

## Terminology used for faculty reports:

- **Faculty Headcount:** The total number of faculty listed as full-time, FERP, part-time, and teaching assistant. Faculty members with more than one assignment are only counted once and are attributed to the department with the greatest portion of FTE. This includes faculty on sabbatical and/or those without a current teaching load. Moreover, this excludes librarians and coaches, except in the case of those who teach courses.
- **Full Time Equivalent Faculty (FTEF):** All full-time faculty members are counted as 1 FTE. FTE for part-time faculty, early Retirement Program members (FERP) and Teaching Assistants are calculated based on their particular HR contracts. This also includes faculty on sabbatical and/or those without a current teaching load.
- **Instructional FTEF:** This incorporates only those faculty members with in-classroom workloads, including supervisory teaching, and/or instructors who are administrators or staff. The FTE for Full-time faculty is calculated as  $WTU/12$ . The FTE for Part-time, FERP, and Teaching Assistants are calculated as  $WTU/15$ . These FTEF are allocated to the department offering the course, regardless of the instructor's affiliation.
- **Student Credit Units (SCU):** Identifies the total number of earned course credit units for all students enrolled in a given section. For example, a 3-unit class with 48 students enrolled is computed as  $48 \times 3 = 144$ .
- **Full Time Equivalent Student (FTES):** FTES are calculated by dividing the sum of the Student Credit Units (SCU) by 15 for Undergraduates and 12 for Graduate Students. For example, if a course is a 3 credit unit class with an enrollment of 47 undergraduate students and 1 graduate student, the student FTE would be computed as  $(47 \times 3)/15 + (1 \times 3)/12 = 9.4 + 0.25 = 9.65$ . These FTES are allocated to the department offering the course, regardless of the instructor's affiliation.
- **Weighted Teaching Units (WTU):** A measure of faculty workload. For example, a lecture class that meets three hours per week generates 3 WTU. Instructional WTU includes instruction of non-supervision and supervision courses.
- **Externally Funded Assigned-Time WTU:** Assigned-time units funded by sources external to the College. Examples are national and state grants, RCA, PEA, sabbaticals, and Academic Affairs funded assigned-time.
- **Internally Funded Assigned-Time WTU:** Assigned-time units funded by the College and/or Department. Examples are assigned-time for program coordination, enrollment enhancement, new faculty, research, and professional development.
- **Enrollment:** Number of students enrolled in the course.
- **Half-Year Actual Salary:** Refers to half-year actual pay received by the faculty. Temporary instructors receive a fraction of their base salary depending on number of units taught. The salary is adjusted by REMOVING externally funded assigned-time WTUs from the salary calculation. For example, a 3-unit externally funded assigned time reduces the salary for instruction by 25 percent based on the 12WTU instructional load.