December 11, 2014

PRIORITIZATION FAQ:
ACADEMIC AND ADMINISTRATIVE PROGRAMS

- **How can I correct spacing and formatting issues that occur when I cut and paste from my MS Word document into PPLUS?**

Spacing and formatting issues have been reported when using the Internet Explorer browser. <u>It is recommended that you log into PPLUS using the Mozilla of Firefox browsers</u>.

- **How do I submit my form to my dean or VP for review and submission to the task force?**

Your dean or VP (as reviewer/approver) has access to view your document at any time. Once you have completed your draft of the form, please notify your dean or VP so they can log into PPLUS to view your program form and provide feedback. Once you have both agreed on the content of the form, the dean or VP has access to submit your program analysis form. Deans and VPs have received instructions on how to approve and submit the program form to the task force in PPLUS.

- **How can the "Create New Data Tables" function be used?**

You can add up to three tables to each item. Data can be numeric or text. Be aware that each table is limited to 7 columns and 5 rows, and there are size limits for text. There is limited space for title and source information in the table itself.

Be aware that sometimes changes to a table or a new table may not immediately display. If this occurs you may need to go to a different question and then return in order to fully refresh the page.

- **Do the tables count against the word limits?**

No.

- **What do I do if I can't see the first line of my answer?**

If this happens to you, try inserting a blank line before the first line.

- **If I save an answer that is over 250 words, can I come back later to cut words or will I lose my work? (NOTE: Administrative Programs have a word limit of 350)**

You can come back later to edit the answer even if it is over 250 words.

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- **How were Student Credit Hours in Criterion 3:1 and Criterion 6:1 (Program Size, Scope and Productivity tables) calculated? (Academic Programs)**

Student Credit Hours are reported as they appear in the Lehman Fact Book, e.g. Fall 2013: http://www.lehman.edu/institutional-research/documents/FTEsbyDepartmentSubjectandLevel.pdf

Access to archived fact books can be found at: http://www.lehman.edu/institutional-research/fact-book.php

- **How were Faculty FTEs in Criterion 6:1 (Program Size, Scope and Productivity tables) calculated? (Academic Programs)**

Faculty Workflow FTE was calculated by adding faculty teaching hours per semester and dividing them by .5 of the (contractual) work load hours assigned for the year.

Total Faculty Workflow Teaching Hours* by Instructional Title
.5 of the work load hours assigned per semester by (contractual) instructional title (21hrs for professorial ranks, 27hrs for lecturers; the 0.5 calculation estimates the distribution in one semester; 1 FTEF = 21hr/AY, 1 FTEL = 27hr/ AY).

*Total Faculty Teaching Hours were obtained by adding each individual section's credit hours for the given semester. This was done so that differences in credit hours of certain courses would be captured, e.g., a 3 hour course and a 4 hour course equal 7 hours of total faculty workflow teaching hours.

Workload associated with research/scholarship and service bought out of the teaching workload component can only be obtained directly from the departments and/or ORSP and should be addressed in the program analysis form.

Instructional Title Descriptions

PR = Professor

PT = Part-time

LEC = Lecturer

GTF = Graduate Teaching Fellow

CN = College Now

D = Distinguished Professor