



INSTRUCTOR ASSIGNMENT CLASS

BUSINESS PROCESS: *FACULTY ASSIGNMENTS*
MODULE: *CURRICULUM MANAGEMENT*

BACKGROUND

ISIS uses Employee Type Codes in the SQEB screen to denote the faculty's overall employee type. Campus Solutions uses the Instructor Assignment Class on the Term Workload screen to denote the faculty's overall classification type.

EMPLOYEE TYPE CROSSWALK

ISIS EMPLOYEE TYPE			CS INSTRUCTOR ASSIGNMENT CLASS	
EMTP	Description	ABBREV	IAC	Description
Contract Faculty				
10	Classroom, Contract	Full Time	A1	College Contract, Classroom
	Non-Classroom, Contract	Contract	A3	College Contract, Non-Classroom
Adjunct Faculty				
20	Classroom, Adjunct	Adjunct	A5	College Adjunct, Classroom
	Non-Classroom, Adjunct	Adjunct	A6	College Adjunct, Non-Classroom
Pro-Rata Faculty				
30	Non-Classroom, Contract	Contract	PR	Pro-Rata, Classroom
	Non-Classroom, Overload	Nonclsrn Overld	PN	Pro-Rata, Non-Classroom

DEFINITIONS

- **Employee Type (EMTP)** – The type of employee the faculty member is overall. This value is called **Employee Type** in ISIS (SQEB Screen) and **Instructor Assignment Class** in Campus Solutions (Instructor Term Workload).
- **Total FTE (TOT FTE)** – The maximum FTE this instructor can be assigned for this term. This value is called **Total FTE** in ISIS (SQEB Screen) and **Total Term FTE%** in Campus Solutions (Instructor Term Workload).





Term Workload

Short, Duane

Workload Definition

Academic Institution SDCCD San Diego Community Coll Dist

Term 2193 Spring 2019

FTE%	m
	60.00

Instructor Assignment Class A1 Contract College Classroom

Academic Organization R-BUSINESS

Calculate Workload: Assigned FTE % 140.00



JOB CODES

BUSINESS PROCESS: *FACULTY ASSIGNMENTS*
MODULE: *CURRICULUM MANAGEMENT*

BACKGROUND

ISIS uses Assignment Type Codes in the SQEB screen to denote the faculty's assignment type. Campus Solutions uses the Job Codes on the Schedule New Course, Maintain Schedule of Classes, and Term Workload pages to denote the faculty's assignment type.

JOB CODE CROSSWALK

ISIS ASSIGNMENT TYPES			CS JOB CODES	
ASTP	Description	ABBREV	JC	Description
Contract Classroom Faculty				
D1	Classroom, Contract	Full Time	A1	College Contract, Classroom
D3	Classroom, Overload	Overload	A5	College Adjunct, Classroom
Adjunct Classroom Faculty				
D2	Classroom, Adjunct	Adjunct	A5	College Adjunct, Classroom
D2	Classroom, Adjunct	Adjunct	PR	Pro-Rata, Classroom
Contract Non-Classroom Faculty				
N1	Non-Classroom, Contract	Contract	A3	College Contract, Non-Classroom
N3	Non-Classroom, Overload	Nonclsrn Overld	A6	College Adjunct, Non-Classroom
Adjunct Non-Classroom Faculty				
N2	Non-Classroom, Adjunct	Adjunct	A6	College Adjunct, Non-Classroom
N2	Non-Classroom, Overload	Nonclsrn Overld	PN	Pro-Rata, Non-Classroom

Note: A faculty member will be either Contract Classroom (A1) or Contract Non-Classroom (A3), but not both. If a faculty member has an A1 Job Code, then they **will not** also have an A3 Job Code.

DEFINITIONS

- **Assignment Type (ASTP)** – The type of assignment for the instructor. Found on the ISIS SQEB screen (on a class or assignment basis). This value is called Assignment Type in ISIS (SQEB Screen) and Job Code in Campus Solutions (Schedule New Course, Maintain Schedule of Classes, and Term Workload pages).



