

TRUMAN STATE UNIVERSITY
FACULTY DATA HANDBOOK
ACADEMIC DIVISIONS

October 2005
Revised January 2006

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PRIVACY STATEMENT REGARDING ACCESS TO AND USE OF FACULTY DATA REPORTS

Faculty data is collected and maintained by Truman State University for the purpose of preparing institutional, state-mandated and federally-mandated reports, for the management of faculty personnel actions such as tenure and promotion consideration and staffing planning, and for program review and accreditation.

Access to personally identifiable information is granted on a restricted basis to each Academic Dean and his/her designee(s) and to limited staff in Academic Affairs and Institutional Research. Academic Divisions are granted access to produce reports that include only their Division faculty. Reports run by Academic Divisions are not to be shared with third parties. Reports that will be sent to third parties should be requested through Academic Affairs. Reports that are to be discarded must be shredded to ensure the privacy of the information contained in the reports.

Faculty Social Security Numbers are intentionally omitted to ensure security of this information. Faculty Banner ID Numbers are omitted from most reports and are only included when deemed essential (e.g. Faculty Report with Academic Year Salaries).

MONITORING/VERIFYING FACULTY DATA

Academic Affairs and Academic Divisions share the responsibility of ensuring that faculty data is accurately recorded in Banner. Academic Divisions must ensure that pertinent information regarding new faculty and updates regarding current faculty is shared in a timely manner with Academic Affairs. Corrections regarding faculty data should be directed to Academic Affairs.

REPORTS

<u>Report</u>	<u>Purpose(s)</u>	<u>Report Number</u>
		NOTE: Division Reports will be assigned a different report number.
Reappointment/Tenure Status Report	Obtain a listing of all division faculty and their current tenure status. Obtain a listing of all division faculty with a designated tenure status. Obtain a listing of all division faculty who were appointed a designated effective date, in order to identify first-year, second-year, etc. reappointments.	NWR0201*

Rank Report	Obtain a listing of all division faculty and their current rank. Obtain a listing of all division faculty with a designated rank.	NWR0202
Faculty Degrees Report	Obtain a listing of all division faculty, their degrees, institutions and year of degree. Identify division faculty not having a terminal degree completed or not recorded in Banner.	NWR0203
Faculty Report with Academic Year Salaries	Obtain a listing of all division faculty with current academic year salary.	NWR0204*
Faculty Sabbaticals & Leaves	Obtain a listing of all division faculty having a sabbatical or leave record in Banner. Obtain a listing of division faculty who currently are on leave.	NWR0205
Discrepancy Report-Active Faculty Not Assigned to Courses	Verify that all active faculty have been assigned classes and notify VPAA Office if faculty need to be inactivated.	NWR0206
Faculty Campus Location Address/Phone	Verify that faculty campus location address & phone are correct (used for campus directory and to notify students how to contact their advisor prior to registering for classes).	NWR0207*
Faculty Profile	Used to produce a report of pertinent information regarding one faculty member.	NWR0208
DF Faculty & Staff Base Data		NWRE301
*Data file option is available		

NWR0201 Reappointment/Tenure Status Report

This is a multi-purpose report that can be used to obtain the following lists of active faculty for review on-line (indicate “DATABASE” as your printer), as a printed report (indicate your division’s networked printer), and as a host datafile. Appendix A provides parameters for producing 14 variations of this report, based on desired results.

- **1st year through 5th year reappointments**

Parameters used to obtain desired results:

Term Code	Use current academic year fall term code (e.g. 200560 = Fall 2005). Faculty data is available in Banner 200460 forward.
Tenure Status	Use “O” to select only those who are on-track
Faculty Type	Use “FTFAC” for regular full-time faculty

Original Appt Date	Enter first date of original appointment term (see chart in Appendix)
Tenure Review Date	Leave blank.
College Code	Use % for all, or use the two-letter college code to specify a division (e.g. "MT" for Mathematics & Computer Science). NOTE: Academic Deans and their secretaries can only run faculty data reports for their respective Division and Disciplines.
Department Code	Complete only if you wish to narrow the selection to include faculty in one specified discipline (e.g. "CS" for Computer Science faculty only).
Sort by	N -- provides sort in alpha order OR D -- provides sort in alpha order by discipline
W: Drive Initials	Field is required. Enter the two-letter initials for your office W drive. (You can opt to delete this file, if desired.)
Output file name	Can leave default value, or change to another file name. NOTE: if you run this report several times and don't change the file name, each subsequent file will overwrite the previous file.

- **6th year reappointments and tenure review (tantamount to tenure)**

Same as 1st year reappointments, except leave the Original Appointment Date blank and use the Tenure Review Date that is one year from the date of the current AY Fall term (e.g. faculty who began Fall 2000 will be reviewed for tenure 01-JAN-2006, unless the faculty member has tenure credit).

Refer to Appendix A for parameters used to produce the following reports:

- Temporary faculty reappointments
- All tenured faculty (by Division and/or specified Discipline)
- All non-tenured faculty who are on tenure-track (by Division and/or specified Discipline)
- All non-tenured faculty who are ineligible for tenure (by Division and/or specified Discipline)
- All faculty (by Division and/or specified Discipline)
- All full-time regular faculty (by Division and/or specified Discipline)
- All part-time regular faculty (by Division and/or specified Discipline)
- All full-time temporary faculty (by Division and/or specified Discipline)
- All part-time temporary faculty (by Division and/or specified Discipline)

Key to selected report results for NWR0201:

COLUMN	DESCRIPTION
Original Appoint Date	Date the faculty member was first hired by Truman (regardless if status was temporary or regular). Should be first date of term.
Tenure Credit	Years of credit toward tenure as identified on the appointment form
Stop Clk Year	Years of delay requested and granted toward tenure review
Tenure Review Date	Always identified in Banner as 01-JAN-YYYY. This date is 6 years from the date of first regular appointment (minus tenure credit years, if applicable). For example, faculty who were hired on a regular appointment in Fall 2004 would be eligible for tenure review 01-JAN-2010. If the faculty member is approved for reappointment to their seventh year, the seventh year is considered tantamount to tenure and tenure would be effective the first day of the Fall semester of their eighth year. E.g. the faculty member who began Fall 2004, reviewed 01-JAN-2010 and reappointment for 2010-11 would be tenured effective Fall 2011.
Tenure Effective Date	The effective date of tenure. This date should be the first date of a regular term (usually the Fall term).
Tenure Denied Date	The date tenure was denied.
Trml Appt	Used only if a faculty member has not been approved for reappointment. Otherwise, this field should be blank.
Phd Claus	Indicates if faculty member had a PhD clause attached to their appointment. Format is in PHYY (e.g. PH02 indicates PhD Clause effective 2002-2003 AY).

NWR0202 Rank Report

Key to selected report results for NWR0202:

COLUMN	DESCRIPTION
Fac Type	Regular (non-temporary) faculty will have a faculty type of FTFAC (full-time faculty) or PTFAC (part-time faculty). Temporary faculty will have a faculty type of TMPFT (temporary full-time faculty) or TMPPT (temporary part-time faculty). GTRAs will be noted as such. Only faculty on regular appointment are eligible for promotion consideration.
Original Appoint Date	Date the faculty member was first hired by Truman (regardless if status was temporary or regular). Should be first date of term.
Current	Date the current rank became effective. Should be first date of effective

Rank Eff Date	term.
Prom Cred Yrs	Promotion credit years. The number of years toward promotion credit granted for promotion to the next rank (from the current rank).
Next Promo Rev Date	Next promotion review date. The date for review of promotion to the next rank. Should be 01-JAN-YYYY for the applicable year. Promotion review is 5 years from Assistant to Associate and 8 years from Associate to Professor. Adjustments were made at the time data was entered to subtract promotion credit years when applicable. NOTE: some full Professors have a promotion review date reflecting the day after their promotion to Professor. Please disregard these dates.
Phd Claus	Indicates if faculty member had a PhD clause attached to their appointment. Format is in PHYY (e.g. PH02 indicates PhD Clause effective 2002-2003 AY).

