

TEACHING ASSIGNMENT INFORMATION DATA

TAIs are required for retention and promotion candidates. TAIs contain the teaching schedule for by semester for each candidate, their workload data, grade distribution by course and semester with departmental and university benchmark data. Department chairs complete the form by adding SEI information.

- I. Requesting/Receiving TAIs
- II. Completing TAIs
- III. Uploading TAIs into *Digital Measures*

Requesting/Receiving TAIs

RETENTION - TAIs for all probationary faculty (2-6 years) will be emailed to department chairs. 1st year faculty will not have TAIs. TAI data is generated once a year in the summer on the preceding year.

PROMOTION - Requesting and preparing the TAI data forms are the responsibility of the department chair. The procedure is as follows:

1. At least one week prior to the departmental promotion committee meeting, the chair will request TAI forms from Information Technologies.
 - Send an email to ITSHELP@uwlax.edu with "TAI REQUEST" in the subject line.
 - In the text of the email indicate the following information.
 - The FULL NAME of the candidate.
 - The department of the candidate.
 - The "term dates" for which the report should be drawn representing the last six semesters (summers and J-term data will be included). FOR EXAMPLE: Fall 2004 through Spring 2007 would be the right term dates to request for candidates going up for promotion in Fall 2007.
 - A confirmation email that their request was received will be sent within 10 minutes. If no confirmation is received, call the ITS Support Center at 785-8774 to make sure everything was received correctly. Please allow up to two business days to receive the email with the TAI report (as a pdf file).
 - Appendix A provides a key to understanding the workload columns and data provided on TAIs.

Completing TAIs

2. The department chair needs to add the appropriate SEI information - sample shown in Appendix B.
 - SEI data may be handwritten in (and then scanned & uploaded) OR Adobe Acrobat Professional can be used to type in the information (the SEI fields were designed to be filled in - however, the 'typewriter' function under tools can also be used).
 - For each course listed for which there is SEI information available, the fractional median should be reported.
 - For each semester listed, the departmental measure of central tendency (median or mean) for that semester's SEIs should be reported.

Uploading TAIs into *Digital Measures*

3. The department chair will upload the TAI to Digital Measures using the following steps:

- Log in to Digital Measures.
- Select the "Manage Data" link and access a section titled "Manage Data for Departments". Under that section, select the "Promotion/Retention Materials" (See Figure 1). Select "add a new item" and upload under the TAI field after selecting the candidate's name (see Figure 2).

Note: Data is updated for TAIs during the summer. Midyear reports are not available.

Figure 1

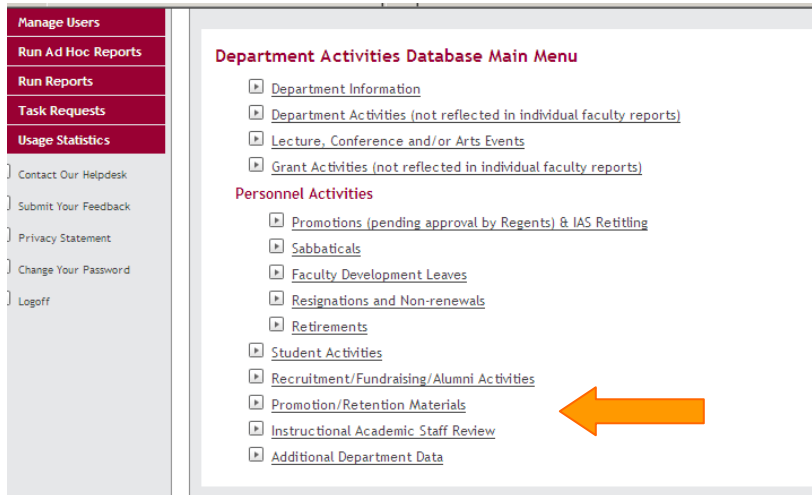
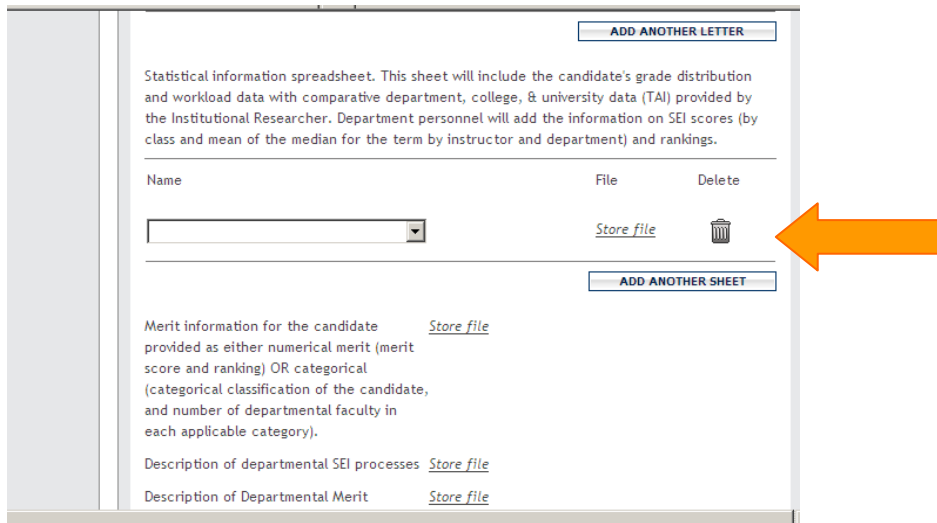


