Guide to Reading Banner FTE Reports  
(starting Fall 2012)

*Fall 2012 and Spring 2013 FTE Reports* should be treated with caution, for these are the first reports since the conversion to the Banner ERP. Readers are cautioned that analysis of trends may have been affected by this change. Similarly, *Fall 2013 and Spring 2014 FTE Reports* may have also been impacted by the change.

*University* reports include all FTE entered in Banner.  
*College* reports include all FTE entered in Banner at the college level.  
*Department* reports include all FTE entered in Banner at the department level.

*Teaching FTE is allocated based on the course home department while non-teaching FTE is allocated based on the instructor's home department.*

Position Status

**Regular:** includes tenured and tenure-track faculty and associate deans (starting Fall 2016);  
**Contract Full-Time:** includes full-time contract and full-time semester faculty;  
**Contract Part-Time:** includes contract part-time faculty, administrators teaching classes, and associate deans (Fall 2012 to Spring 2016);  
**GA & DF:** includes Graduate Assistants and Doctoral Fellows;  
**Other:** includes other undergraduate and graduate students and those with no HR records available or non-employees.

Assignments

**Teaching** – all credit and non-credit hour generating classes taught by the instructor. This also includes online courses.

**Teaching Support** – an activity that is directly associated with the instruction of BSU students (curriculum development, supervising student teachers, online course development, lab supervisors, etc.)
Research – scholarly activities or creative endeavors undertaken in support of the university mission.

General Fund – scholarly activities funded internally by the University

External Fund – scholarly activities funded by external agencies or foundations

Public Service – activities undertaken for the service of the community at large, usually not involving BSU student participation for credit.

General Fund – service activities funded internally by the University

External Fund – service activities funded by external agencies or foundations

Department Level Administration – duties carried out in support of the department administration, management of department programs, and other major departmental committees (Department Chair, Assistant or Associate Chair, Program Director, etc.).

College Level Administration – duties carried out in support of college administration, program coordination, and other college non-teaching activities (P&T Committee Member/Chair, Assistant to the Dean for Graduate Programs, Diversity Coordinator, etc.).

University Level Administration – duties performed in support of university-wide initiatives (Director of Women's Studies, Writing Competency Director, University Senate Chair, etc.).

Special Leave – paid leave on sabbatical.

Other – advising, paid medical/sick/maternity leave, and various other activities that cannot be included in any of the other categories.

For additional questions, please, contact Office of Institutional Effectiveness at (765) 285 5974.