NWR0203 Faculty Degrees Report

Key to selected report results for NWR0203:

COLUMN	DESCRIPTION
Institution	All undergraduate and graduate degree-granting institutions should be listed. If data is missing, it was not available at the time of data entry.
Degree	All undergraduate and graduate degrees should be listed. If data is missing, it was not available at the time of data entry.
Grad	The year the degree was granted.
Trml	“Y” indicates that Truman considers this degree to be a terminal degree. See Appendix H for more information.

NWR0204 Faculty Report with Academic Year Salaries

Key to selected report results for NWR0204:

COLUMN	DESCRIPTION
Ecls	Faculty employee class—used to assist in determining employee classification (e.g., faculty, staff). “FAC” refers to Faculty.
Desc	Further defines faculty employee information (e.g. 9-10 month contract, Part-Time)
Salary	Reflects only regular academic year salary, which is used to calculate summer contract amount.

NWR0205 Faculty Sabbaticals and Leaves

COLUMN	DESCRIPTION
Sabbaticals	See Appendix G for an explanation of sabbatical codes.
Leaves	See Appendix G for an explanation of sabbatical codes.

NWR0206 Discrepancy Report-Active Faculty Not Assigned Courses

NOTE: this report may be utilized to identify faculty who have left Truman and who are still shown as active on SIAINST. Corrections should be directed to Academic Affairs.

NWR0207 Faculty Campus Location/Address/Phone/E-Mail

NOTE: NWR0007 is a datafile that can be downloaded to Excel.

NWR0208 Faculty Profile

NOTE: faculty Banner ID number is a required parameter in order to run this report.

NWRE301 DF Faculty & Staff Base Data

Banner Job Submission (Reports)—Academic Divisions

Job submission—where report number is known

- Using Direct Access or “GO,” enter the 7-character report number (e.g. NWR0201), then press Enter.
- The Process Submission Controls GJAPCTL form will appear with the report name in the Process field.
- Next Block.
- See steps for defining printer control or saving to a file, below, followed by
- Steps for defining parameters and running a report, below.

Job submission—where report number is unknown

There are two methods of finding the report name in Banner. Option one, using the Process Submission Controls Form, allows for selecting a module and keyword to search for report names. A disadvantage to this method is that report information is displayed two at a time. An advantage to this method is that you view only the report names you have security access to run.

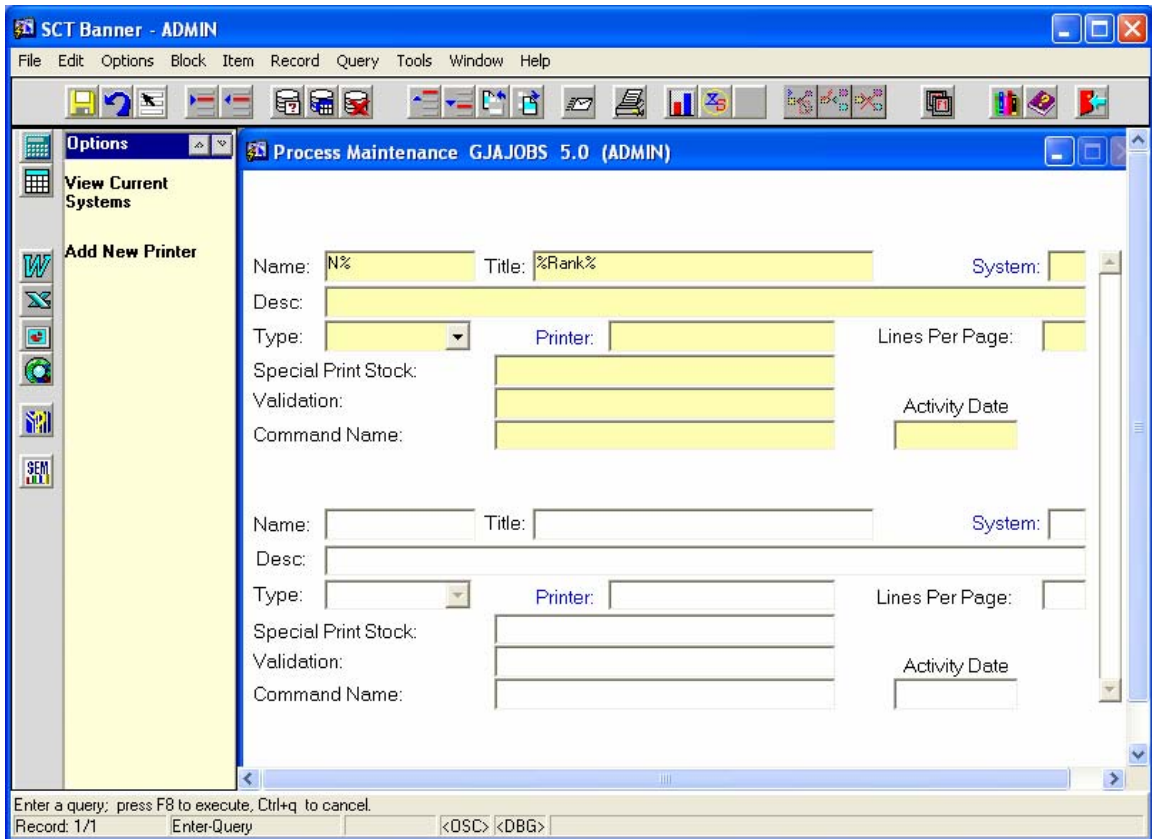
Option Two, using a keyword in the GO field of the main menu, brings back all forms containing the specified keyword or portion of the report name. A disadvantage to this

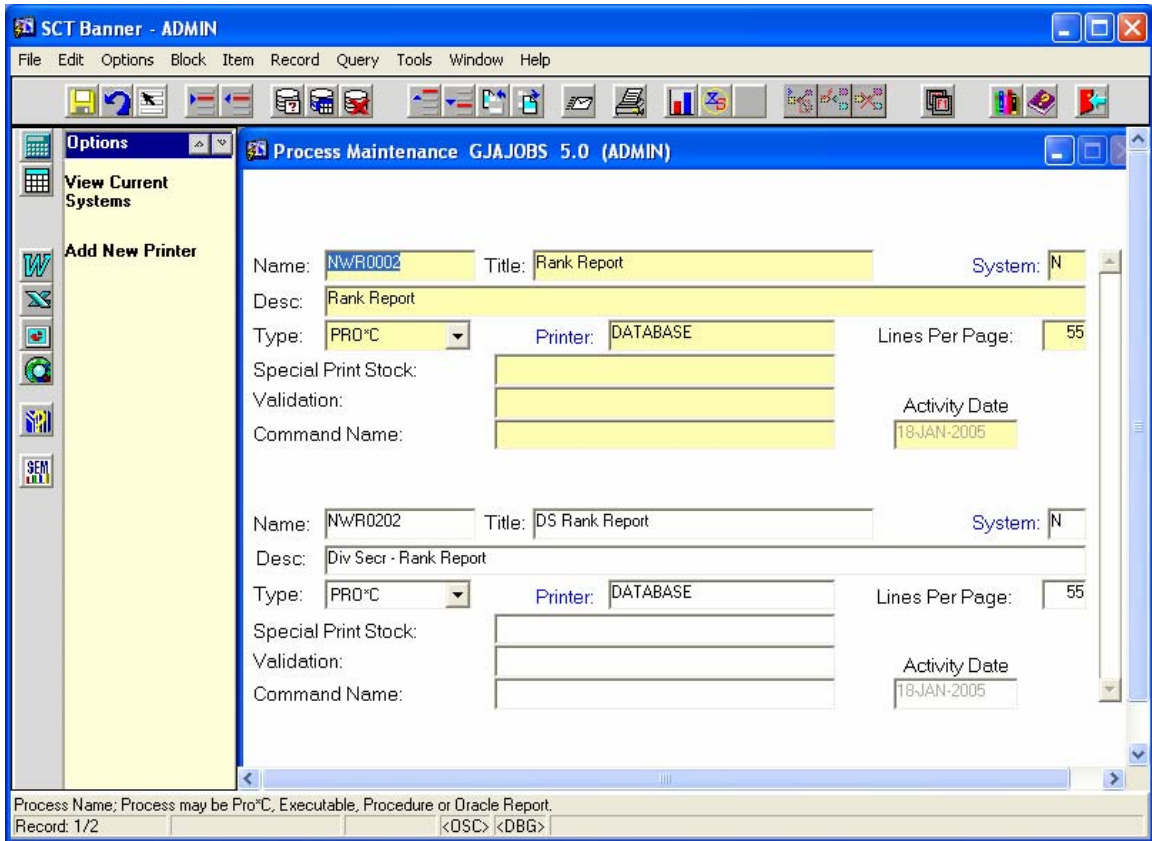
method is that you see report names that you may not have security access to run. An advantage is that you can see multiple report names at the same time.

