

## Departmental Profiles Narrative

This report has been prepared as a review and evaluation document for the use of planning unit and center coordinators in assessing the resource characteristics of each university department and the program outcomes of instructional departments at Missouri State University. Information contained within this report has been developed with the purpose of assisting administrators in planning and managing the scope and direction of university departments. Although many more factors could have been included in the profile, the data elements selected were viewed as the most essential in developing comparative data among university departmental units.

While several productivity measures have been included for instructional units, only limited workload measures are included in the report for noninstructional units. Instructional units, by their nature, share a number of productivity factors in common, while measures are different for each noninstructional unit. Administrators who are planning for administrative or noninstructional units or centers are encouraged to develop productivity measures that are applicable to their particular function within the University.

Reorganization of departments necessitates the omission of some items of data, particularly in trend data. Generally, the omission of data was based on a judgment that the information was not comparable.

## **INFORMATION SOURCES**

### **INSTRUCTIONAL UNITS**

#### **Personnel Descriptors**

Instructional Staff	Personnel Data Base (EARL0052)
Support Staff	Personnel Data Base (EARL0052)
FY09 Average 9-month Salary	Personnel Data Base
Percent Terminal Degree	Personnel Data Base (EARL0052 and Deans' Offices)
Percent Tenured	Personnel Data Base (EARL0052)

#### **Data Source**

#### **Student Descriptors**

Number of Majors	Student Data Base Census File (IPD0300)
Source of Enrollment	Enrollment Services (Distribution of Credit Hour by Major & Course Level - REC2100)
Degrees Conferred	Enrollment Services (Distribution of Degree and Major - DHE1700)
Credit Hour Production	Student Data Base Census File (IPD0900)
SCH by Instructional Format/Modality	Student Data Base Census File (REC2200)

#### **Financial Descriptors**

Faculty Salary Means	Salary Report calculated for use in CUPA annual survey of faculty salaries by discipline and rank. The averages are for 9-month faculty only.
Credit Hour Cost	Office of Institutional Research (University of Delaware Study)
Productivity Factors	Enrollment Services (Course & Section Enrollment) Student Data Base Census File Course Data Base at census

#### **Delaware Study Comparisons**

MSU FTE & SCH/FTE	University of Delaware Study
MSU Sections & Aver. Sections	University of Delaware Study

## INTERPRETIVE NOTES

### INSTRUCTIONAL UNITS

#### Section

#### Description

Instructional Staff

Data contained in the personnel descriptors section include all individuals who are involved in instruction and instruction-related activities. The Regular Instructional Staff only contains faculty who are eligible for tenure. Faculty who are not eligible for tenure are included in the Other Instructional Staff. Ranked faculty who are teaching in the London Program are included. Most individuals are assigned to an instructional department entirely or at least for their teaching duties. The headcount and FTE information is presented by academic rank or by other titles. Administrative and professional staff or ranked faculty from other departments are counted in the Admin/Professional category. In full-time equivalent (FTE) counts, a full-time individual is considered to be 1.00 FTE unless the individual is specifically listed as paid for an overload assignment; while for part-time positions, such as Per Course faculty, an equivalency is based on a comparison of the workload percent in the same or similar courses taught by ranked faculty. The Graduate Assistant FTE is usually obtained by multiplying the number of graduate assistants by 0.5, and then reporting only the portion of the FTE that relates to instruction. A few graduate assistants are hired for fewer than 20 hours per week. They are assigned an appropriate FTE.

**NOTE:** Individuals with the rank of Lecturer were added to the number of Non-Tenure Eligible Faculty in falls 2004-2006 in both headcount and FTE data.

Support Staff

This section reports the support staff assigned to the department by occupational category. The non-instructional portion of the Graduate Assistant FTE is reported here.

Percent Tenure

This section reports the percentage of the Regular Instructional Staff with tenure. Tenure percent was calculated as number of tenured instructional staff divided by the number of members of the Regular Instructional Staff. It should be noted that the tenure percentages reported do not reflect the total tenure obligation of a department/college. In several departments under- or overstatements in tenure percentages are attributed to the fact that the data contained in the profile does not include academic and institutional support administrators who hold academic rank and tenure. In addition, faculty on leave during the fall semester are included in tenure percentages. Recalculations were not made to include the lecturers added in for falls 2003-2006.

Percent Terminal Degree

This section displays the percentage of the Regular Instructional Staff holding a doctorate or terminal degree.

**Section****Description**

Delaware Study Comparisons

The MSU FTE line displays the full-time equivalent counts for each of the four categories of instructional personnel. The MSU SCH/FTE line displays the average SCH for each FTE in each category. The Delaware SCH/FTE Aver. line displays the average SCH for each FTE in the Delaware comparison group in each category. The MSU/Delaware line compares the MSU average with the Delaware comparison group average. The MSU Sections line displays the total number of sections taught by the full-time equivalent counts for each of the four categories of instructional personnel. The MSU Aver. Sections line displays the average number of sections for each FTE in each category. The Delaware Aver. Sections line displays the average number of sections taught for each FTE in the Delaware comparison group in each category.

Number of Majors

This section reports the number of departmental majors at the baccalaureate level and graduate levels by degree program as of the 4th week of the fall semester. Graduate programs are indicated by an “(m)” for master's level, an “(s)” for specialist level or a “(d)” for doctoral level.

Source of Enrollment

This section reports the source of enrollment in a department's courses in terms of a percentage distribution. Line 1 displays the percent of the department's total enrollment attributed to departmental majors. Line 2 displays the percent of the department's total enrollment attributed to all majors within the college (including the departmental majors in line 1) in which the department is associated. Line 3 reflects the percent of the department's total enrollment attributed to majors in other colleges. Line 4 reports the percent of the department's enrollment associated with undeclared majors.

Degrees Conferred

This section reports the number of students completing departmental degree programs. Graduate programs are indicated by an “(m)” for master's level, an “(s)” for specialist level or a “(d)” for a doctoral level.

Credit Hour Production

This section reports the total student credit hours produced from the department's courses by course level for the fall semester. The additional line entitled “GEP/IDS/UHC” contains credit hours from courses with these three course codes which were taught by Regular Instructional Staff in the department as a part of their assigned load.

SCH by Instructional Format/Modality

This section displays student credit hours that were generated in class sections by instructional format/modality. The University currently has 11 different formats or modalities.

Faculty Salary Means

This section contains the average 9-month salary by academic rank of the regular instructional staff on the University payroll as of October 1<sup>st</sup>. Salaries are displayed by rank within each discipline offered in a department. Averages are then compared to the appropriate average salaries as calculated in the CUPA report of average salaries for all public masters institutions and the percentage describes the relationship of the MSU average to the CUPA average by rank and discipline.

**Section**

**Description**

Credit Hour Cost

This section displays cost per credit hour information for each fiscal year as determined from the University of Delaware Study.

Productivity Descriptors

This section reports a series of departmental productivity and workload measures. Line 1 displays the student-faculty ratio for all levels of instruction. It was calculated by dividing total FTE students enrolled by the FTE of the Total Instructional Staff. Lines 2 through 7 report the average section size and number of sections by level of the courses. Average section size was calculated by dividing the total of all section enrollments by the number of scheduled sections. Exclusions are listed in the Section Size definition. Lines 8 through 11 display the percentage of a department's total student credit hours from any department or program, which are generated by the Tenured/Tenure-track faculty, by the other full-time faculty, by supplemental faculty (part-time instructional individuals and administrative/professional staff who teach), and by graduate assistants.

## GLOSSARY OF TERMS

Section Size:	A constructed measure calculated by dividing course section enrollments by the number of course sections scheduled. Typically, average section size is calculated by level of instruction; e.g., lower (LD), upper (UD), and graduate division (GD). Sections that have the same instructor and meeting days/times are combined and counted as a single section. Exclusions are made for sections taught in high schools, sections which are part of the London Program, and sections of courses numbered 698 and 699 (started in Fall 2005). Only the section where the class originates is counted in the average.
Census Date:	The officially designated day in an academic term when the University takes official student and employee counts. The census date for student counts is the end of the twentieth day of classes in a semester or the end of the second week of classes in an eight-week summer session. The census date for employee counts is October 1.
Course Level:	The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension. Course levels identified within each discipline category are: <ol style="list-style-type: none"><li>1. Lower Division (courses numbered 0-299)</li><li>2. Upper Division (courses numbered 300-599)</li><li>3. Graduate Division (courses numbered 600 or above)</li></ol>
Degree Program:	A specified curriculum of study that leads to the awarding of a degree/diploma or certificate. Only baccalaureate, masters, specialist, and doctoral programs are displayed in this document.
Employee Headcount:	A simple, unduplicated count of all university employees in a specified EEO classification.
Employment Status:	Conditions of employment with respect to the amount of time an employee is available for work. Categories of employment status are full-time and part-time. Determination of full-time/part-time status is based on the period of the employee's appointment and the appointment percentage.
Regular Instructional Staff:	The group of individuals employed in one of the following academic ranks: Full professor (including distinguished professors), associate professor, assistant professor, and instructor.
Faculty - Tenure System:	An individual appointed to a position that may lead to the granting of tenure. Academic ranks typically associated with tenure eligibility are full professor (including distinguished professor), associate professor, assistant professor, and instructor.
Staff Full-Time Equivalent:	A manpower measure which represents the equivalent of one employee working full time during the fall semester. A faculty member is considered to be a full-time employee when they are assigned a workload of 100 percent. The assignment will typically include instructional, research, and service activities.

Student Full-Time Equivalent:

A constructed count calculated by dividing the total number of credit hours generated in a department's courses for given course levels by the applicable normal student load for a fall semester. The following calculations are used in determining student full-time equivalencies:

<u>Course Level</u>	<u>SCH per Semester</u>
Undergraduate	15
Graduate	12

Total Instructional Staff:

The group of individuals employed as Regular Instructional Staff or in other instruction-related capacities such as non-tenure eligible faculty, visiting professor ranks, per course faculty, and graduate assistants. In addition, the category of Administrative/Professional is included to display the instructional activities of other positions not already included.

## DESCRIPTION OF ABBREVIATIONS

<u>Abbreviation</u>	<u>Descriptor</u>	<u>Definition</u>
FTE	Full-Time Equivalent	<ol style="list-style-type: none"><li>1. As a student measure, FTE represents a constructed count of the equivalent number of full-time students enrolled in courses as of an official census date by department/college. An FTE student count is the equivalent of one student who is deemed to be carrying a normal student load in accordance with institutional standards. Calculation of total FTE students in a department/college is made by dividing total student credit hours, including GEP/IDS/UHC credit hours, generated at a given course level by the appropriate normal student load. For undergraduate students, a normal student load for a 16-week semester is 15 hours; for graduate students, 12 hours.</li><li>2. As an employee measure, FTE represents the equivalent of one employee working full time for a specific time period, usually a semester or academic year. Full-time employment for instructional staff means an employee assigned a workload equivalent to 100 percent of their time per semester. If a faculty member is assigned and paid for an overload, the FTE for that individual will be shown as more than 1.00 FTE. Full-time employment for non-instructional staff can be interpreted to mean an employee working 40 hours per week.</li></ol>
SCH	Student Credit Hour	A unit of measure that represents one student engaged in an activity for which one hour of credit toward a degree or certificate is granted upon successful completion. Total student credit hours for a department are calculated by multiplying the credit hour value of scheduled courses by the number of students enrolled.
S/F Ratio	Student/Faculty Ratio	A constructed measure calculated by dividing FTE students enrolled by FTE instructional staff assigned to credit hour generating instructional activities.

**CALCULATION PROCEDURES FOR RATIOS  
AND PRODUCTIVITY DESCRIPTORS**

$$\text{S/F Ratio} = \frac{\text{Student Full-Time Equivalent}}{\text{FTE of Tot. Inst. Stf.}}$$

$$\text{Section Size (by Course Level)} = \frac{\text{Enrollments of all Course Sections less exclusions}}{\text{Number of Course Sections Scheduled less exclusions}}$$