

Instructional Activity System Table Descriptions and Verification Guidelines

All departments will receive Tables 1 and 2 which represent two views of the same data as described below. Table 1 is grouped by course offering rubric while Table 2 shows the same data grouped by budgetary unit. These tables are the core of the information used in Instructional Activity System (IAS) reporting. Tables 3 through 5 are available on request since they are only produced if there is missing data or questionable information.

- **Table 1. Course and section enrollments by offering department.** This table lists all the course sections, both credit bearing and non-credit bearing, offered by your department. Course rubrics (subjects) in each department are listed in alphabetical order. All instructors associated with these sections are listed regardless of their funding source. For example, cross-listed or interdisciplinary courses may have instructors budgeted to other academic departments. Instructors who are not on the University payroll such as Five College faculty or adjunct faculty are listed under the **Instructor Type** category as “Oth” as are non-instructional personnel who may teach a course.

All credit bearing course sections should have an assigned instructor. Credit bearing lecture sections should have at least one person with a PI or SI role. Individualized study courses such as independent study, practicum, thesis or dissertation should have an SA instructor at a minimum.

Human Resources (HR) Instructor type: The four instructor types listed below are based on information obtained from the Human Resources system. Please review them for each person and let us know of any inaccuracy.

- **TS:** Tenure system faculty
- **NTS:** Non-tenure system faculty
- **TA:** Graduate teaching assistants and teaching associates
- **Oth:** Campus employees not classified as instructional, people not on the University payroll, or sections with no instructor listed.

SPIRE Instructor Role: The Instructor Roles (PI, SI, TA, SA and WCT) assigned in SPIRE are shown next to the HR Instructor Type. They are listed here for reference:

- **PI and SI:** Instructor provides face to face instruction within a classroom or is instructor of record for individualized study sections.
- **TA:** Graduate students who provide instructional support but not face-to-face classroom instruction.
- **SA:** Use for other individuals who provide administrative support only or, in the case of individualized study sections, coordinate grade posting.
- **WCT:** This role is reserved for students assisting with SPARK designated courses.

See the guidelines (http://www.umass.edu/oapa/ias/ias_guide_instruct_role.pdf) for further detail on instructor roles.

Enroll and SCH: The Enrollments and credit hours columns are based on activity on the 14th calendar day of the semester. This is the census date used by OIR for all standard reporting including departmental profiles. It is not necessary to update or verify these numbers.

of PI/SI Instructors Column: This column has been moved and redefined to more clearly reflect our reporting practices. It now represents the number of instructors we believe are engaged in face to face instruction. It is the number used to apportion “credit” for IAS reporting purposes.

- **Table 2. Course sections taught by instructor type within funding department.** This is a budgetary view of instruction and is the view used for the Instructional Activity reports in Departmental Profiles. "Credit" for instruction is based on funding department. The table displays all instructors funded by your department grouped by HR Instructor type. It shows all of the course sections for which the instructor has one of the Spire Instructor Roles listed above. Only sections associated with individuals who are on the UMass Amherst payroll as of the semester census date appear in this table. On occasion, you will not receive Table 2 if no instructors are budgeted to the department. This may occur in Interdisciplinary programs, for example.

Tables Available on Request:

- **Table 3. Tenure system faculty not linked to any course section.** The purpose of this table is to flag possible errors or omissions. We have tried to identify the reasons an individual may not have a teaching assignment such as sabbatical leave, administrative assignment or department head status. The Human Resources system does not track reasons for not teaching such as release time for research or other arrangements specific to your department.
- **Table 4. Lecture sections with no instructor assigned.** This table lists sections we believe should have an instructor assigned. Only graded (credit-bearing) lecture sections are included in this list. This table is not produced if all lecture sections have an assigned instructor.
- **Table 5. Lecture sections with instructor not found in Human Resources system.** This table shows instructors who were not on the University payroll at the time the employee census for this semester was taken but are assigned to a course section. Instructors in this category may include Five College faculty and some retired faculty or visiting faculty. Occasionally there are incorrect ID number matches between the SIS and HR systems that may be identified in this table.