HINT: remember that you can add reports to your personal Banner menu and access reports directly from your menu.

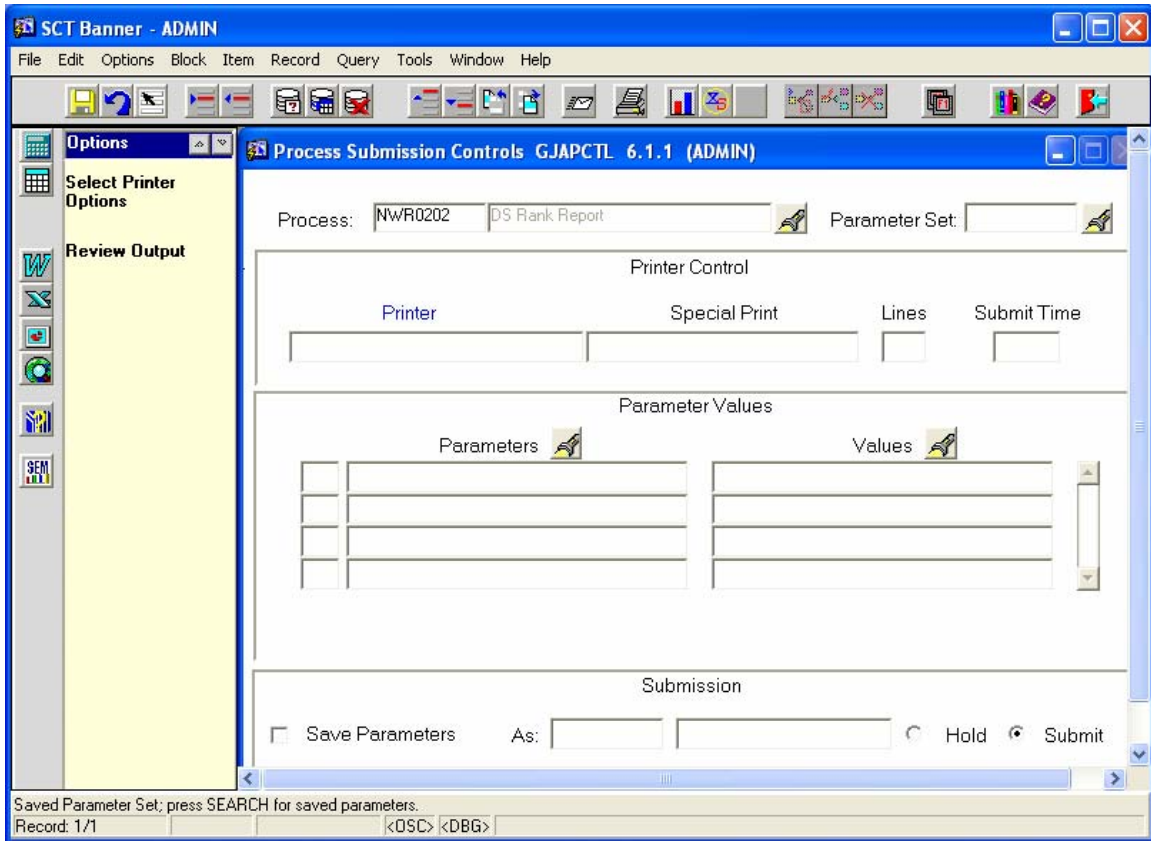
OPTION ONE:

- Using Direct Access or “GO,” go to GJAPCTL. The Process Submission Controls GJAPCTL form will appear.
- Click on the flashlight closest to the “Process” field. The Process Maintenance GJAJOBs form will appear.
- Type in “S%” (for Student Module) or “N%” (for Faculty Data) in the Name field and if desired, type in a keyword surrounded by % signs in the Title field (e.g. “%Rank%”). Execute Query or F8. See example below.



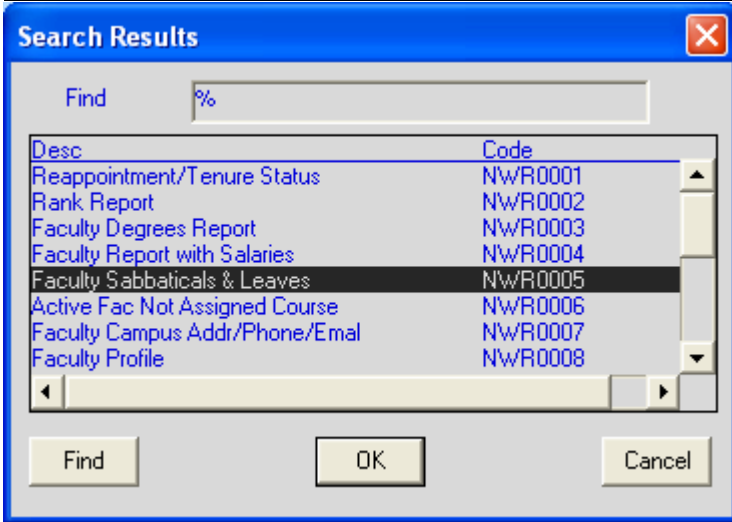
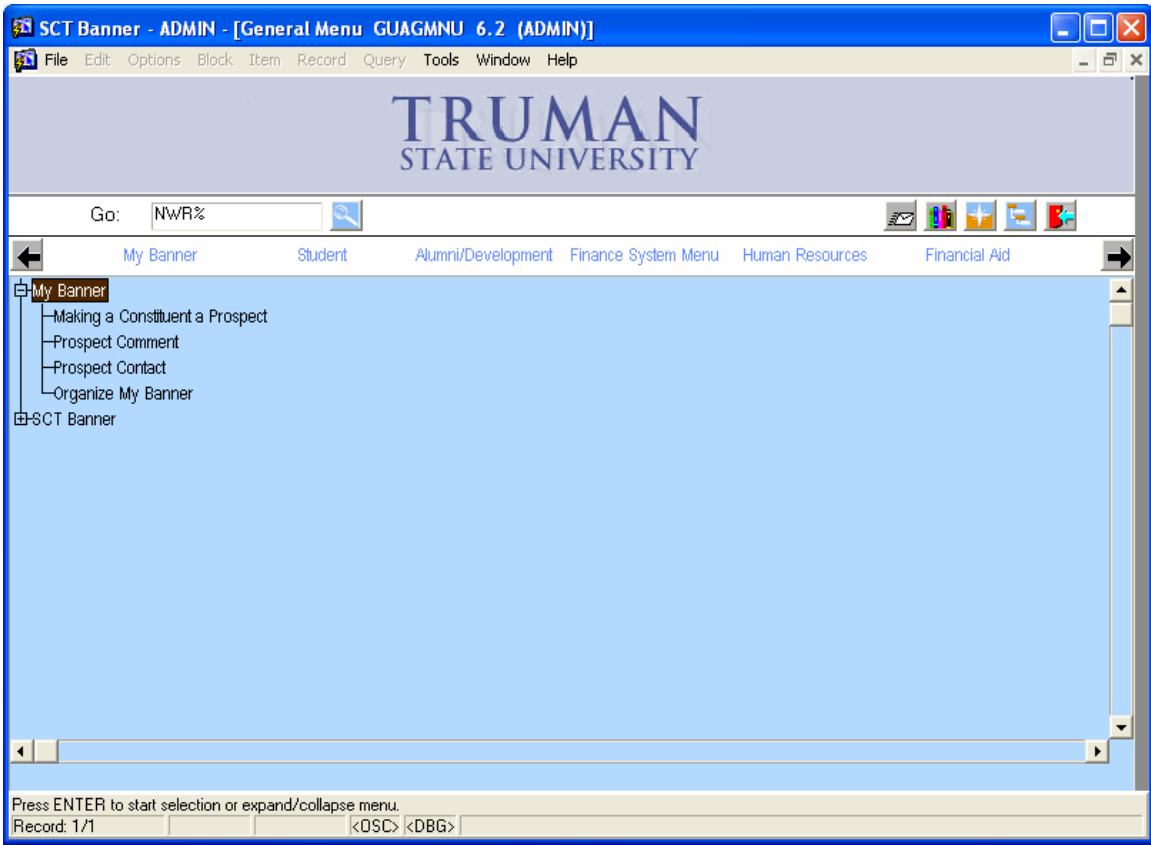


