

INSTRUCTOR ASSIGNMENTS – Guidelines for Proper Entry

It is important for instructor assignments to be entered appropriately into ARIES (Colorado State University's student information system) for accurate reporting, cost considerations, correct roles in RamCT, and more. Here are the details...

Who manages CSU instructor assignment policy? Institutional Research!

The policy for entering instructor assignments into the Colorado State University's ARIES system is set and managed by **CSU's Institutional Research**: www.ir.colostate.edu. For questions about entering instructor assignments, contact Chris Maldonado, chris.maldonado@colostate.edu, 970-491-6487.

Which teaching assignments must be entered in ARIES?

All who teach the students (every faculty member, GTA, and others), whether face-to-face or online, need to be entered into ARIES via SCAIT with an appropriate workload percentage greater than zero.

Are entering teaching assignments in ARIES for supporters optional?

Yes, those who support the teachers behind-the-scenes, such as managing online exams, posting web content, grading papers, etc., may optionally be added to ARIES via SCAIT with a 0% workload.

Who enters the instructor assignments into ARIES?

Each department has Schedulers who enter the teaching assignments into ARIES via the SCAIT screen.

When do department Schedulers enter teaching assignments?

As soon as instructors are assigned to teach; see cycle diagram

<http://help.ramct.colostate.edu/images/deptschedulersdiagram.jpg>

Must instructor assignments be in ARIES before instructors can request their RamCT sections?

Yes.

Can any instructor request a RamCT section?

No, only the instructor entered as "Primary" in ARIES can request RamCT sections.

Which instructors have full access to RamCT teaching tools?

ALL persons with teaching assignments entered into ARIES are added to RamCT and given both roles "Instructor" and "Designer", with **full access** to all content and teaching tools, regardless of the workload percentage.

How can access to RamCT tools be limited for supporters?

If instructors want to limit the access of RamCT tools or content to support personnel (those who do not directly teach the students), instructors can manually add the supporters in RamCT with roles of either or both: "RamCT Teaching Assistant" or "RamCT Designer", instead of having them entered into ARIES. These personnel will not be included in teaching analysis data.

Why is it important to enter instructor assignments into ARIES?

Proper entry of teaching assignments enables accurate data analysis by CSU's Institutional Research for determining faculty workload and following Colorado State policy for record-keeping. This has been ongoing for well over 30 years.

How are teaching assignments in ARIES used?

Instructor assignment data is used many ways. Some of them are:

1. Reporting credit hours taught by faculty type (internally and also on the CCHE Performance Contract)

2. Analyzing and comparing faculty workload by college and department
 3. Review of faculty workload for tenure/promotion considerations
 4. Deriving instructional costs by course level
 5. Having accurate faculty workload records in the system of record (ARIES)
- and many more

Who can provide more information?

1. CSU policy on instructor assignments: Institutional Research's Chris Maldonado, chris.maldonado@colostate.edu, 970-491-6487.
2. College/Department RamCT information: contact your college/area RamCT Coordinator – see list at: http://help.ramct.colostate.edu/ramctsupport_faculty.aspx
3. General RamCT information: ramctsupport@colostate.edu