

Policy Announcement #7

Policy Title/Reference Information: University-Wide DOE Form

New Policy Policy Change

Effective Date of Change: Spring, 2006 for Fiscal Year 2006-07

From: University Provost

To: Colleges, Graduate Centers, and Departments with Faculty Members

Policy:

All university areas will be required to use the same DOE form for faculty members beginning in Spring, 2006 for the 2006-07 fiscal year. The newly-designed form will be used for entry and processing of faculty effort information in the FES-client and in the FES component of IRIS.

Purpose/Rationale:

The single form, created by merging four separate DOE forms into a single form to be used by all areas of the University, will provide consistency in gathering, processing, and reporting essential information on a university-wide basis. The new form was designed as follows:

- *All effort categories from the current forms were merged into one form. The unique categories for each form were retained and can be reported as needed.*
- *In order to meet the needs of the Library system and their faculty, the categories specific to the Library are listed at the end of Section I under sub-section f. Libraries-Primary Assignment.*
- *For effort related to General Academic instruction, it is recommended that all colleges report effort by specific course number. This will require specific entry of contact hours for time spent instructing in the classroom, advising students, supervising students, and time spent for preparation and grading for each specific course. For effort related to General Academic Instruction there will be the option to report effort by specific course number and base the effort on contact hours and preparation and grading for each specific course.*
- *The new DOE Layout will include (1) a cover page that includes faculty member assignment information, summary of effort, payroll distribution, and signatures, and (2) detailed effort with description information.*
- *A blank form can be used as a work-sheet during the initial DOE process for the upcoming fiscal year. After the initial version is input, the colleges will have the option to print the complete form with all detail or a form with only those categories that have effort.*

Note: Policies created or changed as a result of SAP implementation should be sent to Phyllis Nash, IRIS Project Director, for review by the IRIS project team prior to campus distribution.