



UNIVERSITY  
of HAWAII  
SYSTEM

Debora Halbert  
Associate Vice President for Academic Planning & Policy

October 7, 2019

**MEMORANDUM**

**TO:** UH Schedulers  
Council of Chief Academic Officers

**FROM:** Debora Halbert, AVP for Academic Planning and Policy *Debora Halbert*  
Pearl Itohshi, Director, Institutional Research, Analysis and Planning Office *Pearl Itohshi*

**SUBJECT:** Banner Coding for Faculty

While answering legislative requests regarding faculty workload, we discovered that in some cases, we were not accurately accounting for credits taught. These inaccuracies were especially prevalent for team taught classes and classes with multiple lab sections. In addition, cross-listed courses were often not identified as cross-listed. As a result, campuses had to make manual changes to the Banner data to more accurately reflect workload.

To fix the problems associated with calculating workload for team taught courses and multiple lab sections, IRAPO and schedulers from ten campuses met to come up with potential solutions. We propose to have this information in production in Fall 2020 and as a test in Spring 2020.

To do this, we agreed to the following procedures and codes to provide for consistency in data for planning and reporting.

1. In the Schedule Form (SSASECT), under Instructor, the "Percent of Responsibility" field must be completed.
  - A. Single class with one Course Record Number (CRN) and single instructor:  
Assign 100% to the instructor.
  - B. Single class with one CRN and multiple instructors (e.g., team taught):  
Appropriate amounts divided among instructors as determined by the department. Must add to 100%.
  - C. Cross-listed class with multiple CRNs and single instructor: 100% assigned to the single instructor across the CRNs. Divide the % of the single

instructor's time among the CRNs. Campus can decide on distribution. For example, for a class listed under two CRNs, assign 50% of instructor's time to each CRN. Another example would be a video conference course where the campus chooses to put 100% where the instructor is and zero elsewhere.

- D. Cross-listed class with multiple CRNs and multiple instructors: Divide % of time appropriate among the instructors and CRNs. Must add up to 100% only unless each instructor has 100% responsibility for the CRN. This is usually an exception. In these exceptional cases, it is preferable to use the override workload in SIAASGN. The "Calculated Workload" is the ["Workload" or "Override Workload"] multiplied by the "Percent Responsibility" – be careful when changing both the responsibility or override workload by checking the assigned Teaching Equivalency in the Calculated Workload field in SIAASGN.

The following situations are typical of four-year campuses but should be applied in cases where there are lecture and lab/discussion/recitation combinations:

- E. Class with a lab under one CRN with different lecture and lab/discussion/recitation instructors: Assign the lecture class instructor as primary instructor and lab instructor as secondary instructor. Divide workload appropriately. Must add up to 100% only. For example, for a 4 credit lecture-lab, 75% to lecture class instructor and 25% to lab instructor.
- F. Class with a paired lab/discussion/recitation, each with its own CRN and with different lecture and lab/discussion/recitation instructors: For lecture CRN, lecture class instructor can be assigned as primary instructor and assigned 100% (or other correct % if there are secondary instructor(s)). For lab CRN, the lecture class instructor can be assigned as the primary instructor for the lab/discussion/recitation CRN with 0% or partial responsibility, and lab/discussion/recitation instructor(s) can be assigned as the secondary instructor(s) and assigned up to 100% of the responsibility. If there is a lab instructor that is listed in the course schedule, that instructor can be assigned as the primary instructor for the lab with up to 100% responsibility.

Other related points

- G. For calculation of number of classes with small enrollments (e.g. less than 10 students), cross-listed course should be counted as one class.
- H. To ensure historical accuracy of the data, the appropriate instructor and percent responsibility should be reflected in Banner on the CENSUS/EOS Date as noted on the Freeze Schedule (<https://www.hawaii.edu/iro/>).

# Input Instructions for SSASECT

This instruction will focus on inputting *Percent of Responsibility* in SSASECT for six different scenarios.

