

**Oral Testimony for the Senate Higher Education Committee's (SHEC)
interim hearing focusing on accountability
Thursday, July 22, 9 a.m., E1.012**

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Professional Background

- A&M System 24 Years
- College Station 18 years
 - Faculty
 - Program Director/Division Chair
 - Associate Dean, College of Education
 - Director of Admissions
 - Interim Assistant Provost for Enrollment Management
- Commerce 3 years
 - Dean College of Education and Human Services
 - Interim Provost
- System 3 years
- Experience in developing and evaluating faculty work load at Research one institution and regional institution

Teaching, Research, Service Tritium

- Required for Tenure
- Percentages vary between Universities, Colleges, and departments
- Sometime even to the program level.
- Workload is determined by expectations

Texas Higher Education Coordinating Board requirements for reporting workload

- Faculty Report CBM008 (Attachment 1)
 - Report Requirements

TAMUS Faculty Workload Initiative

- Concept
- Complications
 - Snapshot
 - Use of multiple databases (Attachment 3)
- Initiative Template (Attachment 2)
- Proposed use of Report
 - College Deans
 - Department Heads

Questions from Committee Members

FACULTY REPORT
CBM008

The purpose of this report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount. All faculty, including teaching assistants, identified on the CBM004 class report must be included. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded. This report will reflect conditions as of the official census date of the fall and spring semesters. A combined summer report will reflect conditions as of the official census dates for any terms taught during the summer and any faculty who taught spring flex-entry classes.

NOTE:

1. All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on the report titled "Classes Taught by Non-reported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.
2. Faculty Teaching Classes Organized After the Official Census Date (Flexible Entry):

Any faculty who teaches a class organized after the official census date will be included in the data submitted in the semester following; i.e., classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report. All other non-flex-entry assignments during the fall semester should be reported on the fall reports as usual.

The faculty data for flex-entry classes will be reported in Items #15 and #16. If the faculty member does not have any assignments other than flex-entry assignments for the reporting period, provide all the demographic data, zero fill the regular appointment and salary Items #13 and #14, and enter a '1' in Item #17 to indicate that the faculty data is a carry-over from the prior reporting period.

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter '8'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4 Last Name. Enter the faculty member's last name.
- Item #5 First Name Initial. Enter the initial of the faculty member's first name.
- Item #6 Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7 Rank. Enter the code indicating the highest academic rank of the faculty member.

<u>Rank</u>	<u>Definition</u>
1. Professor	Include only faculty on tenure track or with tenure at your institution.
2. Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3. Assistant Professor	Include only faculty on tenure track or with tenure at your institution.
4. Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5. Other faculty	Includes faculty without tenure and not on tenure track including, but not limited to, adjunct, special, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.
6. Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above).

- Item #8 Tenure. Use the institution's criteria or requirements to determine tenure status.

- 0. Non-tenured faculty
- 1. Tenured faculty
- 2. On tenure track faculty

Item #9 Gender. Enter the appropriate code indicating the gender of the faculty member.

M = Male F = Female

Item #10 Administrative Unit Code. Enter the appropriate code (Appendix D) designating the faculty member's assignment. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.

Item #11 Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

- | | |
|------------------------------|--------------------------------------|
| 1. White-Non-Hispanic | 5. American Indian or Alaskan Native |
| 2. Black-Non-Hispanic | 6. International |
| 3. Hispanic | 7. Unknown or Not Reported |
| 4. Asian or Pacific Islander | |

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the faculty member has not selected a racial/ethnic designation and the institution finds it impossible to place the faculty member in one of the categories during verification processes.

Item #12 Date of Birth. Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Century and Year; MM = Month; If unknown enter '000000'

Item #13 Percent of Time. Enter the faculty member's percent of time in relation to a full or normal workload at the institution for each appointment (Items #13A-E) during the reporting period. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. So a faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes is considered a full or normal workload. Each institution has a policy that determines a full or normal workload (example,

12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

NOTE: In this revised report, the appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

Items #13A and #13B are related to the Instruction function:

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication. Report only the 01 assignment percent that is associated with the non-flex-entry classes. The flex-entry part of the assignment will be reported in the next reporting period in the Flex-Entry Appointment, Item #15.

Item #13B Appointment 02 Percent. Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function.

Items #13C to #13E are related to appointments related to functions other than Instruction:

Item #13C Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans, directors of major teaching department groupings like colleges, schools, or divisions, and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13B.

Item #13D Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.

Item #13E Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

- Item #14 Salary. Enter the salary of the faculty member based on the source of funds as identified in Items #14A through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from each Item #14A through #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The total salary for the flex-entry classes will be reported in the next reporting period in the Flex-Entry Salary, Item #16.
- Item #14A State Appropriations. Enter all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.
- Item #14D Designated. Funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Service department funds and revolving and clearing accounts are also included in this fund group.
- Item #14R Restricted. Funds available for current purposes, the use of which has been restricted by outside agencies or persons.
- Item #14X Auxiliary Enterprises. Funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.
- Item #14Z Overload. An overload applies when a faculty member is employed full-time (100 percent) and has teaching assignments in addition to the 100 percent load. Enter the total money that applies to the teaching overload disregarding the source.

