

Temporary Teaching Reports Guide

1. What is the Temporary Teaching Report?

- a. The Temporary Teaching Report is used to track spending of the unit's temporary teaching money for the Fiscal Year. Graduate Students funded as research assistants should not be listed on this report.
- b. The Temporary Teaching Report is also used to track spending for teaching using different resources (i.e. Honors College, Program Fees, etc.).
- c. In most cases, the report should reconcile with the budget listed on the Temporary Teaching Budget Memo distributed from the College to the unit. You should treat this report as an accounting sheet. It should square with your temp teaching account.
- d. This report should be used as a planning tool to track temp teaching spending throughout the year, updating as necessary, and submitting to the College after the 7-week-2 session courses have begun in the Spring.
- e. It is important to keep this report up to date throughout the year because the College may refer to this report if/when a unit asks the College for more resources.
- f. The unit should make sure they are in compliance with the SBS Graduate Teaching Policy: https://web.sbs.arizona.edu/sites/default/files/u84/Graduate%20Teaching%20SBS_3.pdf

2. Who completes the Temporary Teaching Report?

- a. Program Coordinators/Administration Managers, with consultation from the Directors of Undergraduate and Graduate Studies, and Business Managers, will work together to complete the report.
- b. Program Coordinators/Administration Managers will complete the columns on the left labeled "Expenses". These columns deal with student data, enrollment, and course scheduling. Program Coordinators/Administration Managers might need to consult with the Business Managers for the information to complete the Funding Amounts for Fall, Spring and the Academic Year Total.
- c. Business Managers will need to complete the columns on the right labeled "Funding Sources."
- d. The Directors of Graduate Studies will have the list of graduate students available to help with undergraduate teaching. Some graduate students may be partially funded on a research grant and partially funded on temporary teaching funds. Parts funded on research resources do not need to be listed on this report.
- e. The Directors of Undergraduate Studies, in consultation with the Directors of Graduate Studies, will likely make the teaching assignments for the graduate students and identify the adjuncts that need to be hired with teaching funds.

3. How do you complete the Temporary Teaching Report? (Please refer to the Anthropology example)

- a. *Program Coordinator/Administration Manager*
 - i. List any courses (including section number) that have GTAs or Adjuncts paid by teaching funds.
 1. If that course is held in a Seven Week session, please note in parentheses, e.g. 7W2.
 - ii. Any full time lecturer listed individually in the temp teaching allocation, should be entered in the second tab of the report called "Lecturers".
 - iii. Fill in the enrollment and identify the adjunct or graduate student assigned to that class paid by teaching funds. Do not include tenure track faculty.
 1. If the graduate student is assigned to multiple discussion sections of the same course for that semester, please list each section and the enrollment for each section individually.
 2. Do not roll all sections and enrollment into one line.
 - iv. Identify whether the appointment is Adjunct, Stand-Alone, Section Leader, Grader, or Other. Refer to the key on the back (Appointment).
 - v. The FTE should be in line with the appointment of the adjunct/graduate student and should comply with the SBS Graduate Teaching Policy. For example, most adjuncts are assigned 0.10 FTE per class. Standard FTE assignments for graduate students include 0.25, 0.33, 0.50, and sometimes 0.66 and depend on the duties and workload.

- vi. For the Amount Fall or Spring columns, you should list the standard pay rates for adjuncts and graduate students based on their FTE. Please consult with your Business Manager.
- vii. If there were any graduate students funded by teaching funds to support undergraduate mentoring, marketing, or outreach activities, this should also be reported.
 - 1. The unit is allowed to fund one 0.50 FTE GA for these types of activities.
- viii. Report any inconsistencies in “Notes” column.
- b. *Business Manager*
 - i. Load budget for each of the funding sources.
 - 1. For example, SBS Temp Budget, Course Buyouts, etc.
 - ii. Verify the formulas on the report are working correctly.
 - iii. Confirm each funding source is filled out.
 - 1. For example, if a grad student is split funded, make sure this is represented accordingly.
 - iv. Ensure that budget is not overspent.
 - v. Communicate with Program Coordinator/Administration Managers on the most up to date rates.
 - vi. Reconcile the Balance Available to the account balance(s).
 - 1. This does not include Online or Program Fee funding.
 - vii. Enter salary amounts for all teaching funds.
 - 1. Budgeting for ERE in Online, Honors, and Program Fee funding should be done outside of this report.
 - 2. ERE for the remaining sources is already budgeted outside the report by the College.
 - viii. Report any inconsistencies in “Notes” column.

4. Key

- a. **Course** = [Subject] [Catalog Number]-[Section Number] ([Session]) e.g. SBS 200-001 (7W2).
- b. **Fall/Spring Enrollment** = List the total enrollment for that course/section in that semester.
- c. **Employee/Student Name** = Only list those that are funded by teaching funds.
- d. **Appointment**
 - i. **Adjunct** = Adjuncts are part-time instructors hired on a per class basis.
 - ii. **Stand-Alone** = Graduate Student who is teaching their own course.
 - iii. **Section Leader** = Graduate Student who is teaching their own discussion section.
 - iv. **Grader** = Graduate Student who is assigned to a course for grading support only.
 - v. **Other** = Might include other personnel hired for teaching duties, such as a preceptor or student worker, or marketing, outreach, or undergraduate mentoring activities.
- e. **FTE** = Full-Time Equivalency, i.e. 0.25, 0.33, 0.50, 0.66.
- f. **Amount Fall/Spring** = Funding amount for the Adjunct/Graduate Student based on the appointment and FTE
- g. **AY TOTAL** = Academic Year funding total
- h. **SBS Temp Budget** = Obtain from the temp teaching allocation memo provided by the College.
- i. **UA Online** = Should be filled out using the Instruction portion of the Online College budget.
- j. **Notes** = List any notes for special circumstances, such as non-standard FTE appointments, pay rate or funding amount atypical to your departmental rates.