Here is a snapshot of SSASECT | Meeting Times and Instructor | Times and Instructors:

INSTRUCTOR	Season Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

## Single Classes

*Scenario 1: One Course Record Number (CRN) and single instructor:*

- Instruction:
  - Percent of Responsibility: 100% to the instructor
- Example: BIOL 265 (MAN)

Name	Subject + Course Number	CRN	Percent of Responsibility
One	BIOL 265	80236	100

*Scenario 2: One CRN and multiple instructors:*

- Instruction:
  - Percent of Responsibility: Appropriate amounts divided among instruction as determined by the department. Must add up to 100%
- Example: MICT 340 (KAP)

Name	Subject + Course Number	CRN	Percent of Responsibility
One	MICT 340	32528	40
Two	MICT 340	32528	30
Three	MICT 340	32528	30

**Cross-listed Classes**

*Scenario 3: Multiple CRNs and single instructor:*

- Instruction:
  - Percent of Responsibility: Appropriate amount divided across the CRNs. Campus can decide on distribution. Must add up to 100%.
- Example: Cross-list group: RL (HAW)

Name	Subject + Course Number	Xlist_Grp	CRN	Assignment Type*	Percent of Responsibility
One	AJ 256	RL	17572	XP	60
One	HSER 256	RL	17573	XS1	20
One	WS 256	RL	17574	XS2	20

- Example: Cross-list group: BL (MAN)

Name	Subject + Course Number	Xlist_Grp	CRN	Assignment Type*	Percent of Responsibility
One	ANSC 657	BL	86286	XP	100
One	FSHN 657	BL	86287	XS1	0
One	TPSS 657	BL	88153	XS2	0

\*Please refer to IRAO memo on how to assign 'XP', 'XS1', 'XS2' to identify which one is the primary instructor teaching the class.

**Scenario 4: Multiple CRNs and multiple instructors:**

- Instruction:
  - Percent of Responsibilities: Appropriate amount divided between instructors and CRNs. Must add up to 100%.
- Example: WOA (Fall 2018)

Name	Subject + Course Number	Xlist_Grp	CRN	Assignment Type*	Percent of Responsibility
One	ANTH 421	AA	66000	XP	50
Two	ANTH 421	AA	66000	XP	50
One	BUSA 421	AA	66001	XS1	0
Two	BUSA 421	AA	66001	XS1	0

- Example: MAN (Fall 2019)

Name	Subject + Course Number	Xlist_Grp	CRN	Assignment Type*	Percent of Responsibility
One	DNCE 240	AA	86709	XP	50
Two	DNCE 240	AA	86709	XP	50
One	THEA 240	AA	86770	XS1	0
Two	THEA 240	AA	86770	XS1	0

- Example: MAN (Fall 2019)

Name	Subject + Course Number	Xlist_Grp	CRN	Assignment Type*	Percent of Responsibility
One	TPSS 304 (section 1)	BB	80842	XP	50
One	TPSS 304 (section 2)	BB	82402	XS1	0
Two	NREM 304 (section 1)	BB	80298	XS2	50
Two	NREM 304 (section 2)	BB	82384	XS3	0

\*Please refer to IRAO memo on how to assign 'XP', 'XS1', 'XS2' to identify which one is the primary instructor teaching the class.

## Classes and Labs

*Scenario 5: One CRN with different lecture and lab/discussion/recitation instructors:*

- Instruction:
  - Primary Indicator: Assign the lecture class instructor as primary instructor and lab instructor as secondary instructor
  - Percent of Responsibility: Divide workload appropriately. Must add up to 100%
- Example: ICS 211 (MAN)

Name	Subject + Course Number	Type	CRN	Percent of Responsibility	Primary Indicator
One	ICS 211	Instructor	87222	75	✓
Two	ICS 211	Lab Instructor	87222	25	

*Scenario 6: Different CRNs, lecture and lab/discussion/recitation instructors have their own CRN (grades are entered by a different lab instructors):*

- Instruction:
  - Lecture CRN: Assign lecture instructor as primary instructor and assign 100% as percent of responsibility
  - Lab CRN: Assign lecture instructor as primary instructor and 0% as percent of responsibility, lab instructor as secondary and up to 100% as percent of responsibility
- Example: CHEM 171 (WOA)

Name	Subject + Course Number	Type	CRN	Percent of Responsibility	Primary Indicator
One	CHEM 171	Instructor	86488	100	✓
One	CHEM 171L	Instructor	86491	0	✓
Two	CHEM 171L	Lab Instructor	86491	100	
One	CHEM 171L	Instructor	86490	0	✓
Three	CHEM 171L	Lab Instructor	86490	100	



October 7, 2019

**MEMORANDUM**

TO: Joni Onishi, Vice Chancellor Academic, Hawai'i CC  
Susan Kazama, Interim Vice Chancellor for Academic Affairs, Honolulu CC  
Maria Bautista, Interim Vice Chancellor for Academic Affairs, Kapi'olani CC  
Frankie Harriss, Vice Chancellor for Academic Affairs, Kaua'i CC  
Della Teraoka, Vice Chancellor for Academic Affairs, Leeward CC  
John McKee, Vice Chancellor for Academic Affairs, Maui College  
Charles Sasaki, Interim Vice Chancellor for Academic Affairs, Windward CC

FROM: Tammi Chun  
Interim Associate Vice President for Academic Affairs

SUBJECT: BANNER CODING FOR UHCC FACULTY (REVISED)

This memo will supersede the memo regarding "Banner Coding for Faculty," dated September 12, 2019. These changes are being updated from the previous memo based on schedulers' feedback.

In Banner, please input:

- 1) In SIAINST Banner Form, each instructor must be assigned to a home department. As determined by the campus, the home department is the unit at which faculty workload is scheduled and/or managed (e.g., department chair, division chair or program, depending on campus). Even non-instructional faculty teaching courses should be assigned to their appropriate department (e.g., counseling).
- 2) For "Percent of Responsibility" for faculty and for classes with lab/discussion/recitation, the codes referenced in Debora Halbert's memo regarding "Banner Coding for Faculty," dated October 7, 2019.
- 3) In SIAASGN Banner Form, Non-instructional TEs need to be included for each faculty member and lecturer. The attached codes are being suggested. Once codes are finalized, the codes for the associated non-instructional TEs must be entered into Banner by February 1 each year for the current AY. An update list of recommended non-instructional TEs is attached.

UHCC campuses should input this information for Spring 2020 classes as they are being built. Also update the data for all Fall 2019 classes so that we can run reports for the full academic year.

This is a work in progress, but using consistent Banner codes across UHCC campuses will improve the quality of data for planning and reporting.

Attachment: Non-instructional TEs – Suggested Codes

c: UHCC Schedulers  
UHCC Vice Chancellors for Administrative Services



September 12, 2019

**MEMORANDUM**

TO: Joni Onishi, Vice Chancellor Academic, Hawai'i CC  
Susan Kazama, Vice Chancellor for Academic Affairs, Honolulu CC  
Maria Bautista, Interim Vice Chancellor for Academic Affairs, Kapi'olani CC  
Frankie Harriss, Vice Chancellor for Academic Affairs, Kaua'i CC  
Della Teraoka, Vice Chancellor for Academic Affairs, Leeward CC  
John McKee, Vice Chancellor for Academic Affairs, Maui College  
Charles Sasaki, Vice Chancellor for Academic Affairs, Windward CC

FROM: Tammi Chun   
Interim Associate Vice President for Academic Affairs

SUBJECT: BANNER CODING FOR FACULTY

As discussed during our September 9, 2019 meeting of Vice Chancellors for Academic Affairs (VCAA), the University of Hawai'i Community College (UHCC) System is implementing the use of Banner to collect and report faculty workload for instructional and non-instructional TEs. UH's response to recent legislative requests for information about faculty workload has highlighted the inconsistent use of Banner to report faculty workload.

All instructional courses are included in Banner with the approved TEs, however, information about non-instructional TEs for faculty who are not teaching a full workload is often missing. Also, courses which are team taught or cross-listed were coded inconsistently. This memo provides guidance on the information which must be included in Banner related to workload. This will be a work in progress but using the same Banner codes will improve the quality of data for planning and reporting.

This issue will be further discussed at the September 13 schedulers' meeting organized by Pearl Iboshi, Director of Institutional Research, Analysis and Planning for UH System. Campuses should aim to have this information in Banner for terms beginning Fall 2019.

We agreed to the following procedures and codes to provide for consistency in data for planning and reporting.



1. In SIAINST Banner Form, each instructor must be assigned to a home department. As determined by the campus, the home department is the unit at which faculty workload is scheduled and/or managed (e.g., department chair, division chair or program, depending on campus). Even non-instructional faculty teaching courses should be assigned to their appropriate department (e.g., counseling).
2. In the Schedule Form (SSASECT), under Instructor, the "Percent of Responsibility" field must be completed.
  - A. Single class with one Course Record Number (CRN) and one instructor: Assign 100% to the instructor.
  - B. Single class with one CRN and multiple instructors (e.g., team taught): Appropriate amounts divided among instructors. Must add to 100%.
  - C. Cross-listed class with multiple CRNs and single instructor: 100% assigned to the single instructor across the CRNs. Divide the % of the single instructor's time equally among the CRNs. For example, for a class listed under two CRNs, assign 50% of instructor's time to each CRN.
  - D. Cross-listed class with multiple CRNs and multiple instructors: Divide % of time appropriate among the instructors and CRNs. Must add up to 100% only unless each instructor has 100% responsibility for the CRN. This is usually an exception.

The following situations are typical of four-year campuses but should be applied in cases where there are lecture and lab combinations:

- E. Class with a lab under one CRN with different lecture and lab instructors: Assign the lecture class instructor as primary instructor and lab instructor as secondary instructor. Divide workload appropriately. Must add up to 100% only. For example, for a 4 credit lecture-lab, 75% to lecture class instructor and 25% to lab instructor.
  - F. Class with a paired lab, each with its own CRN and with different lecture and lab instructors: For lecture CRN, lecture class instructor assigned as primary instructor and assigned 100%. For lab CRN, the lecture class instructor is assigned as the primary instructor for the lab CRN with 0% responsibility, and lab instructor is assigned as the secondary instructor and assigned 100%.
3. In SIAASGN Banner Form, Non-instructional TEs need to be included for each faculty member and lecturer. The attached codes are being suggested. Once codes are finalized, the codes for the associated non-instructional TEs must be entered into Banner by February 1 each year for the current AY.

#### Attachment

1. Non-instructional TEs – Suggested Codes
- c: UHCC Schedulers  
UHCC Vice Chancellors for Administrative Services

Non-instructional TEs– SUGGESTED CODES

<b>Type Code</b>	<b>Description</b>	<b>Appropriate For</b>
ADMN	Administration Assignment	ALO, system level assignment
CCCH	College Committee Chair	College committees such as WI Focus Board Chair
CCOM	Curriculum Committee	Curriculum Committee Chair or Curriculum Central Coordinator
CDEV	Curriculum or Prog evelopment	New curriculum or program development
CSVC	Community Service	Coordination of performances for the campus and/or community
DCHR	Division/Department Chair	Division chair
FSCH	Faculty Senate Chair	Faculty Senate Chair
GADM	Grant/Contract Administration	Grant administration once the grant has been awarded
GDEV	Grant/Contract Development	Grant development before the grant is awarded
ISVC	Institutional Service	Service to the campus such as assessment activities, coordinator of Honors program, PTK, or mid-semester assessments.
OTA	Non-credit/Other teaching assign	Teaching at another campus as part of full-load or time given for non-credit teaching assignment
PDEV	Professional Development	Sabbaticals and/or leave for professional development
PDIR	Program Director/Coordinator	Program or Discipline Coordinator duties
REL	Release Time	If no other code works, this is a last resort
RES	Research	Research activities

9/12/2019

**Non-instructional TEs– SUGGESTED CODES**

<b>Type Code</b>	<b>Description</b>	<b>Appropriate For</b>
ADM	Administration Assignment	ALO, system level assignment
CCC	College Committee Chair	College committees such as WI Focus Board Chair
CCO	Curriculum Committee	Curriculum Committee Chair or Curriculum Central Coordinator
CDEV	Curriculum or Prog Development	New curriculum or program development
CSVC	Community Service	Coordination of performances for the campus and/or community
DCH	Division/Department Chair	Division chair
FSC	Faculty Senate Chair	Faculty Senate Chair
GAD	Grant/Contract Administration	Grant administration once the grant has been awarded
GDE	Grant/Contract Development	Grant development before the grant is awarded
ISVC	Institutional Service	Service to the campus such as assessment activities, coordinator of Honors program, PTK, or mid-semester assessments.
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RES	Research	Research activities
<i>TLNA</i>	<i>Banked TEs</i>	<i>Did not apply CC Load Reduction</i>
<i>TLNE</i>	<i>Banked TEs</i>	<i>Ineligible CC Teach Load Reduction</i>
<i>TLRA</i>	<i>Banked TEs</i>	<i>Used CC Teaching Load Reduction</i>
<i>TLRB</i>	<i>Banked TEs</i>	<i>Banked CC Teaching Load Reduction</i>
<i>TLRE</i>	<i>Banked TEs</i>	<i>Earned CC Teaching Load</i>