CRN	SUBJ	CRSE	SEQ	SCH-TYP	ACAD	TITLE	WCH	DAYS	BEGT	ENDT
53044	BUSE	201		F	3460	BUSINESS ORGANIZATIO	6.75	TBA		
WSCH	216.00	CURENR	032	CWENR	037	CAP 045	STAT 1	STRT-101518		
SEC-FTE	0.200			OVER-LD			END-121718			
ADJ-FTE	0.200						NO-INST 01			AT-D3

Maintain Schedule of Classes

Session 8W2 8WK2-
Class Section 3001 Component Lecture
Associated Class 3001 Units 3.00
Minimum Hours 48.00 Maximum Hours 54.00
Number of Weeks 8 Number of Days
DAH 0.00 WAH 6.75

Meeting Pattern
Facility ID MIRAWEB Capacity 1 Pat TBA Mtg Start
MIRA-WEB WEB Topic ID
Print Topic On Transcript

Instructors For Meeting Pattern
Assignment Workload
ID Name *Instructor Role
Short, Duane Primary Instructor

Room Characteristics
*Room Characteristic Description

Academic Shift
Academic Shift Description

Look Up Empl Rcd#

Empl ID
Empl Rcd Nbr =
Department ID begins with
Job Code begins with

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-21 of 21 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	34263	Business Administration	A1133	Business Contract	Emp	Active
1	34011	VP Instrl Sup	A6850	Academic Admin N/C Adjunct	Emp	Work Break
1	34011	VP Instrl Sup	A6850	Academic Admin N/C Adjunct	Emp	Work Break
2	34267	CBTE	A5147	Computer Bus Tech Adjunct	Emp	Work Break
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2	34267	CBTE	A5147	Computer Bus Tech Adjunct	Emp	Work Break
3	32021	Accreditation	A6852	Accreditation Comm N/C Adjunct	Emp	Work Break
3	32021	Accreditation	A6852	Accreditation Comm N/C Adjunct	Emp	Work Break
4	34242	Aviation Flight Operations	A5122	Aviation Adjunct	Emp	Work Break
4	34242	Aviation Flight Operations	A5122	Aviation Adjunct	Emp	Work Break
4	34242	Aviation Flight Operations	A5122	Aviation Adjunct	Emp	Work Break
5	34263	Business Administration	A5133	Business Adjunct	Emp	Active
6	78300	Career Ed. & Work force Dev.	A6595	EOPS N/C Adjunct	Emp	Active
6	78300	Career Ed. & Work force Dev.	A6595	EOPS N/C Adjunct	Emp	Active
7	78100	Curriculum and Instruction	A6853	Curriculum Devel N/C Adjunct	Emp	Active

Term Workload

Short, Duane ID 00

Workload Definition
Academic Institution SDCCD San Diego Community College District
Term 2195 Summer 2019
Instructor Assignment Class A5 Adjunct College Class
Academic Organization R-BUSINESS

Calculate Workload: Ass
Limit Workload: Instructor
Workload Assignment Job Code
Campus *Description Subject Catalog Nbr Section Nbr

Save Notify

Look Up Empl Rcd#

Empl ID
Empl Rcd Nbr =
Department ID begins with
Job Code begins with

Look Up Clear Cancel Basic Lookup

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4	34242	Aviation Flight Operations	A5122	Aviation Adjunct	Emp	Work Break
5	34263	Business Administration	A5133	Business Adjunct	Emp	Active
6	78300	Career Ed. & Work force Dev.	A6595	EOPS N/C Adjunct	Emp	Active
6	78300	Career Ed. & Work force Dev.	A6595	EOPS N/C Adjunct	Emp	Active
7	78100	Curriculum and Instruction	A6853	Curriculum Devel N/C Adjunct	Emp	Active