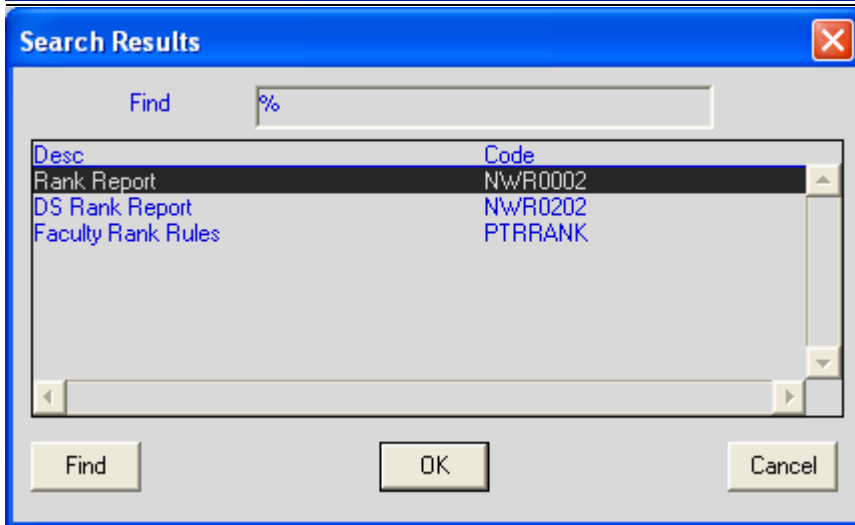
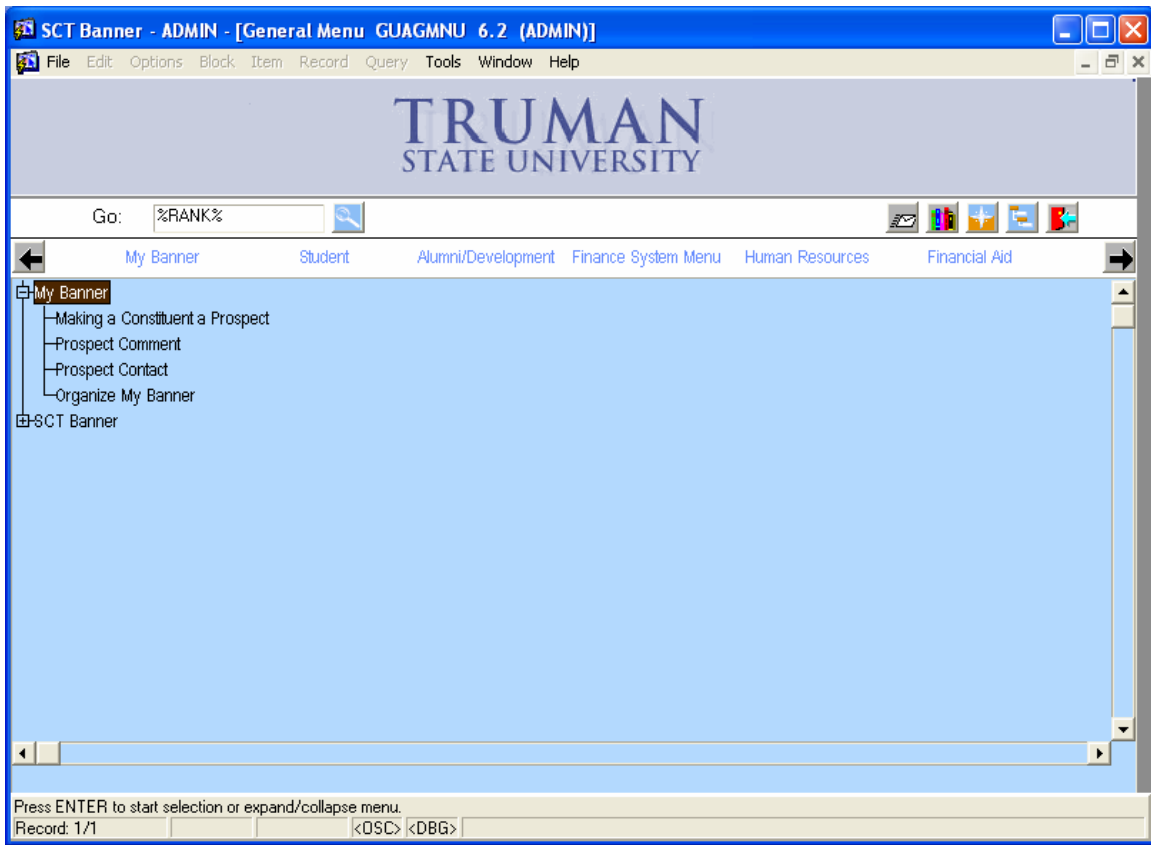
- Double-click on the report Name that you wish to select.
- The Process Submission Controls GJAPCTL form will appear with the report name in the Process field.
- Next Block.
- See steps for defining printer control or saving to a file, followed by
- Steps for defining parameters and running a report, below.



OPTION TWO

- Using Direct Access or “GO,” enter a portion of the report name followed by a percent, or enter a keyword with a % before and after the keyword. (E.g. enter “NWR%” to find a listing of all Faculty Module reports, or enter %RANK% to find all reports that contain the keyword rank. Press Enter.
- Scroll down the listing to find the appropriate report, double-click on the report name (the report name will appear in the “GO” field).
- Press Enter to access the report.





Steps for defining printer control

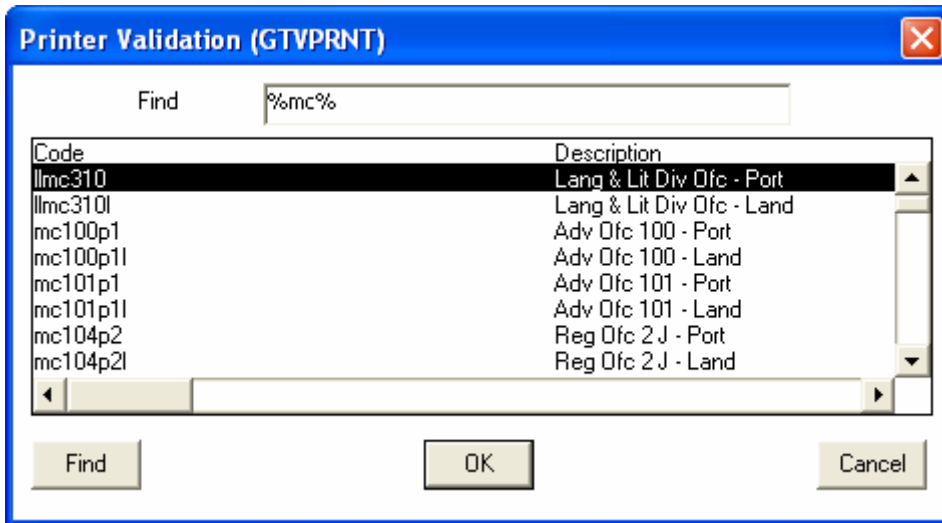
- With the appropriate report number in the Process field, Next Block
- The word "DATABASE" will appear in the Printer field (see sample below).
NOTE: if you wish to save the report to a file, you must leave the word DATABASE in the Printer field.
- If you wish to print the report directly to a networked printer, either:

- 1) enter the name of the printer in the printer field, or
 - 2) double-click in the printer field. A drop-down box GTVPRNT will appear with the names of all networked printers. At the % sign, enter "mc", then click on Find. All mc (McClain Hall) printers will be displayed. Select the appropriate printer for the Advancement Office by double-clicking on the printer name.
- Next Block to the Parameter Values section. See steps for defining parameters and running a report below.

The screenshot shows the 'Process Submission Controls GJAPCTL 6.1.1 (ADMIN)' window. The 'Process' field is set to 'NWR0202 DS Rank Report'. The 'Printer Control' section shows 'Printer' as 'DATABASE', 'Lines' as '55', and 'Submit Time' as an empty field. The 'Parameter Values' section contains a table with the following data:

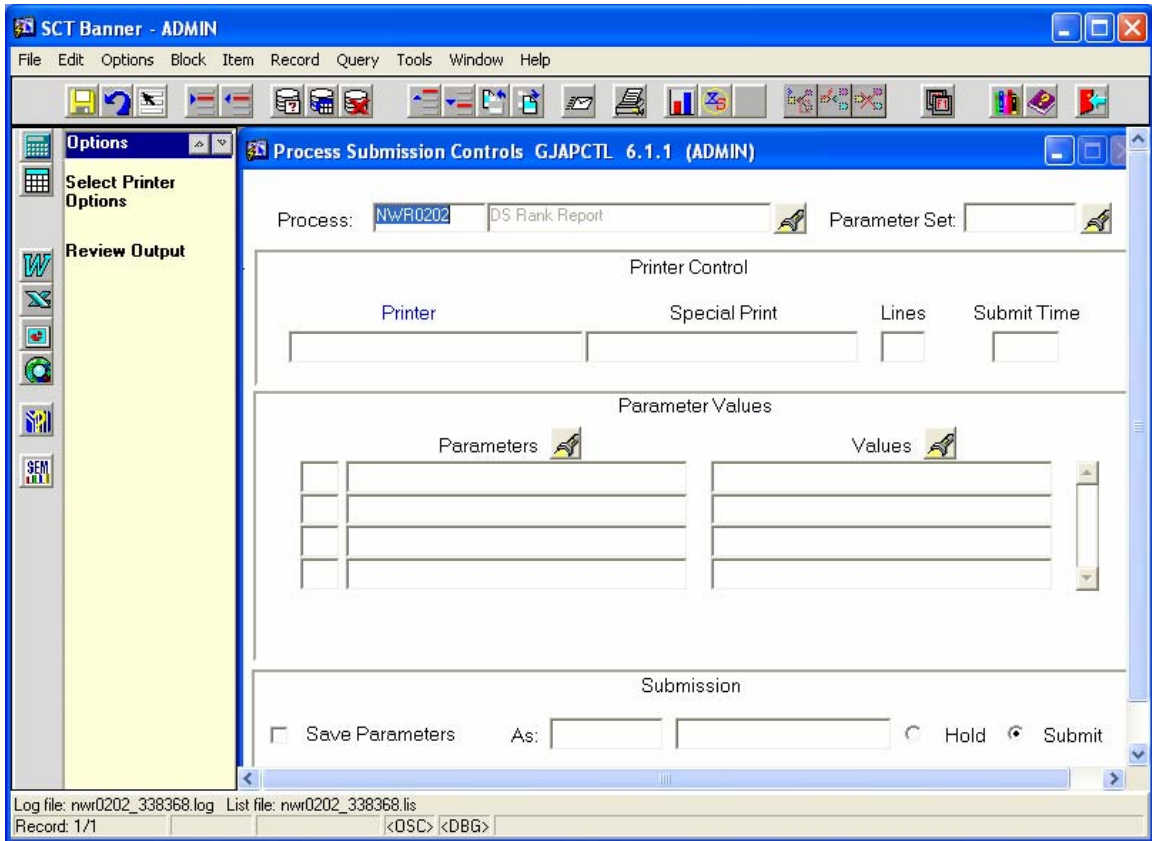
Parameters	Values
01 Active Faculty as of Term	200460
02 Current Rank	%
03 Faculty Type	%
04 Promotion Review Date	

Below the table, it specifies 'LENGTH: 6 TYPE: Character O/R: Required M/S: Single' and 'Must not be before 200260'. The 'Submission' section at the bottom has a 'Save Parameters' checkbox, 'As:' fields, a 'Hold' radio button, and a 'Submit' button.



Steps for defining parameters and printing a report

- In the Values field, enter the appropriate parameters for the report you are running. Parameter hints for a variety of Academic Division reports are included in this document. NOTE: some sample values default in and may need to be changed in order to obtain the desired results.
- Next Block.
- Save.
- Next Block to the Submission area.
- Save.
- Once the program has run, a reference to a log file and a list file will appear in the AutoHints line at the bottom of the screen.
- If a printer has been designated, the report will be printed.

