Definitions for the Delaware Study of Instructional Cost and Productivity
Fall 2012, FY13

Instructor FTE
We calculate the FTE faculty in three areas – tenured/tenure-track, supplemental, and other regular faculty – from the Banner employee snapshot taken in October of the relevant year. Only positions actually expended are included. FTE is included in Banner, and instructional FTE is determined by multiplying the percent instructional appointment (paid through Program 01) by the recorded FTE.

Rank is determined by the employee file, supplemented by departmental information. All assistant, associate, full and emeritus professors as well as senior administrators who teach courses, are included in the “Tenure/Tenure-Track” category (administrators are not counted in a department’s FTE, but their courses are credited to the department). Research faculty and research scientists with rank who teach courses are also included in this category, though their FTE may not appear as “Instructional.” Visiting professors are “other regular” (not shown in this report). Adjuncts, non-faculty employees, post-retirement contract faculty, and other non-recurring instructors are classified as “Adjunct.”

Source: OPA Employee File October ‘12, Department (supplemental)

Graduate Student FTE
Absent a consistent metric for tracking graduate assistant FTE in our system, we follow Delaware’s protocol: Graduate Student FTE is determined by dividing the number of sections taught by graduate students in the department by 4. Credit-bearing courses taught by graduate students are considered separately from those that do not bear credit (e.g. some labs or recitations). Both are divided by four to calculate FTE.

Source: OPA Courses and Instructor files, verified by departments in the Instructional Activity Reports, based on 15th Class Day, Fall ‘12

Student Credit Hours (SCH) and Organized Class Sections
Data on credit hours and class sections are taken from the 15th Class Day Reports from the Fall semester generated in Banner and the Planning and Analysis Instructional Activity Report for Fall. In most cases, team-taught or faculty/graduate assistant-taught courses are divided on a percentage basis as identified in the Instructional Activity Report, which is developed from data supplied by the departments. Credit hours for independent studies, dissertation, and thesis research, and other courses not tied to an instructor have been assigned as “Individualized Instruction” to the Tenure/Tenure-Track group of faculty unless specifically assigned in the database to a different type of instructor.

Following Delaware’s protocols, credit hours and sections are assigned to the department paying the salary of the instructor. Interdisciplinary or extra-departmental teaching by Tenure/Tenure-track faculty is recorded in the faculty’s home department, including teaching in the BIOL rubric, University Seminars, Liberal Studies, American Studies, and others.

Unlike the KPIs, Delaware specifies that Fall semester courses at the 400 level are counted as undergraduate upper division courses even if the students are graduate students. Full year credit hours reported in Part B are based on the KPI data and do assign graduate credit for 400 level courses, therefore, the graduate credit hours for the full year appear higher than expected given the Fall credit hours.

Source: OPA Courses and Instructor files, verified by departments in the Instructional Activity Reports, based on 15th Class Day, Fall ‘12, KPIs

Organized Course Sections
We record independent study courses, thesis and dissertation hours, and all Music courses ending in 60 as individualized instruction. Following Delaware’s instructions, we count all courses labeled in the registrar’s database as labs, discussion sections, or recitations bearing zero credit as “Labs.” Seminars, lectures, and credit-bearing recitations are counted as “Lectures.”

Source: Registrar
Instructional Expenditures
We use FY10 expenditures in program area 01. Program 01 expenditures are further broken down into personnel and non-personnel expenditures. All funding sources used for instructional purposes are included in these figures: general fund, tuition, student fees (e.g. program, lab, field trip, and materials fees), grants, contracts, gifts, endowments, federal funding, etc. Grant expenditures are treated in the same way as research grants below. No centralized expenses, like computer lab maintenance, graduate tuition waivers, student services, administration, etc., are included in these amounts. Because our benefits pool was centrally administered until FY09, Delaware automatically calculated a benefit amount for each department, based on reported salaries for those years. In FY09 and FY10, actual benefits expenditures are included.

Source: Budget Office, Office of Sponsored Programs

Research Expenditures
We use FY10 Program 02 expenditures and Agricultural Experiment Station expenditures attributable to specific academic departments as our research expenditures. Again, all funding sources, inside and out of the university, are included. Just as the Office of Sponsored Programs reports, expenditures through research centers that are fully contained within an academic department are attributed to that department, e.g. Center for Computational Biology expenditures are attributed to Cell Biology and Neuroscience. We track the PIs attached to expenditures through multidisciplinary research centers or multi-PI grants. Where the PI is affiliated with an academic department, expenditures are attributed to that department. When there are multiple PIs on a grant, the expenditures are divided equally across the PIs' departments.

Source: Budget Office, OSP, AES

Public Service Expenditures
Any expenditure classified as Program 03 in Banner and attributable to an academic department is counted as a public service expenditure. We add to those amounts any spending by the Extension Service that can be attributed to an academic department. Center service expenditures are treated in the same fashion as research expenditures above, with single-department centers receiving credit for those center expenditures and other center expenditures following the PIs' appointments. When there are multiple PIs on a grant, the expenditures are divided equally across the PIs' departments.

Source: Budget Office, OSP, Extension