Data Governance Committee  
Meeting Summary  
09/20/2010

Members: Tom Catania, Becky Gomez, Tim Heuer, Rick Hurst, Clare Korinek (absent), Carol McCormack, Charlotte Pullen, and Conrad Vanek

Guest(s): Ping Tsui

Meeting: Room 723 - Corboy WTC, 9:00 am-10:20 am

I. Topic: Formal definition and topology of Loyola faculty.

II. Discussion

Becky Gomez and Carol McCormack did a presentation on Faculty Data within the Lawson system.

A Process Level is an organizational entity within a company:
- LUC – Lakeside campus faculty, including Niehoff School of Nursing faculty who may be located at the Maywood campus (Health Sciences)
- SSOM – Stritch School of Medicine (Health Sciences)
- LUMCP – Stritch School of Medicine faculty with dual clinical appointments at the hospital that are paid through the common paymaster

Campus (Identifies the employee’s primary campus):
- LSC – Lake Shore
- MC – Medical Center
- Rome – Rome Center
- WTC – Water Tower

The Campus Location data would benefit from a review.

Employee Status – Identifies the current employment status of an employee.

Position Number:
- 85xxxxx – FT faculty; Tenure or Non Tenure track
- 855xxxx – FT SSOM/LUMCP faculty Tenure or Non Tenure track
- 86xxxxx – Administrative position
- 865xxxx – SSOM Administrative position
- 87xxxxx – PT faculty position
- 875xxxx – PT SSOM faculty position
- 88xxxxx – FT faculty 1 to 3 year appointment only (Non Tenure)

There is no direct correlation between an 88* position and the 85* current budgeted position it is fulfilling. Also, Deans are treated as staff.

Position Sequence Number – Used to identify multiple active positions and is necessary to identify the faculty academic base information for the LUMCP faculty. An LUC employee’s primary position is indicated by Position Sequence Number 1.

Job Code:
- Process Level LUC range – L5000 to L5999
- Process Level SSOM/LUMCP – 0501 to 0599
Original Hire Date – First date employee began employment.
Adjusted Hire Date – Date used for seniority and benefit eligibility.
Termination Date – Date employee employment ceased.

Full Time Equivalency (FTE):
- Full time – LUC (.80 to 1.0 FTE); SSOM (1.0 FTE)
- Part Time – LUC (Less than .80 FTE); SSOM (Less than 1.0 FTE)

Contract Basis:
- 9/9 – 9 months/9 pays
- 9/12 – 9 months/12 pays
- 12/12 – 12 months/12 pays

Tenure Status:
- NT/NT – Non Tenure/Non Tenure track
- NT/TT – Non Tenure/Tenure track
- T/T – Tenure/Tenure track
There is a Tenure Date field available in Lawson, but it has never been used.

Rank:
- ASC – Associate Professor
- AST – Assistant Professor
- INS – Instructor
- PRO – Professor
There are additional Ranks available in Lawson such as Research Associate, FT Clinical Instructor, FT Clinical Professor, and Visiting Professor. A Rank comparison between Lawson and the Faculty Administration system would be beneficial.

Total Annual Salary – Total salaries for all active positions.
Salary Rate – Primary Position only.
Department Code – Department number corresponds to the GL department.
Location Code – Sub-section of the department.
Accounting Unit – Identifies the funding source of the position.
Account – Object code.
Position Budget Amount – GL budget for the position.
Position Authorized Amount – Correlates to the employee’s actual salary.

Biographical/demographical data – Numerous fields are available including date of birth, SSN, race, gender, ethnicity, marital status, home address, work eligibility status (US citizen, work authorized, and permanent resident), etc.

Faculty Administration system:
- There are many fields maintained exclusively within it
- Lawson is a payroll system which administers employee benefits and is therefore not a logical choice to store or have responsibility for maintaining these fields
- SSOM faculty and Niehoff School of Nursing faculty is not included in the FIS system

III. Next Steps
Examine faculty data within the FIS system.

Institutional Research will provide definitions used to satisfy external reporting requirements.