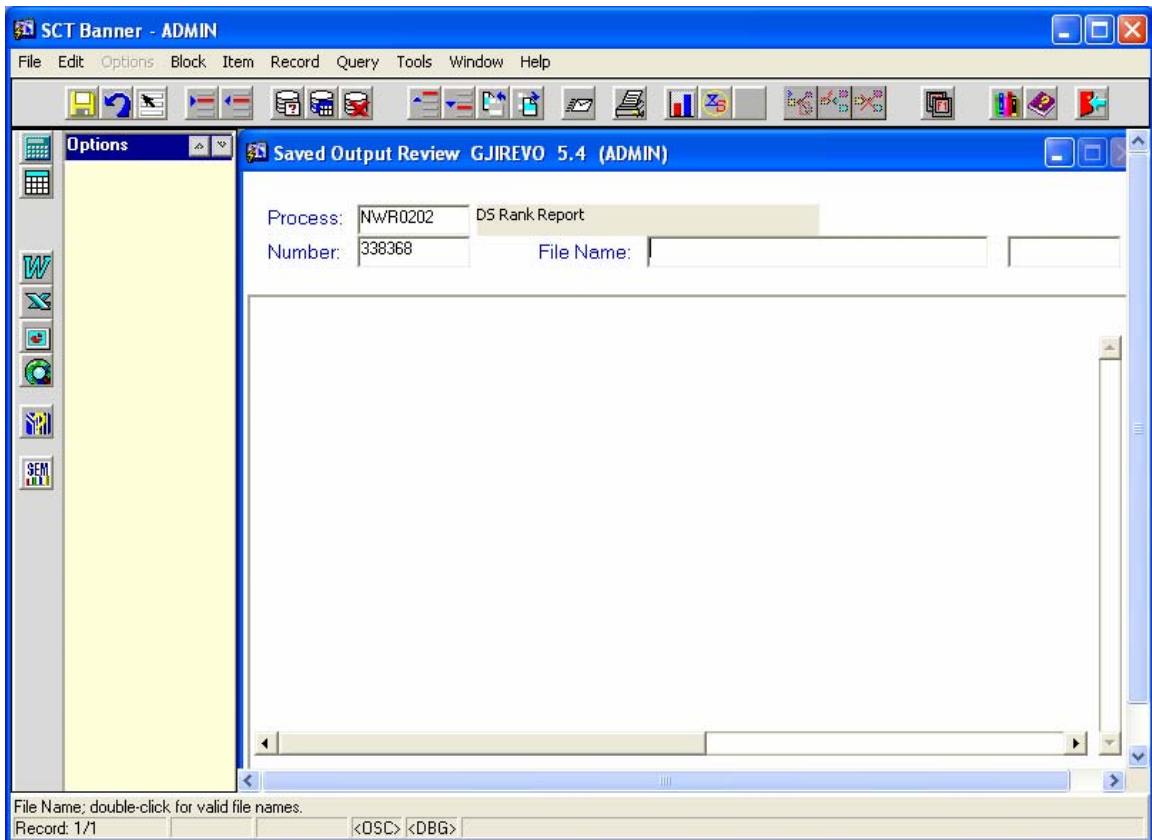


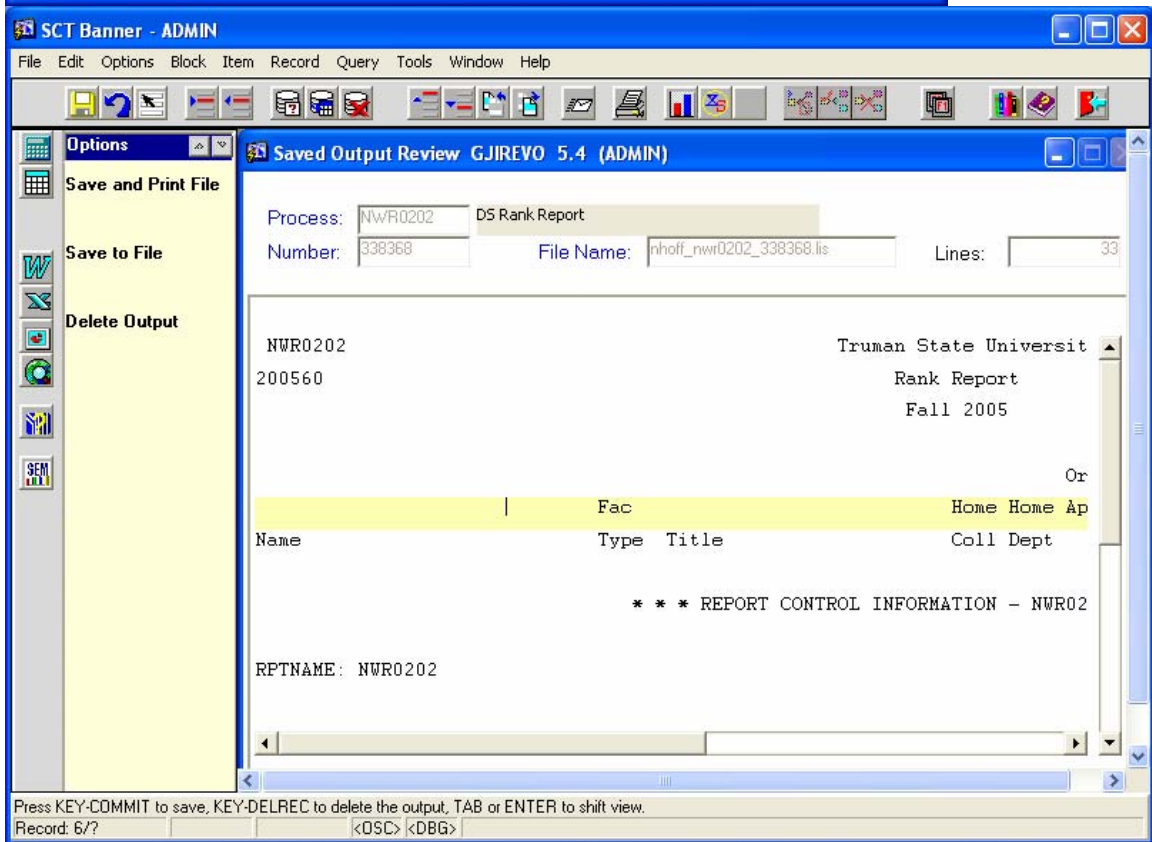
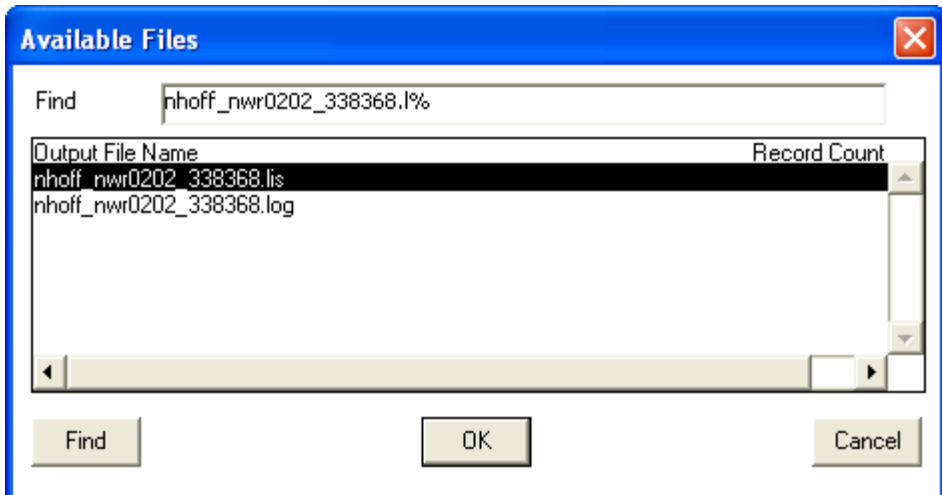
Steps for defining parameters and saving a non-datafile report to a Microsoft Word file:

NOTE: if a report does not have an option to save to hostdata, then it is not produced as a datafile and therefore cannot be saved as an Microsoft Excel Spreadsheet. It can, however, be saved as a Microsoft Word file.

- Leave the word DATABASE in the printer field.
- In the Values field, enter the appropriate parameters for the report you are running. Parameter hints for a variety of Academic Division reports are included in this document. NOTE: some sample values default in and may need to be changed in order to obtain the desired results.
- Next Block.
- Save.
- Next Block to the Submission area.
- Save.
- Once the program has run, a reference to a log file and a list file will appear in the AutoHints line at the bottom of the screen.
- Click on Review Output in the Options menu. A Saved Output Review GJIREVO form will appear.
- Double-click in the File Name field.

- A pop-up box of Available File Names will appear. The report results will have “lis” at the end of the file name.
- Scroll down and scroll to the right to preview the data to determine if your desired results were achieved.
- Click on Save to File in the Options menu.
- Click on the Short Cut to your temporary files (see [Instructions for creating the short cut to your temporary files](#)), or double-click on My Computer, then select Local Disk (C), then Documents and Setting, then your temp folder (e.g. nhoff), then Local Settings, then Temp.
- Find the appropriate file name (saved as the report number).
- Right-click on the file name and select Open With Microsoft Word.
- Click on Edit, then Select All and change the font to 8 (recommended).
- Click on File, then Page Setup and select Landscape (recommended).
- Click on File, then Save As, select an appropriate drive and folder, and name the file an appropriate name (suggested format is to include a date, e.g. “BU Prof 17-OCT-2005”). A sample of selected reports is included in this document.
- Once you are satisfied you have saved the output appropriately, go back to Banner and click on Delete Output in the Options menu. A pop-up box will ask if you’re sure you wish to delete the file. Select “OK.” Click on the Red Door to close the Saved Output Review GJIREVO.

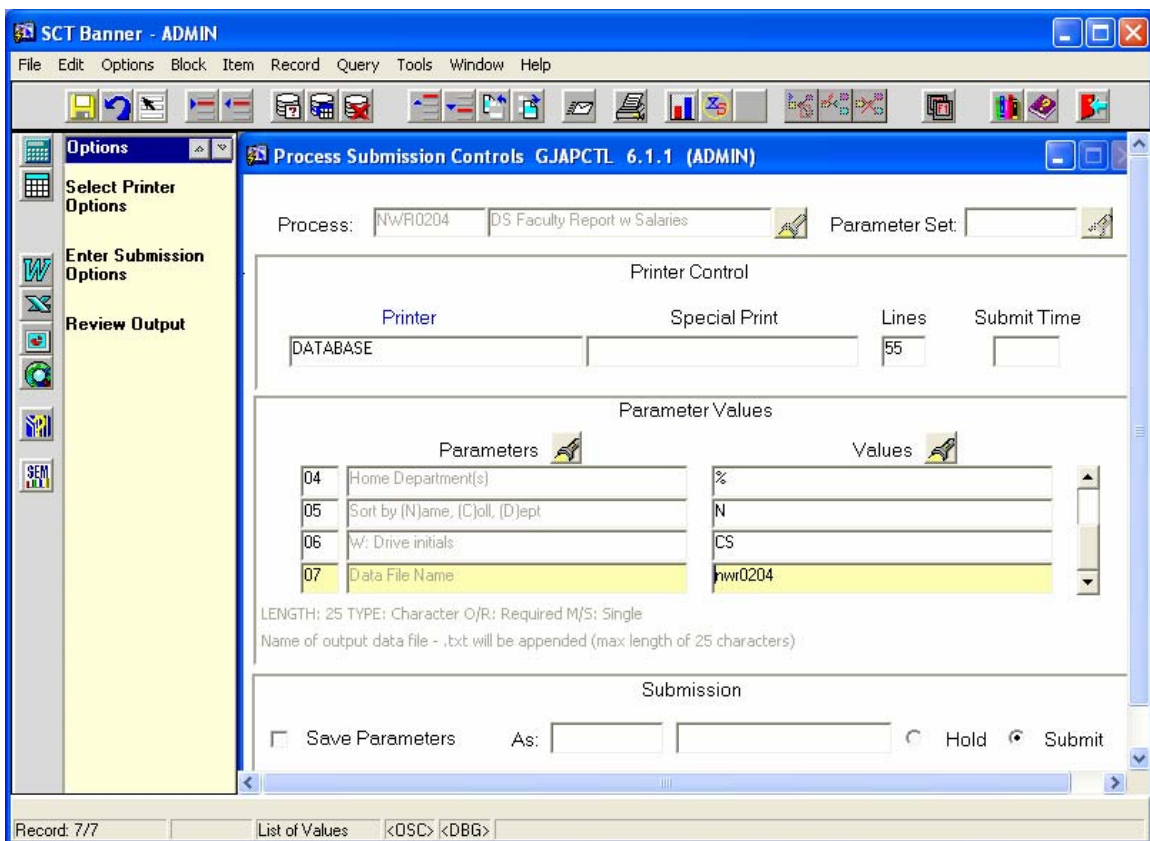




Steps for defining parameters, placing a datafile in hostdata and then saving to Excel

Most datafiles will have an “E” as the fourth letter in the report number (e.g. NWR**E**310 DF Faculty & Staff Base Data). In addition, the name of the report will usually begin with “DF” and parameters will include the W drive initials for the appropriate folder (e.g. “CS”). Datafiles will not run directly to a printer, rather they will always be saved to the designated W drive folder. NOTE: when running a datafile report, leave DATABASE in the Printer field.

- In the Values field, enter the appropriate parameters for the report you are running. NOTE: some sample values default in and may need to be changed in order to obtain the desired results. Make note of and do not change the Data File Name, which is automatically set as the report number (see sample below, “nwr0204”).
- Next Block.
- Save.
- Next Block to the Submission area.
- Save.
- Once the program has run, a reference to a log file and a list file will appear in the AutoHints line at the bottom of the screen.



- Open Excel, , making sure the file type is “All Files.”
- Click on File, Open, then then select the drive containing your hostdata folder (W), then your office hostdata folder and open the folder.
- Find the appropriate file name (saved as the report number).
- Double click on the file name
- A Text Import Wizard Step 1 of 3 box will come up—choose the file type “Delimited”, then click on “Next”
- A Text Import Wizard Step 2 of 3 box will come up—choose the delimiter “Semicolon” then click “Next” if you wish to format any columns –see note

below, or click “Finish.”

NOTE: if your datafile contains Banner IDs with leading zeros, while in Text Import Wizard Step 2 you may wish to click the top of the Banner ID column to highlight the contents, then click on “Text” followed by “Finish.”

- Click on File, then Save As, select an appropriate drive and folder, and name the file an appropriate name (suggested format is to include a date, e.g. “FAC SALARY 17-OCT-2005”).
- Once you are satisfied you have saved the output appropriately, delete the file from the hostdata folder.

Instructions for creating the short cut to your temporary files

- Double-click on My Computer.
- Double-click on Local Disk (C).
- Double-click on Documents and Settings.
- Double-click on your personal file (e.g. nhoff).
- Double-click on Local Settings.
- Right-click on the Temp folder, then click Copy.
- Move your cursor to your desktop.
- Right-click, the click Paste Shortcut.
- The shortcut should appear on your desktop.
- Click on the shortcut name and change the name to “Banner Output.”

APPENDIX A: PARAMETERS FOR OBTAINING DESIRED RESULTS FOR NWR0201

Sample shown is for Active Faculty as of Fall 2005.

Active Faculty as of Fall 2005	TENURE STATUS	FACULTY TYPE	ORIGINAL APPT DATE	TENURE REVIEW DATE	HOME COLLEGE	HOME DEPT
1st Yr Reappts	O	FTFAC	22-AUG-2005	Leave blank	% for all, or specify, e.g. "BU" for Business & Accountancy	% for all, or specify, e.g. "ACCT" for Accounting
2nd Yr Reappts	O	FTFAC	23-AUG-2004	Leave blank		
3rd Yr Reappts	O	FTFAC	25-AUG-2003	Leave blank		
4th Yr Reappts	O	FTFAC	26-AUG-2002	Leave blank		
5th Yr Reappts	O	FTFAC	27-AUG-2001	Leave blank		
6th Yr Reappts & Tenure Consideration	O	FTFAC	Leave blank	01-JAN-2006		
Temporary Reappts	%	TMPFT TMPPT	Leave blank	Leave blank		
All Tenured	T	%	Leave blank	Leave blank		
All Non-Tenured, On Track	O	%	Leave blank	Leave blank		
All Faculty	%	%	Leave blank	Leave blank		
All FT Regular	%	FTFAC	Leave blank	Leave blank		
All PT Regular	%	PTFAC	Leave blank	Leave blank		
All FT Temporary	%	TMPFT	Leave blank	Leave blank		
All PT Temporary	%	TMPPT	Leave blank	Leave blank		

APPENDIX B: FACULTY TYPE CODES

FAC TYPE CODE	DESCRIPTION
FTFAC	Full-Time Faculty on Regular Appointment
GTRA	Graduate Teaching Research Assistant
PTFAC	Part-Time Faculty on Regular Appointment
TMPFT	Temporary Full-Time Faculty (not tenure-track)
TMPPT	Temporary Part-Time Faculty (not tenure-track)

APPENDIX C: TENURE STATUS CODES

TENURE STATUS CODE	DESCRIPTION
I	Ineligible for Tenure Consideration (temporary faculty)
N	Non-Tenured (tenure not granted)
O	On-Track (regular appointment, tenure-track, tenure not yet achieved)
T	Tenured

APPENDIX D: TENURE CONSIDERATION

Starting Term	Tenure Review Date*	Tenure Effective Date
98-99	01-JAN-2004	Fall 2005
99-00	01-JAN-2005	Fall 2006
00-01	01-JAN-2006	Fall 2007
01-02	01-JAN-2007	Fall 2008
02-03	01-JAN 2008	Fall 2009
03-04	01-JAN-2009	Fall 2010
04-05	01-JAN-2010	Fall 2011
05-06	01-JAN-2011	Fall 2012
06-07	01-JAN-2012	Fall 2013
07-08	01-JAN-2013	Fall 2014
08-09	01-JAN-2014	Fall 2015

*If credit toward tenure has been granted (usually at the time of hiring), credit years will have been subtracted from the review date prior to entering this date into Banner. Tenure credit is recorded in PEAFACT, Appt/Tenure Record.

APPENDIX E: PROMOTION CONSIDERATION

Assistant to Associate (5 years)

Starting Term	Rank Review Date*	Rank Effective Date
04-05	01-JAN-2009	Fall 2009
05-06	01-JAN-2010	Fall 2010
06-07	01-JAN-2011	Fall 2011
07-08	01-JAN-2012	Fall 2012
08-09	01-JAN-2013	Fall 2013

*If credit toward promotion is granted (usually at the time of hiring), credit years will have been subtracted from the review date prior to entering this date into Banner. See SIAINST Faculty Attributes for promotion credit -- RNK1 (1 yr); RNK2 (2 yr); RNK3 (3 yr)

Associate to Professor (8 years)

Associate Professor Rank in Effect	Rank Review Date**	Rank Effective Date
04-05	01-JAN-2012	Fall 2012
05-06	01-JAN-2013	Fall 2013
06-07	01-JAN-2014	Fall 2014
07-08	01-JAN-2015	Fall 2015
08-09	01-JAN-2016	Fall 2016

** If credit toward promotion is granted (usually at the time of hiring), credit years will have been subtracted from the review date prior to entering this date into Banner.. See SIAINST Faculty Attributes for promotion credit -- RNK4 (1 yr); RNK5 (2 yr); RNK6 (3 yr)

APPENDIX F: FACULTY ATTRIBUTES

FACULTY ATTRIBUTE	DESCRIPTION
FBYY (e.g. FB00)	Fulbright Scholar for year indicated (e.g. 2000-01)
FFYY (e.g. FF05)	Family Medical Leave for Fall of year indicated (e.g. Fall 2005)
GRAD	Graduate Faculty member
PBK	Phi Beta Kappa member
PKP	Phi Kappa Phi member
SCT1	Stop Clock Tenure and number of years (e.g. 1 year)

Faculty attributes are recorded in SIAINST.

APPENDIX G: FACULTY LEAVE OF ABSENCE/SABBATICAL

LEAVE OF ABSENCE/ SABBATICAL CODE	DESCRIPTION
FFYY (e.g. FF05)	Family Medical Leave for Fall of year indicated (e.g. Fall 2005)
LVYY (e.g. LV87)	Leave of Absence for an Academic Year (e.g. 87-88 AY)
LFYY (e.g. LF92)	Leave of Absence for a Fall Term Only (e.g. Fall 1992)
LSYY (e.g. LS01)	Leave of Absence for a Spring Term only (e.g. Spring 2001)
SYYY (e.g. SY96)	Sabbatical for an Academic Year (e.g. 96-97 AY)
SFYY (e.g. SF95)	Sabbatical for a Fall Term Only (e.g. Fall 1995)
SSYY (e.g. SS99)	Sabbatical for a Spring Term Only (e.g. Spring 1999)

Faculty leaves and sabbaticals are recorded as attributes in SIAINST. Leaves and Sabbatical information from Fall 2003 forward is also recorded in greater detail in PEAFACT.

APPENDIX H: DEGREES AND DEGREE CODES WITH TERMINAL DEGREE INDICATOR

Banner Code	Description	Terminal Degree for Truman?	Terminal at Truman, within Guidelines (note guidelines)
16	Master of Arts	No	
17	Master of Science	No	
18	Master of Business Administration	No	
19	Master of Education	No	
20	Master of Music	No	
21	Master of Theology	No	
22	Master of Divinity	No	
23	Master of Business Education	No	
25	Master of Fine Arts	See note*	*Yes (if 60 hour MFA). No if major is Creative Writing.
26	Master of Accountancy	No	
42	Master of Science in Accounting	No	
43	Master of Public Administration	No	
44	Master of Arts in Teaching	No	
45	Master of Arts in Education	No	
46	Master of Science in Nursing	No	
48	Master of Science Education	No	
49	Master of Library Science	No	
51	Master of Public Health	No	

57	Master of Accounting Science	No	
59	Master of Music Education	No	

SPECIALIST DEGREES

Banner Code	Description	Terminal Degree for Truman?	Terminal within Guidelines (note below)
27	Specialist in Administration	No	
28	Specialist in Guidance	No	
50	Specialist in Education	No	

DOCTORATE/PROFESSIONAL DEGREES

Banner Code	Description	Terminal Degree for Truman?	Terminal within Guidelines (note below)
29	Doctor of Philosophy	Yes	
30	Doctor of Education	Yes	
31	Doctor of Osteopathy	Yes	
32	Doctor of Medicine	Yes	
33	Doctor of Veterinary Medicine	Yes	
34	Doctor of Laws	Yes	
35	Doctor of Dental Surgery	Yes	
38	Doctor of Music	Yes	
39	Doctor of Divinity	Yes	
40	Doctor of Theology	Yes	
47	Doctor of Nursing Science	Yes	
53	Doctor of Arts	Yes	
58	Doctor of Musical Arts	Yes	
24	Juris Doctor (Law)	Yes	

APPENDIX I: FIRST DATE OF TERM

TERM	1ST DATE		TERM	1ST DATE
FALL 1980	8/25		FALL 1994	8/22
SPRING 1981	1/8		SPRING 1995	1/4
FALL 1981	8/25		FALL 1995	8/28
SPRING 1982	1/7		SPRING 1996	1/10
FALL 1982	8/24		FALL 1996	8/26
SPRING 1983	1/6		SPRING 1997	1/8
FALL 1983	8/30		FALL 1997	8/25
SPRING 1984	1/11		SPRING 1998	1/7
FALL 1984	8/27		FALL 1998	8/24
SPRING 1985	1/9		SPRING 1999	1/6
FALL 1985	8/26		FALL 1999	8/23
SPRING 1986	1/8		SPRING 2000	1/12
FALL 1986	8/26		FALL 2000	8/21
SPRING 1987	1/7		SPRING 2001	1/8
FALL 1987	8/24		FALL 2001	8/27
SPRING 1988	1/11		SPRING 2002	1/14
FALL 1988	9/5		FALL 2002	8/26
SPRING 1989	1/11		SPRING 2003	1/13
FALL 1989	8/28		FALL 2003	8/25
SPRING 1990	1/10		SPRING 2004	1/12
FALL 1990	8/20		FALL 2004	8/23
SPRING 1991	1/14		SPRING 2005	1/18
FALL 1991	8/26		FALL 2005	8/22
SPRING 1992	1/13		SPRING 2006	5/30
FALL 1992	8/23		FALL 2006	8/21
SPRING 1993	1/11		SPRING 2007	1/8
FALL 1993	8/23		FALL 2007	8/20
SPRING 1994	1/10		SPRING 2008	1/14

APPENDIX J: FACULTY PERSONNEL ACTIONS

Faculty Personnel Action	Recommendation Timeframe	1st Approval	2nd Approval	3rd Approval	Board Approval Required?	Action result entered into Banner	Data Verified By
APPOINTMENT/REAPPOINTMENT/TENURE							
Appointment	On-going	Division Head	VPAA	President	No	VPAA's Office	Division
1st year reappointments	To President in March	Division Head	VPAA	President	No	No action	VPAA
2nd year reappointments	To President in January	Division Head	VPAA	President	No	No action	VPAA
3rd year reappointments	To President in June	Division Head	VPAA	President	No	No action	VPAA
4th year reappointments	To President in June	Division Head	VPAA	President	No	No action	VPAA
5th year reappointments	To President in June	Division Head	VPAA	President	No	No action	VPAA
6th year reappointments (tantamount to tenure)	To Board in December	Division Head	VPAA	President	Yes	President's Office	VPAA
Temporary faculty reappointments	To President in June	Division Head	VPAA	President	No	No action	VPAA
Tenure credit considerations	Usually at time of hire: division must note on appointment form	Division Head	VPAA	President	No	VPAA's Office	Division
Tenure stop clock option	Initiated by faculty member	Division Head	VPAA	President	Yes	VPAA's Office	Division
PROMOTION							

Faculty Personnel Action	Recommendation Timeframe	1st Approval	2nd Approval	3rd Approval	Board Approval Required?	Action result entered into Banner	Data Verified By
Assistant Professor to Associate Professor	To Board in June	Division Head	VPAA	President	Yes	President's Office	VPAA
Associate Professor to Professor	To Board in June	Division Head	VPAA	President	Yes	President's Office	VPAA
Promotion credit considerations	Usually at time of hire: division must note on appointment form	Division Head	VPAA	President	No	VPAA's Office	Division
Promotion stop clock option	Initiated by faculty member	Division Head	VPAA	President	No	VPAA's Office	Division
SABBATICALS	To Board in December	Division Head	VPAA	President	Yes	President's Office	VPAA
LEAVE OF ABSENCE							
Paid	To President in December	Division Head	VPAA	President	No	VPAA's Office	Division
Unpaid	Initiated by faculty member	Division Head	VPAA	President	No	VPAA's Office	Division

DOCUMENT HISTORY

Revision record

Number	Date & Sections	Author	Notes
0.01	9-10-05 All Sections	Nancy Hoffman	First draft for review by Academic Affairs & Institutional Research Staff.
0.02	10-19-05 Job Submission	Nancy Hoffman	Added Job Submission section to the document.