, and 3) teaching assistants. Institutional Executives (e.g. Presidents) who teach with or without remuneration should be included here. No level of instruction detail is required.

Courses (and associated faculty contact hours, instructional credit hours, and student credit hours) to be reflected in Section 3 should be only those that are taught by regular faculty overload, part time adjunct and wage rated instructors, or teaching assistants, and have a Fall Semester start date (this includes both budget related and self-supporting courses –including concurrent enrollment courses). Courses that have a start date on or prior to the institution's official 3<sup>rd</sup> Week enrollment reporting date, had registrations as of the 3<sup>rd</sup> Week date, and are for-credit, should be counted as of the 3<sup>rd</sup> Week date. All other courses should be counted as of November 1<sup>st</sup>.

- A. **Headcount** - Section 3A asks for a simple institution wide headcount of such instructors as of Fall Semester.
- B. **Total Faculty Contact Hours per Part Time Instructors Headcount** - In Section 3B, calculate the Total Faculty Contact Hours generated just as is done in Section 2 for the regular faculty. Then divide the figure by total part time instructor headcount in Section 3A.
- C. **Total Instructional Credit Hours per Part Time Instructors Headcount** - In Section 3C, calculate the Total Instructional Credit Hours generated by these courses just as is done in Section 2 for the regular faculty then divide the figure by total part time instructors headcount in Section 3A.
- D. **Total Student Credit Hours per Part Time Instructors Headcount** - In Section 3D, calculate the Total Student Credit Hours generated by these courses just as is done in Section 2 for the regular faculty then divide the figure by total part time instructors headcount in Section 3A.
- E. **Percent of Student Credit Hours by Part-Time Instructors**- In Section 3E, calculate the Percent of Institutional Student Credit Hours Generated with Part-Time Instructors by dividing the Total Student Credit Hours (SCH) taught with Part Time Instructors by the Total Student Credit Hours.