Entering TAI Data into Digital Measures

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 complete the TAI form by adding SEI information.

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

Faculty and IAS

Faculty and IAS may generate their own TAI via the following process:

1. Log into WINGS

2. Navigate to **UW-La Crosse -> Curriculum Management -> TAI**

3. Select the terms of interest using the hourglass.

TAIs are typically produced for the previous year (retention) or previous three years (promotion), beginning with the summer term. For example, a three-year TAI for an individual going for promotion in Fall 2013 should begin with Summer 2010 and extend through Spring 2013, excluding Summer 2013.

Administrative Support and Department Chairs

Administrative support and department chairs may also generate TAIs for the faculty and IAS in their respective departments. The navigation for permissions to generate TAIs is the same as the navigation for SEI access. TAIs may be generated at the department level via the following process:

1. Log into WINGS

2. Navigate to **UW-La Crosse -> Curriculum Management -> Student Eval of Instruction -> Setup -> Dept SEI Options**

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

II. Completing TAIs

- The department chair needs to add the appropriate SEI information (sample shown in **Appendix B**)**.**
- SEI data may be handwritten in (and then scanned and uploaded as a PDF) OR Adobe Acrobat can be used to fill in the information.
- Electronic SEI data is automatically populated on the TAIs when produced from WINGS. Department summary measures for SEI responses will need to be calculated by the department.
- **For each course listed for which there is SEI information available:**
  - o The fractional median should be reported
  - o The student motivational item should be reported
- **For each semester listed,** the departmental measure of central tendency (median or mean) for that semester's SEIs should be reported.
- **Combine all documents into one (1) PDF.**

III. Uploading TAIs into Digital Measures

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

1. Log in to Digital Measures.
2. Select the "Manage Data" link and under the section titled "Manage Data for Departments," select the department and then press "Continue."
3. In the Department Activities Database Main Menu, select the "Promotion/Retention Materials" (See Figure 1).

Figure 1. Promotion/Retention Materials
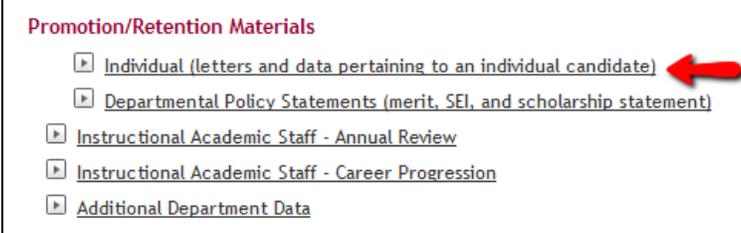
4. Select   ADD A NEW ITEM
5. On the next screen, enter the current academic year, then select the candidate and upload the appropriate files (Figure 2). **Please upload PDFs rather than Word documents**.[1]

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[1] To save a Word document as a PDF, go to File, then "Save As" and select "PDF."

Figure 2. Entering Department Information for Individuals

Department Activities Database

Individual (letters and data pertaining to an individual candidate)

[RETURN TO MAIN MENU]

[SAVE AND RETURN]   [SAVE AND ADD ANOTHER]   [RETURN (CANCEL)]

NOTE: Create only one "item" containing a set of materials per person, per academic year (e.g., 2010-2011) . You can edit the item after it has been created and add or change materials as needed.

Academic Year *   [▼]

Name *   [▼]

Department Chair Letter for Retention

Add another Letter: [1 ▼] [ADD]

Teaching Assignment Information (TAI). TAIs should be loaded for promotion and retention candidates.

- Promotion: TAIs for promotion need to be requested from ITS following the instructions on the HR webpage regarding promotion.
- Retention: TAIs will be sent to chairs.

Departments need to add the SEI information for each course, the candidate's semester median and the departmental median. Note: Chairs should upload SEIs here only if TAIs are not available for the candidate.

Sheet	
File	*Store file*

Add another Sheet: [1 ▼] [ADD]

NOTES:

- In addition to uploading the TAI report, chairs will also need to upload the completed Merit and current SEI evaluation forms that are used by the department. These forms are standard JPC requirements (see JPC Guideline Document for directions).

- 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 UW-L's 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:

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.

Appendix B: Sample TAI (with SEIs data completed)

Teaching Assignment Information

If the SEI was recorded electronically, this will be filled in on the TAI output

Updated in WINGS - now present on TAIs.

UNIVERSITY of WISCONSIN — LA CROSSE

Summer 2009

Subject	Catalog Nbr	Section	Slash	Credits	Contact Hrs	D OR Enrl	EOT Enrl	A	AB	B	BC	C	D	F	P	W	Motive SEI	Comp SEI
				3	3	N/A	23	8	7	3	1	2	0	2	0	1		

Grade Distribution for

| 411 | Summer 2009 | Grade distribution for the section taught |
| | Summer 2009 | Grade distribution for all sections of that class in that semester |

Grade Distribution By Department — Department summaries in that term. All departments in which an instructor is listed as a possible instructor in WINGS.

		A	AB	B	BC	C	D	F	P	W
CLSCOLLEGE		33.33%	29.17%	12.50%	4.17%	8.33%	0.00%	8.33%	0.00%	4.17%
		33.33%	29.17%	12.50%	4.17%	8.33%	0.00%	8.33%	0.00%	4.17%
DEPT		13.00%	6.00%	3.00%	1.00%	4.00%	0.00%	3.00%	68.00%	2.00%
		53.22%	13.22%	10.85%	6.10%	4.07%	0.68%	1.36%	9.49%	1.02%
PVCDEPT		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%

Instructor Term Composite SEI	0.00
Department Min SEI	
Department Max SEI	
Individual SEI Rank	of

NOTES:

Using summer term here because all the information fits on one page.

Reports can now be produced for both T/TT faculty and IAS and at any point in the year.

T/TT faculty and IAS can run only their individual report. Department Chairs and ADAs will be able to run reports for those in their Departments.

Permissions to do so will be set up in WINGS like the SEI permissions.

If information is incorrect in WINGS, it will not be correct on the TAI. IR will not be able to make manual adjustments as in past years.

August 16, 2013   Page 1 of 14