

Calculation of Faculty Full-Time Equivalent (FTE)

Faculty FTE represents the percent time a faculty member is paid to perform the teaching function. To select faculty from the working payroll file, they must be paid from teaching salaries (Object Class Codes 1410 for faculty and 1415 for GAT's), they must be paid from Part 02, and be paid from accounts 1xxxxx. Title codes are unreliable in identifying faculty. An extract of the working payroll file is obtained on the 20th class day for fall and spring semesters. Faculty FTE is calculated for each faculty for the Faculty Workload Report. The academic departments review and make changes to Faculty FTE where appropriate. The department adds Faculty FTE and salary data for new faculty who are not yet on the payroll file. The Faculty FTE from this report is used for all subsequent faculty reports.

The formula for calculating Faculty and GAT FTE is the same except GAT's are paid from 1415 object class code.

$$\frac{\text{Departmental Salary from 1410}}{\text{Total Salary}} \times \frac{\text{Number of Months Paid}}{\text{Number of Months in the Period}} \times \text{Total Percent Time Employed} = \text{Faculty FTE}$$

If a faculty member is paid from more than one academic department, the FTE calculation is performed for each department. The sum would be his/her total FTE.

Examples

- 1) Faculty A is paid \$23,493 from object class code 1410 and \$7,022 from a Research Account. He/she is employed for 4.5 months (total number for a long semester) at 100% time.

$$\frac{\$23,493}{\$30,515} \times \frac{4.5}{4.5} \times 1.00 = .77 \text{ FTE}$$

This faculty member would be reported to The Texas Higher Education Coordinating Board (THECB) as 77% Teaching and 23% Research.

- 2) Faculty B is a GAT paid \$6,500 from object class code 1415. He/she is employed 4.5 months at 50% time.

$$\frac{\$6,500}{\$6,500} \times \frac{4.5}{4.5} \times 0.5 = .50 \text{ FTE}$$

This faculty member would be reported to The Texas Higher Education Coordinating Board (THECB) as 50% Teaching.

- 3) Faculty C is paid from two academic departments. Department 1 pays \$25,000 from object class 1410 for 4.5 months at 100% time (the faculty is 100% time regardless of the percent paid by each department). Department 2 pays \$15,000 from object class 1410 and \$10,000 from Research for 4.5 months at 100% time.

Dept 1:

$$\frac{\$25,000}{\$50,000} \times \frac{4.5}{4.5} \times 1.00 = .50 \text{ FTE}$$

Dept 2:

$$\frac{\$15,000}{\$50,000} \times \frac{4.5}{4.5} \times 1.00 = .30 \text{ FTE}$$

This faculty member would be reported to The Texas Higher Education Coordinating Board (THECB) as 80% Teaching and 20% Research.

- 4) Faculty D is paid \$12,000 from object class 1410 for 2 months at 100% time.

$$\frac{\$12,000}{\$12,000} \times \frac{2.0}{4.5} \times 1.00 = .44 \text{ FTE}$$

This faculty member would be reported to The Texas Higher Education Coordinating Board (THECB) as 44% Teaching.