

Questions and Answers from MFE Session 1 – December 17, 2007

Do you have a deadline for our Promotion and Tenure Data to be entered into PeopleSoft?

The following announcement below was sent to the MFE list serv on 1/2/08:

To: MFE List Serve

From: Sandra Stone, VC for Academic Planning and Programs

Re: Promotion and Tenure 2008

The Office of Academic Affairs will review Promotion and Tenure transactions for FY2008, as we are required to prepare a report to the Board on P&T activity each year. Though promotion and tenure are approved at the campus level, a transaction must be entered into the PeopleSoft Case Review Pages for the System Office Promotion and Tenure reports. Transactions must be entered into PeopleSoft by February 28th 2007. Please use the April 16th Board Date for promotion and tenure transactions. More information on how to report considered vs recommended transactions will be provided on January 11th. If you have any questions, please contact Linda Noble, the new Assistant Vice Chancellor for Faculty Affairs, who will join us January 7th.

Is there a place to get updated CIP codes that we should be using?

The CIP codes we are using are the CIP 2000 codes from the NCES. I believe the last time the codes were updated was actually 2002, even though they are called CIP 2000 codes. The CIP codes were actually created sometime in the 1980's, and I think they have been updated only three times since then.

Is there a general rule for EFT? I use 0.75 for academic faculty and 1.0 for fiscal and do my best to figure out for PT faculty.

The standard is 0.75 for your 10-month faculty and 1.0 for your 12-month faculty. I don't believe there is a standard for part-time faculty. In Job Data, most HR departments will enter 0.49 for people that are part-time. But I am unsure if this is being entered in a standard fashion.

Querying in the Data Mart:

There are some fields that not currently in the Data Mart, concerning the Event Tracking and Education pages. If there is something that you want to see, please submit a help desk ticket and ask us to add additional fields to the Data Mart. We just released the Faculty 2007 Discover Business Area. This is our first example of how we can provide any of this faculty data to you through the Data Mart. We know that some of you do not have query access in PeopleSoft; this way you can query that information from the Data Mart.

Is there a recommended order of entry for educational data?

No. You can enter the degrees in any particular order. When we look for highest degree achieved, we will look at the actual degree itself to see which one is the highest a person has achieved.

Will this training be available for future use?

Yes. There will be two forms of this training available for future use. This particular session has been recorded and will be linked to our GeorgiaFIRST website under the Training Area. There will also be an online training, which will be self-paced, available through GeorgiaVIEW Vista. In this online training, you will be able to see and walk through all of the UPK topics at your convenience. Both forms of the training will be available in January.

Please discuss degrees from outside of the US for new folks and how they code that.

The School Table in PeopleSoft is populated with FICE codes. There are FICE codes available for foreign institutions. However newer institutions (even those within the US), may not be included in the table. If you have a foreign institution, you can choose the appropriate country on the Education page and only the schools associated with that country will be included in the School table drop-down box.

If you do have to enter a school that is not included in the School table, you can leave the School Code field blank, and then you will be allowed to enter the school name as free-form text. The School Codes are not required in the Data Mart so leaving it out should not cause any reporting problems in the mart.

I am having the same problems again this year with New Fall Faculty; their contract length and academic rank is blank when I run the IPEDS report.

That rank is going to be on the Tenure Data page, and it's possible that it is not populated. The lack of data entered on the Tenure Data page is something that we have struggled with for a while. Sometimes, the fact that someone doesn't have tenure data populated on that page does not actually come to light until they are actually up for a board transaction; therefore, they don't always show up on the report like they are supposed to. But yes, it is more than likely the rank has been left blank and if you do find people like that, you need to go to your Academic Affairs area and have them populate that field. Rank and tenure information and the funding and effort reporting information should be entered for every full-time faculty member. Some of the schools where Academic Affairs and HR work very closely together have eliminated some of these data issues. But I know that there are a lot of places still with a lot of separation, so it is difficult to tell what has been entered and what has not been entered.

Can Charlotte talk about the email that just went out regarding faculty report and IPEDS?

The email was regarding validation of Fall 2007 Faculty Data. Once validated this data will be used for system wide reporting. For more information on how to access the report or validation procedures contact the OIT help desk.

The IPEDS report is now working appropriately so the institution IPEDS keyholders are currently working to validate this report.

After we enter Promotion & Tenure, will we need to manually update the Tenure Data panels as we have in the past?

You should be able to do that with the Populate Tenure Data process. We'll send out very specific instructions on promotion and tenure around the second week in January, including what needs to be entered this year for promotion and tenure, and how to use the Populate Tenure Process.