

Entering TAI Reports with SEI Data into Digital Measures

Overview

TAIs (Teaching Assignment Information) are required for retention and promotion candidates. TAIs contain the following:

- Teaching schedule by semester for each candidate
- Teaching workload data
- Grade distribution by course and semester with departmental and university benchmark data

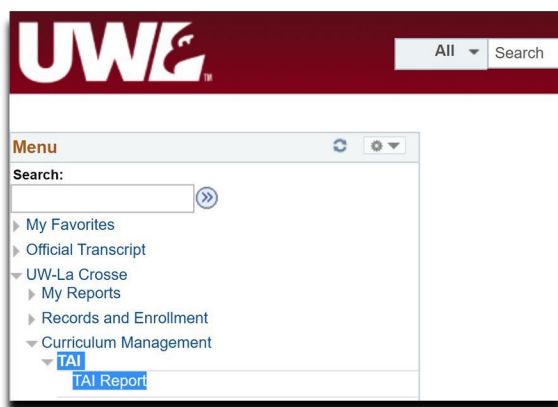
Department chairs or administrative support staff complete the TAI form by adding SEI information and chairs upload into Digital Measures.

Information pertaining to the following is included in this document:

- I. Generating TAIs
- II. Completing TAIs
- III. Uploading TAIs into Digital Measures

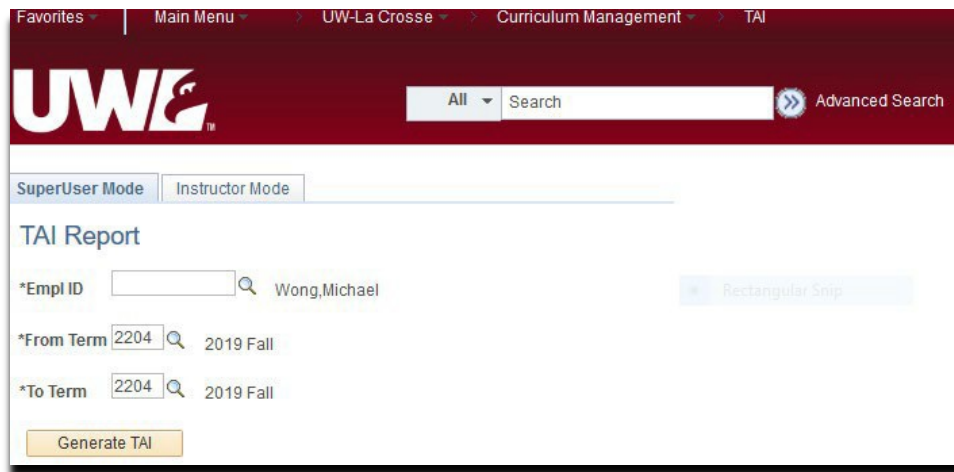
I. Generating TAIs for Retention and Promotion

1. Log into WINGS
2. Navigate to **UW-La Crosse>Curriculum Management>TAI**



3. Super User Mode: use the looking glass to search for the individual in your department for whom you need to generate a TAI. You can also use the looking glasses to search for the appropriate “from term” and “to term” for the time period under review. TAIs are typically drawn for the previous three years for (promotion) and since date of hire for retention. Academic years for personnel review begin on June 1 so summer teaching information (if applicable) often commences a TAI report. For example, a three-year TAI for an individual going for promotion in Fall 2021 should begin with Summer 2018 and extend through Spring 2021, excluding Summer 2021. J-term/Winter Session information

is captured when an academic year is indicated. [TAIs and SEIs for summer and J-term are not required for retention or promotion unless indicated by departmental bylaws.]



4. After the three fields – *Empl ID*, *From Term*, and *To Term*, are populated, select “Generate TAI” and the report will be emailed to you.
5. If you are having trouble generating the TAI, please contact Natalie Solverson (IRAP) or Victoria Rahn (Records) for further assistance.

Appendix A provides a key to understanding the workload columns and data provided on TAIs.

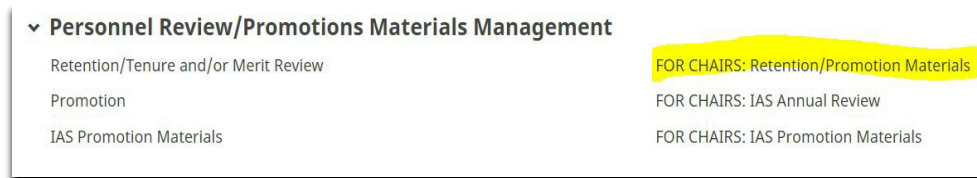
II. Completing TAIs

- The department chair or administrative staff adds the appropriate SEI information for each candidate under review.
- SEI data can be entered using Adobe Acrobat (preferred) OR may be handwritten in (and then scanned and uploaded as a PDF).
- All references to median scores refer to interpolated medians. All SEIS are reported to one decimal point.
- For each **course** listed for which there is SEI information available the following should be reported:
 - The median for the composite SEI score for each course.
 - The median student motivational score for each course.
- For each **semester** listed the following should be reported:
 - Instructor Term Composite SEI.
 - Department Minimum SEI
 - Department Maximum SEI
 - Department Interpolated Median SEI for the Term, starting with Fall 2020 SEIs. Prior to Fall 2020 the faculty member’s Individual SEI Rank within the department was reported. The prior entries for Individual SEI Rank do **not** need to be revised.
- The administration and reporting of SEIs for summer or J-term/winter session courses is determined by departmental by-laws.
- Combine all documents into one (1) PDF.

III. Uploading TAIs into Digital Measures

The department chair will upload the TAI into Digital Measures using the following steps:

1. Log into Digital Measures.
2. Select the Manage Data link and under the section titled Manage Data for Users, select the User and click Continue.
3. Under the Personnel Review/Promotions Materials Management section, click FOR CHAIRS: Retention/Promotion Materials.



4. Click Add New Item if current academic year is not displayed.
5. Click Choose File under the Teaching Assignment Information (TAI) section to upload the file.
6. Click Save to update the page.

NOTES:

- The workload files are based on all official data from the University's day of record files and course, class, and instructor information as represented in WINGS, the student information system. Questions on the data can be directed to UWL's Office of Institutional Research.

Appendix A: Understanding the Workload Data on a TAI

The columns on the workload side of the TAI the columns represent the following:

SUBJECT – the course prefix

CATALOG NBR – the course number SECTION – the course section

SLASH – indicates that it is a slash course – upper division and graduate; each course that comprises the slash will be listed separately (e.g. ABC451/651 will be listed as ABC451 and ABC651).

CREDITS – number of course credits

CONTACT HOURS – number of contact hours (can differ from credit for classes such as labs and independent studies)

DOR ENROLL – “Date of Record” enrollment for the class – 10th day of instruction for Fall and Spring; end of term for Summer & J-term

EOT ENROLL – “End of Term” enrollment for the class – on day grades were due Additional notes are present on the TAI example below.

HOW TO USE THE DATA? The data can help reviewers determine the workload of an individual candidate in the context of the average workload for the department and the university.