Faculty Load and Compensation

Course Roll performed by Registrar’s Office.
All FF, TT, RT appointments rolled forward.

Course Audit Reports review by Academic Unit.

Section Change Requests
- For sections where changes are required, remove any existing assigned Instructor.
- Send request to Registrar’s Office for processing.

Instructor Assignments – changes made by Academic Unit
(SIAASGN)

Instructor names should be populated prior to start of student registration

Employee Self-Service (my.mun.ca) Academic Unit

Banner Workflow (Link sent via email) Banner INB credentials

Unit review compensation packages for accuracy, and
Initiate Approval.

ET – receive Email. PC – Initiator in Academic Unit must complete LUMUN Questionnaire.

Unit monitor FLAC to confirm LOCKED status.

Unit Advise HR of any Instructor changes

NEW

Instructor Changes
- Processed by the Academic Unit.
- Ensure all faculty and teaching terms are assigned to the correct courses for the given term.

To remove an instructor:
Ensure TCH field is “U”, then “Record Remove” and “save”.

1. Remove any existing instructor assignments that have changed (see above).
2. Add new instructor assignments:
   - Enter the applicable CRN to assign to the Instructor.
   - Select the appropriate Contract Type (FF/TT/PC/ET/etc.).

Load tracking

Unit Run SWRSSSR Confirm all courses have correct instructors

Unit update load on SIAASGN for teaching equivalency courses

Unit Run SWRSSSR

Load and Compensation

Ensuring correct load on SIAASGN for teaching equivalency courses

Ensuring all PC and ET assignments have assigned Position#-Suffix on SIAASGN.

For payroll

ET – Extra Teaching

PC – Per Course

Unit run SWRSSSR

Confirm all courses have correct instructors

Unit update load on SIAASGN for teaching equivalency courses

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