



## Academic Forecasting Tool Guidelines

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**General Description:** This document will explain how to use the Academic Forecasting Tool. The tool has multiple pages: Faculty Setup Page, Faculty Summary Page, Instructional Planning Page, Instructional Planning- Independent Studies and Dissertation Page and Departmental Summary Page. The tool is designed to help units look at faculty, course and financial data collectively in order to develop strategic forecasts for that unit.

**Users:** Main Campus academic units.

**Responsible Managers:** Office of the Provost and Executive Vice President of Academic Affairs

**Source of Data/Scope:** The tool is for forecasting I&G funds, excluding class fees (P10K), curriculum fees (P10L) and I&G self-supporting units (all program codes ending in 2). Only main campus academic units (all schools/colleges) will have access to the tool.

- **Faculty Setup Page:** Existing data is from the most recent month end faculty data (December's month end data).
- **Faculty Summary Data:** On this page you will enter non-continuing faculty information. Data entered in on this page will be used in the Instructional Planning page and the Departmental Summary page
- **Instructional Planning Page:** Existing data is from the frozen HED files from previous year (Summer, Fall, and Spring, i.e. AY 2014-15). Tuition rates used are calculated rates that tie back to finance tuition collected. Independent studies and dissertation courses will be listed in the Instructional Planning Independent Studies/Dissertation Page and not in this page.
- **Instructional Planning Independent Studies/Dissertation Page:** Existing data is from the frozen HED files from previous year (Summer, Fall, and Spring, i.e. AY 2014-15). This page only shows independent studies and dissertation courses.
- **Department Summary Page:** Existing data is from the previous year's fiscal year end actuals (i.e. FY15).

### Accessing the System:

1. Request BAR role: **ROM Forecasting Tool**. Once approved you can access the system.
2. Login to the Academic Forecasting Tool Portal: <https://fpa-prod.unm.edu/index.php>
3. You will be asked to enter your UNM netID and password.

4. Once you enter the system you will automatically be directed to the Faculty Setup Page, which is where you can begin to select your school/college, department, and projected academic year.

#### **Faculty Setup Page:**

**This page will focus on faculty salary information and percentages of time faculty spend working in these summarized categories: instruction, research, service, administration and other. The information from this page will be used to project average cost per class and overall annual faculty expense. The data entered in this page will be summarized in the Faculty Summary excel view button. Research Faculty will not be included on this page.**

1. The projected base salary **will be populated with current faculty base salary information**. Enter the department's faculty FTE information and modify the projected base salary as needed.
2. Enter the faculty's expected sections taught (for the entire year), and percentage of time spent on the summarized categories: instruction, research, service, administration, and other (percentages entered are just estimates in each category; should total to 100% regardless of FTE). The cost per class and summarized categories will automatically calculate.
3. You have the ability to change the instructor rank information from the selected dropdown field. Please be aware that we have summarized instructor rank titles, which are listed on page 9 of this document.
4. When entering in faculty information, below is how to enter the following situations:
  - Retirements/Resignations/Leave Without Pay (LWOP)- be sure to delete all faculty that will no longer be with the department or are on LWOP. If you do not delete these individuals the average summary information will be incorrectly stated.
  - Leave With Pay/Sabbaticals- you do not need to delete these individuals, just be sure to change the base salary and FTE as needed.
  - Research Faculty-will not be included on this page because they generally are not paid on I&G funds and do not teach.
  - New Faculty/Split Faculty- you will have the ability to add faculty to the page if needed. Be sure to include all necessary cells, so all information is captured correctly.
5. Other Components- would include any type of faculty compensation not listed as a category on this page (i.e. compensation paid on a non-standard payment form).

#### **Faculty Summary Page:**

**On this page you will enter pooled faculty information. Data entered in on this page will be used in the Instructional Planning page and the Departmental Summary page.**

1. The following are pooled faculty categories: Temporary Part Time, GA/TA/RA/PAs, Faculty Working Retirees, Post Docs, Affiliate, and Other. Only enter sections taught and average amount per section for the categories that the department plans to use.

### Instructional Planning Page:

**This page will focus on instructional planning, which will include the planning of courses and sections for the following academic year by semester. This page will account for the estimated tuition each course/section will generate and the estimated cost per class based on faculty rank averages projected in the Faculty Setup page. *This page is already populated from previous academic year actual data, only make modifications as needed.***