NOTE: For the purposes of this report, salaries are to be computed as follows:

- Salary *contracted* for fall semester only – fall salary
- Salary *contracted* for spring semester only – spring salary
- Salary *contracted* for summer semester only – summer salary
- Salary *contracted* for nine months session – nine-month salary x .5 for either the fall or spring semester
- Salary *contracted* for 12 months – twelve-month salary x .375 for either the fall or spring semester and .25 for the summer semester

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2), giving a full-time equivalent (FTE)

salary for all appointments. Double this amount to yield a nine-month FTE salary amount.

4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

- Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry classes from the prior semester. Enter leading zeros for a percent less than 100. If there is not a flex-entry carry over or the flex-entry assignment is an overload, enter zeros.
- Item #16 Flex-Entry Salary. Enter the total money that applies to the flex-entry classes from the prior semester, disregarding the source of funds. If there is not a flex-entry carry over, enter zeros.
- Item #17 Flex-Entry Only. Enter a '1' when the record that contains flex-entry data only is to be reported so that the corresponding class record will have a faculty match. When the faculty is also teaching in the current reporting period, enter a '0'.
- Item #18 Compliance. Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.
- Item #19 New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #20 Semester. Enter the code indicating the appropriate semester.
1. Fall 2. Spring 3. Summer
- Item #21 Year. Enter the calendar year in which the semester occurred.

The Texas A&M University System

Academic & Financial Analysis

Report Summary

The attached report provides academic and financial information summarized by individual college and department. In addition, detailed faculty member data is provided regarding classes taught, number of students taught, semester credit hours (SCH) generated and faculty salaries. The faculty salary data is broken into four categories: Teaching, Research, Administrative, and Other. The report then calculates three different measures to show estimated Formula Funds, estimated Designated Tuition Funds, and estimated Total Funds Generated for each faculty member. Following those calculated measures is a calculation showing the difference in each faculty member's Estimated Total Funds Generated and their total salary and estimated benefits. This report is provided for management information only. Due to the combining of multiple disparate reports, some information has been projected/estimated for comparative purposes.

The time period for this report is the 2008-2009 Academic Year (FY 2009), which is comprised of the Fall 2008, Spring 2009, and Summer 2009 semesters.

The report only shows the faculty members whose ad loc (administrative location) is a department within the System's academic members. It does not show any System agency personnel that have taught courses at any of the academic members. As a result, all categories may be understated. Faculty location is based on a faculty member's ad loc at the time the report is run and not necessarily the ad loc for the report period.

Benefits are estimated to be equal to twenty-five percent (25%) of total salary.

Award Amounts are allocated to each individual principal investigator (PI) as specified on the FAMIS Sponsored Research Sub-System (SPR system). West Texas A&M University and Texas Engineering Experiment Station each provided their own awards data. Not all individuals on the member's award list may have taught a course during this report period. Consequently, the cumulative award amount may not reflect the total awards received by member. Awards are split among co-PIs. Sponsored project expenditures are not included in this report.

Negative amounts in Fiscal Year Awards Amount represent an adjustment taken during the year against an award given the previous year.

Faculty members highlighted in blue have taken Developmental Leave for the term shown, i.e.

Fall 2008

Newhouse Paul

Non-academic divisions within the colleges/universities are listed because individuals that are ad loc'd to those divisions taught a course during the reporting period.

Glossary of Terms

College/Department is the college/department the faculty member is assigned to at the time the report is run, no necessarily the college/department the faculty member was a part of for the period of the report.

Class Count is the total number of classes taught by a faculty member during the reporting period. All classes, regardless of instruction type (lecture, lab, research, dissertation, etc.) or instruction mode (face-to-face, internet) were counted. Faculty members that have a class count of “zero” (0) taught a course during the reporting period, but may not have been identified as the primary instructor.

Enrollment is the total number of students taught by a faculty member during the reporting period.

Semester Credit Hours (SCH) takes each course’s SCH value and multiplies it by the number of students in that particular course. The total number of those hours is listed for each faculty member.

Weighted Semester Credit Hours (WSCH) gives a weighted value to the semester credit hours for a particular course. This weight takes into account the type of course (e.g., Science, Liberal Arts, etc.) and the level of the course (Freshman, Sophomore, Junior, Senior, Masters, Doctoral, or Special/Professional). For the purposes of this analysis, the WSCHs were determined based on the class level and NOT student level. The weighted values are based on the FY08-FY09 Biennium weights as calculated by the Texas Higher Education Coordinating Board.

Salary Data (Salary Data reflects the faculty member’s salary earned for the semesters the faculty member taught a class.)

Salary – Teaching is the portion of the faculty member’s salary that is paid from an account assigned with an “effort code” DINS (Direct – Instruction).

Salary – Research is the portion of the faculty member’s salary that is paid from an account assigned an “effort code” of the following: DRES (Direct – Research), DDDR (Direct – Dept Research), DIPA (Direct – IPA Agreements), CSIN (Cost Share – Instruction), CSOR (Cost Share – Organized Research), DOIA (Direct – Other Institution Activities), RFOA (Research Foundation Clearing Account), USCH (Unallow – Scholarship & Fellowship), and USVC (Unallow – Service Departments).

Salary – Administrative is the portion of the faculty member’s salary that is paid from an account assigned an “effort code” of the following: IDAD (indirect – Department Admin), IGAD (Indirect – General Administration), ISPA (Indirect – Sponsored Project Administration), ISTA (Indirect – Student Administration), ILIB (Indirect – Library), and IOPM (Indirect – Operations & Maintenance).

Salary – Other is the portion of the faculty member’s salary that is not included in one of the categories noted above. Some members, as a practice, enter all salary expenditure into the Salary – Other category. TEES does not provide effort code information on their accounts. Therefore the College of Engineering has a large amount under “Salary Other” that could be primarily attributed to “Salary Research”.

Glossary of Terms (Continued)

Estimated Formula Funds takes the FY08-FY09 Biennium Instruction & Operations funding rate of \$59.02 and multiplies it by the Weighted Semester Credit Hours.

Estimated Designated Tuition Funds takes the Semester Credit Hours and multiplies it by the applicable designated tuition rate; it does not take into consideration the impact of flat-rate tuition.

Estimated Total Funds Generated is the sum of the Estimated Formula Funds and the Estimated Designated Tuition Funds.

Difference: Total Salary and Total Funds is the difference between a faculty member's Total Salary and Estimated Benefits and the Estimated Total Funds Generated.

Award is the total amount of contract and grant funds authorized for expenditure (including multi-year projects) by the sponsor, based on an approved application and budget to carry out a project or activity. These award amounts will be expended over one or more years.

Fiscal Year Award Amount is the sum of awards recorded in the FAMIS Sponsored Research (SPR) sub-system attributed to a faculty member for that particular fiscal year.

Total Awards Past Five Years is the sum of awards over the past five years recorded in the FAMIS Sponsored Research (SPR) sub-system attributed to a faculty member.

V1-V4 students describes the department used for the course information and estimated funding for first-year veterinary students (V1) through fourth-year veterinary students (V4). Due to reporting procedures to the Texas Higher Education Coordinating Board, this information cannot be broken out by individual instructors.

INSTITUTION NAME

College Summary	Class Count	Student Enrollment	Semester Credit Hours	Weighted Semester Credit Hours	Salary Teaching	Salary Research	Salary Administrative	Salary Other	Salary Total	Total Salaries and Est. Benefits (25%)	Estimated Formula Funds	Estimated Designated Tuition Funds	Estimated Total Funds Generated	Difference: Total Salary and Total Funds	Fiscal Year Awards Amount	Total Awards Past Five Years
Agriculture And Life Sciences																
Architecture																
Education																
Engineering																
Geosciences																
Liberal Arts																
Business																
Science																
College Total																

Department: Engineering

Department Summary	Class Count	Student Enrollment	Semester Credit Hours	Weighted Semester Credit Hours	Salary Teaching	Salary Research	Salary Administrative	Salary Other	Salary Total	Total Salaries and Est. Benefits (25%)	Estimated Formula Funds	Estimated Designated Tuition Funds	Estimated Total Funds Generated	Difference: Total Salary and Total Funds	Fiscal Year Awards Amount	Total Awards Past Five Years
Aerospace Engineering																
Biomedical Engineering																
Chemical Engineering																
Civil Engineering																
College Of Engineering - Admin - Dean																
Computer Science																
Electrical And Computer Engineering																
Engineering Technology & Industrial Dist																
Industrial And Systems Engineering																
Mechanical Engineering																
Nuclear Engineering																
Petroleum Engineering																
Department Total																

College

Engineering

Department	Name	Tenure Status	Class Count	Student Enrollment	Semester Credit Hours	Weighted Semester Credit Hours	Salary Teaching	Salary Research	Salary Administrative	Salary Other	Salary Total	Total Salaries and Est. Benefits (25%)	Estimated Formula Funds	Estimated Designated Tuition Funds	Estimated Total Funds Generated	Difference: Total Salary and Total Funds	Fiscal Year Awards Amount	Total Awards Past Five Years
Aerospace Engineering	John Smith	Tenured	19	424	277	1,989.87	\$86,034	\$30,379	\$0	\$0	\$116,412	\$145,516	\$117,442	\$31,370	\$148,812	\$3,297	\$0	\$0

DRAFT

Data Extraction Process for the Academic and Financial Metric Report