Figure 2



NOTE 1: In addition to uploading the TAI report, chairs will also need to upload the completed Merit and SEI forms that are standard to JPC requirements.

NOTE 2: The workload files are based on all official data. The SCH and contact hours are from Day of Record, and the IFTE are from October/March payroll. Questions on the data can be directed to Teri Thill, Institutional Researcher in the Provost's Office.

Appendix A - Understanding the Workload Data on a TAI

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

DEPT - the course prefix

CRS - the course number

SECT - 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).

CREDIT - 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

STUDENT CONTACT HOURS - This number represents the product of the number of contact hours times the date of record enrollment.

FOR THE DEPARTMENT - each of the above numbers is a sum for the department divided by the number of IFTE (instructional full-time equivalents) for that semester. In other words - the "average" for each full-time instructor in the department.

FOR THE UNIVERSITY - in this case the numbers represent the averages for the university - they are the totals divided by the IFTE for the university that semester.

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.

Appendix B: Sample TAI (with SEIs data completed)

Dept	Crs	Sect	Slash*	Credit	Contact Hours	DOR Enroll	EOT Enroll	Student Contact Hours	A	AB	B	BC	C	D	F	P	W	SEI
2005 Fall																		
COOPERATIVE EDUCATION/INTERNSHIP																		
CEI	450	63		2	2	1	1	2								1		NA
COOPERATIVE EDUCATION/INTERNSHIP																		
CEI	450	67		6	6	1	1	6								1		NA
GROUP DYNAMICS																		
PSY	343	1		3	3	39	38	117	4	10	16	5	2		1		1	4.87
HONORS PROJECTS IN PSYCHOLOGY																		
PSY	482	1		1	3	3	4	9	4									NA
HONORS PROJECTS IN PSYCHOLOGY																		
PSY	482	2		2	3	12	11	36	11									NA
FIRST YEAR STUDENT SEMINAR																		
UWL	100	5		1	1.5	20	19	30	8	6	2		2	1			1	NA
Candidate Summary				15	18.5	76	74	200	27	16	18	5	4	1	1	2	2	4.87
Percent of Final									35.6%	21.1%	23.7%	6.6%	5.3%	1.3%	1.3%	2.6%	2.6%	
Psychology Summary				15.1	11.9	163.0	158.9	375.1	24.9%	20.5%	21.0%	10.3%	10.5%	3.4%	2.3%	4.2%	3.0%	4.13
University Summary				16.3	16.1	132.1	128.5	330.2	29.4%	19.1%	19.7%	8.0%	9.3%	2.8%	2.5%	5.4%	3.7%	NA
2006 J-term																		
HONORS PROJECTS IN PSYCHOLOGY																		
PSY	482	99		1	3	1	1	3	1									

UWL Office of Institutional Research

*Slash indicates courses that are flagged as both Graduate and Undergraduate level courses; Cross-listed courses are not flagged.

SEI data provided by Departments