1. Information from the previous academic year will populate the enterable cells (i.e. if projecting Fall 2016, Fall 2014 data will populate). Add and Delete sections/courses as needed. Be sure to enter information in each field, so all needed information is captured.
2. Subject- A pre-populated list of subject codes will be available to select from in this dropdown field.
3. Cross-listed- If a course was cross-listed in the previous academic year than you will see a “Y” in this field titled “Cross List”. If it was not cross-listed the field will be blank.
4. Average Course Credit- This is the average credit hour the course/section is (i.e. if there is a variable credit hour course, then the tool has added all the credit hours from the previous academic year for that course and divided by the enrollments in that course/section.) Most courses will be either 3 credit hours or 1 credit hour.
5. Schedule Type- This field is a dropdown selection field, which is used to show what the type of schedule type the course/section was. A list of the description of these codes can be found on page 7 of this document. However, the following codes cannot be used in this page: Cooperative Education (CO), Dissertation (DS), Independent Study (IN), and Thesis (TH). These codes should only be used in the Instructional Planning- Independent Studies and Dissertation Page.
6. Instructional Method- This is the type of instruction for this course/section (i.e. online, ITV, etc.). If this field is blank it is because it was not offered as one of these types of instruction (majority of the time this field will be blank). A list of the description of these codes can be found on page 7 of this document.
7. Undergraduate and Graduate Enrollments- Information from previous academic year’s enrollments will be in each field. Adjust as need, but overstating enrollment could result in an inaccurate portrayal of tuition revenue.
8. Total Enrollment- This is the calculated field adding undergraduate and graduate enrollments together.
9. Total SCH (Student Credit Hours) - This is the calculated field multiplying Total Enrollment and Average Course Credit.
10. Tuition/Differential Tuition- These rates are estimated rates based on actual tuition collected. See full tuition rate table for each unit on page 8.
  - Tuition field will account for both undergraduate and graduate tuition if there is enrollment for both student types in the course/section.
  - *Note: Tuition is calculated by student type, not by course type.*
11. Instructor Type- This field is a dropdown selection field, which will display the instructor rank titles listed on page 9.

- You can only select an instructor type based on what is summarized in the Faculty Setup and Summary page for that department, although all instructor rank titles will be listed.
12. Average Class Cost- This is a calculated field, which will populate based on the instructor type selected average cost per class. This amount should equal the amount displayed in the Faculty Summary excel view.
  13. Instructional Contribution- This is a calculated field taking the amount of tuition that course/section generates less the Average Class Cost. This amount can be positive or negative.

### **Instructional Planning- Independent Studies and Dissertation Page:**

**This page is exactly like the Instructional Planning Page; however it only displays independent studies and dissertation courses/sections, which are not included in the Instructional Planning Page.**

1. Schedule Type- This cell is a dropdown selection field, which is used to show what the type of schedule type the course/section was. A list of the description of these codes can be found on page 7 of this document. However, the only codes that can be used in this page are: Cooperative Education (CO), Dissertation (DS), Independent Study (IN), and Thesis (TH).

### **Departmental Summary Page:**

**On this page the department will need to project all (within the scope of the tool) expenditures for the projected fiscal year. Faculty data will populate from the Faculty Setup page to account for the continuing faculty expense for the projected fiscal year, however the non-continuing faculty data entered in the Faculty Summary page will not be populated in the Departmental Summary therefore this data will have to be entered by the user.**

1. Tuition Projection- The total projection for all tuition will be displayed on this page based on the information entered in the Instructional Planning Pages.
2. Previous Fiscal Year Actuals- This is the previous fiscal year's actual expenses (i.e. projecting 2016-2017; data displayed is FY15 actuals).
3. Projected Fiscal Year Total- All fields will have the ability to enter information as needed, except the Faculty Salaries field. Information for the Faculty Salaries field **will be populated from the Faculty Setup page.**
4. You will use your projections from the Faculty Summary Page for Temporary Part Time Faculty, GA/TA/RA/PA, Faculty Working Retirees, Post Docs, Affiliate, Instructor, and Other. You will want to add the total cost of these categories together (i.e. TPT 10 sections at \$4K per section would equal \$40K and working retirees 2 sections at \$5K per section would equal \$10K, so total to enter \$50K) and enter the total amounts in the appropriate account code groupings in the Departmental Summary.
5. Projected Gross Contribution- This field will be displayed to show the total projected tuition less the total projected expenses (this field could be both positive and negative, a majority of units will display a negative amount).

**Functionality of the Academic Forecasting Tool: Tips on how to use the tool most effectively.**

1. Add/Delete in the Faculty Setup Page: be sure to save after adding and deleting.

2. Add/Delete in Instructional Planning: be sure to save after adding and deleting.

3. Some of the pages have sort features; use these features to navigate the tool more easily.

### Suggested Timeline for Colleges/Schools:

1. January
  - Attend overview session on January 28<sup>th</sup> (especially for new users)
  - Check to make sure you have the necessary BAR roles to access tool and reports
2. February
  - **Tool opens February 1<sup>st</sup>, 2016.**
  - Work on Faculty Setup Page:
    - i. Update all faculty salary information
    - ii. Send Faculty Summary Report with updated faculty salary information to departments to enter estimated sections taught and percentage of time spent on summarized categories
    - iii. Send Instructional Planning Report to departments to modify existing course/section/enrollment information
  - Have departments return Faculty Summary and Instructional Planning reports with updated information
  - Review and make suggestions on time spent on summarized categories, course load, and expenditure projections (Return reports as needed for corrections)
  - Enter final projections in the tool
  - Print/PDF final projections for department's/school's/college's records
3. March
  - **Tool will lock for schools/colleges March 11<sup>th</sup>, 2016**

### Academic Forecasting Tool Reports:

These reports are designed to help units validate information entered into the tool and monitor projections with actual data in real time. You will have the ability to run the reports by department and school/college. When running the report by college/school (level 3 org.) you will see a summary of each department (level 5 org.). When running the reports by department (level 5 org.) you will see the detailed information for that unit. Units will also have the ability to export these reports into excel to use as working documents.

### Accessing the Reports:

1. Request BAR role: ROM Reports (there is no organization security). Once approved you can access the reports. Please **only select one** ROM Reports roles. If you are affiliated with a school/college, select **ROM Reports-College**. If you are affiliated with a department, select **ROM Reports-Department**. ROM Reports- