PRORATED ADJUSTED FTEF (CLASSROOM)

BUSINESS PROCESS: *CANCEL CLASS*
MODULE: *CURRICULUM MANAGEMENT*

INSTRUCTIONS

This handout is an overview of how to prorate Adjusted FTEF for an instructor who taught a portion of a class section. To prorate the Adjusted FTE, you must know the actual hours taught for the assignment.
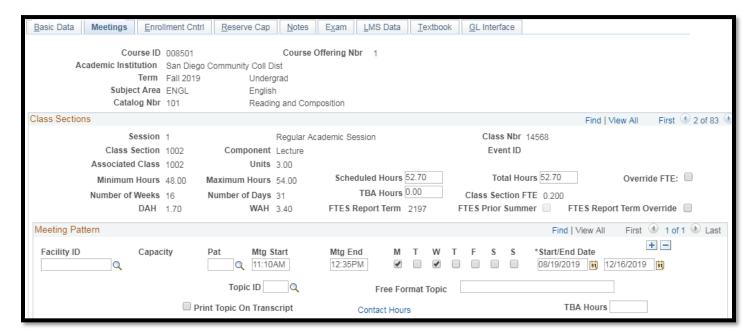
Calculations:

$$\textbf{Prorated Adjusted FTE} = \frac{Total\ Actual\ Hours\ Taught}{Maximum\ Hours} \times \frac{X}{Class\ Section\ FTE}$$

Or

$$\textbf{Prorated Adjusted FTE} = (Total\ Actual\ Hours\ Taught \div Max\ Hours) \times (X \div Class\ Section\ FTE)$$

EXAMPLE

Instructor taught two (2) classes before the class section was cancelled on 08/21/2019.

STEP	Instructions
1)	Determine the **Actual Hours Taught** by the instructor.

The class met on Monday (08/19/2019) and on Wednesday (08/21/2019).

The class meets from 11:10am to 12:35pm.
11:10am to 12:10pm = 60 minutes (1.00 hour)
+ 12:10pm to 12:35pm = 25 minutes (0.4166 hour or 0.42 hour)
Actual Hours Taught = 85 minutes or **1.42 hours**

Total Actual Hours Taught = 2.84 hours

The instructor will be entering 1.42 hours for both 08/19/2019 and 08/21/2019 into their time sheet. The instructor will be paid for a total of 2.84 hours for the cancelled class section.

STEP	Instructions
2)	Determine the **Factor** (X) for the instructor. $$\textbf{Factor} = \frac{Total\ Actual\ Hours\ Taught}{Max\ Hours}$$

$$\textbf{Factor} = \frac{2.84\ Hours}{54.00\ Hours} \quad \longrightarrow \quad 0.05259259 = \frac{2.84\ Hours}{54.00\ Hours}$$

STEP	Instructions
3)	Determine the **Prorated Adjusted FTE** for the instructor. $$\textbf{Prorated Adjusted FTE} = Factor \times Class\ Section\ FTE$$

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$$\textbf{Prorated Adjusted FTE} = \mathbf{0.05259259} \times 0.200$$

$$\textbf{Prorated Adjusted FTE} = 0.01051852$$

$$\textbf{Prorated Adjusted FTE} = 0.011\ (rounded)$$

STEP	Instructions
4)	Enter the **Prorated Adjusted FTE** for the instructor in the **Instructors for Meeting Pattern** fields.

STEP	Instructions
5)	Enter the **Actual Hours Taught** into the **Paid Hours** field on **Instructor Term Workload**.