

DESCRIPTION OF ABBREVIATIONS

<u>Abbreviation</u>	<u>Descriptor</u>	<u>Definition</u>
FTE	Full-Time Equivalent	<ol style="list-style-type: none">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.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.
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.

GLOSSARY OF TERMS

Section Size:	A constructed measure calculated by dividing course section enrollments by the number of course sections scheduled. Typically, average class size is calculated by level of instruction; e.g., lower (LD), upper (UD), and graduate division(GD). Exclusions are made for music and interactive television courses which have multiple sections, 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">1. Lower Division (courses numbered 0-299)2. Upper Division (courses numbered 300-599)3. Graduate Division (courses numbered 600 or above)
Degree Program:	A specified curriculum of study that leads to the awarding of a degree/diploma or certificate.
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 professors), 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 lecturers, 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. An example of this category is Lab Supervisor.