

Reporting Faculty Numbers

How many faculty members do we have?

This seems like a reasonable and simple question for a university.

The answer is usually *"It depends"* and is followed immediately thereafter with the questions of *"What do you mean by faculty?"* and *"What is the purpose of your question?"*

Reporting the number of faculty members for an educational institution — especially an academic health center — is often quite complex and depends greatly on the context and purpose in which the person asking intends to use the information.

One can define faculty as only those who teach in the classroom. A definition of research faculty could be those who only conduct research in the laboratory. The definition of clinical faculty could be those who only perform patient care functions in the hospitals and / or clinics. Another definition of faculty can be those who teach, conduct research, and take care of patients.

The information below attempts to provide a brief overview of the complexities of reporting faculty numbers. If you prefer, please contact the Office of Institutional Effectiveness (OIE) at 409-747-9082 or at institutional.effectiveness@utmb.edu and a staff member will assist you.

At UTMB and other institutions, the human resources (HR) system tracks the faculty members' appointments, job titles, job effective and expiration dates, etc. Reports developed from this system based on requestor specified criteria likely will not correspond to a report developed from the "official" reporting system due to differences in criteria and timing. The HR system can report as of a given date or for a range of dates while the "official" reporting data is a snapshot on a given date as described next.

The Texas Higher Education Coordinating Board (THECB) requires health related institutions to report to them each fall anyone who has a faculty appointment and who receives a salary in a mandatory report named the "CBM008 Report". For reporting purposes, the UTMB Office of Institutional Effectiveness (OIE), the THECB, UT System, and other state agencies regard this report as the "official" list of faculty and base all reporting on it.

The THECB manual states:

The purpose of this report is to collect data on each person who is an employee of the institution who is paid a salary or receives benefits associated with the institution, and who has any type of faculty appointment, regardless of their source of funds or their assignment, during the year. Submit all such persons who are on the payroll of the institution as of October 1. Include research faculty, librarians, and administrators if they have faculty titles. Do not include student assistants, laboratory assistants, and graders whose duties are limited to grading, clerical functions, store keeping, and preparations of class or laboratory or other subordinate functions.

The CBM008 Report lists various data elements for each person including their "Percent of Time" categories (see definitions below) as assigned by the school and department of their primary faculty appointment (not to be confused with other faculty appointments they may have). The possible categories are:

- Instruction
- Patient Care
- Academic Support
- Research, and
- Public Service

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The school may assign all of a faculty member's time to one category or across multiple categories. The following table presents a few examples.

Employee ID	Instruction	Patient Care	Academic Support	Research	Public Service	Total
1001	100%	0%	0%	0%	0%	100%
1002	50%	0%	0%	25%	25%	100%
1003	0%	100%	0%	0%	0%	100%
1004	10%	40%	0%	0%	0%	50%

The Percent of Time categories are essentially the same as the full-time equivalent (FTE) concept. If a faculty member's total percent of time is 100%, they are a full-time faculty member. If the total percent time is less than 100%, they are part-time. A report can reflect the number of FTEs in total or by category. In the above example, the total FTEs = 3.5 while the Instruction FTEs = 1.6.

An additional factor in comparing various faculty reports is what organizations prepared the reports. The CBM008 Report details how to report the rank and tenure status for each faculty member. When reporting, the THECB and OIE uses these numbers as listed. However, UT System reports the rank and tenure status numbers in their Accountability Report using a slightly different methodology as follows, which usually results in slightly different numbers:

- Teaching Assistants are excluded from the reports
- Tenured and Tenure track faculty must meet both of these criteria
 - Rank of Professor, Associate Professor, Assistant Professor, or Instructor; and,
 - Tenure status equals Tenured or On Tenure track
- Other Professionals include the rank of Other Faculty regardless of their tenure status

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It depends!

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Definitions - Instructions

Rank – Other Faculty: Includes faculty without tenure and not on tenure track including, but not limited to, adjunct, special, clinical, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.

Rank – Teaching Assistant: A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory. Exclude those who only serve as graders or who are included in one of the categories above.

Percent of Time: Enter the faculty member's percent of time, in relation to a full or normal workload at the institution, for each appointment [category] during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent.

Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function.

Patient Care: Faculty assignments for activities specifically organized for patient care.

Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in [Instruction].

Research: Faculty assignments for activities specifically organized to produce research outcomes.

Public Service: Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Sources:

Reporting and Procedures Manual for Texas Health-Related Institutions Fall 2007, Texas Higher Education Coordinating Board, Educational Data Center, December 12, 2007.

Accountability and Performance Report, The University of Texas System Board of Regents, Issued annually.