

FACULTY REPORTING CONVENTIONS

Faculty counts vary depending on the definitions applied. There are two external definitions and one internal definition the Office of Assessment and Institutional Effectiveness (OAIE) uses for reporting. Two external definitions are based on IPEDS HR and CDS, and one internal definition is compliant with Faculty Affairs and Records (FAR). See below for details.

External Reporting Definitions

IPEDS HR: This definition is used for the data in the dashboard available at <http://www.fullerton.edu/data/institutionalresearch/faculty/tenure.php>

Human Resources, Diversity and Inclusion (HRDI) reports faculty and staff data to the CSU Chancellor's Office for the Integrated Post-secondary Education Data System Human Resources (IPEDS HR) survey. For the survey, an employee is reported once either as a faculty or as a staff member. Those with multiple positions are coded in higher job code or if the job codes are the same, the occupation in which they spend the most time. HRDI designates greater than equal to 0.99 Full Time Equivalent as full-time and less than 0.99 Full Time Equivalent as part-time.

Included:

- Persons on the payroll of the institution as of November 1 of the year being reported.
- Persons on sabbatical leave and those who are on leave but remain on the payroll.
- Persons who are hired to temporarily replace those who are on sabbatical leave or on leave with or without pay. "Visiting" instructional, research, and public service staff who are paid by the institution.
- Adjunct instructional staff. Report adjuncts as either full-time or part-time instructional staff.
- Instructional staff in workforce development training programs and Adult Basic Education (ABE) programs.
- Instructional staff at off-campus centers associated with the campus covered by this report.
- Corporate administrators for single-campus institutions or for multi-campus organizations (administrative units).

Excluded:

- Instructional staff on leave without pay.
- Instructional staff in the military or religious orders who are not paid by the institution.
- Instructional staff whose services are contracted by or donated to the institution.
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.

- Students in the College Work-Study Program.
- Graduate students who are receiving waivers and stipends that are not in exchange for services rendered (e.g., fellowships or training grant support).

For more information, visit NCES IPEDS data collection web site at

https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=1&id=30045&show=all#chunk_1841

CDS: This definition is used for the data available at:

<http://www.fullerton.edu/data/institutionalresearch/facts/index.php>

CSUF participates in external surveys such as US News and World Report and Peterson's Undergraduate/Graduate survey. Those surveys use the Common Data Set (CDS) definition for faculty number reporting. Based on CDS, Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Members who are on the payroll on the census date for IPEDS/AAUP are included. Full-time instructional faculty includes the faculty employed on a full-time basis for instruction (including those with released time for research). Part-time instructional faculty includes adjuncts and other instructors being paid solely for part-time classroom instruction. It also includes full-time faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Employees who are not considered full-time instructional faculty but who teach one or more non-clinical credit courses may be counted as part-time faculty. The following table describes the inclusion/exclusion of the faculty members based on CDS.

	Full-Time	Part-Time
(a) instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
(b) administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status	Exclude	Include if they teach one or more non-clinical credit courses
(c) other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include

(d) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
(e) faculty on sabbatical or leave with pay	Include	Exclude
(f) faculty on leave without pay	Exclude	Exclude
(g) replacement faculty for faculty on sabbatical leave or leave with pay	Exclude	Include

For more information, visit CDS web site at <http://www.commondataset.org/>.

Internal Reporting Definition: This definition is used for the data reported in the Tableau Enterprise dashboards available at <https://mytab.fullerton.edu/#/signin>

OAIE collaborates with Faculty Affairs and Records (FAR) to report the faculty numbers to the Office of the Provost and the Office of the President. FAR considers each contract as separate appointment. Those with multiple appointments are counted multiple times. All Unit 3 members are included, such as librarians and counselors, in addition to the instructional faculty. Unit 11 members, i.e., student instructors, and volunteer instructors are excluded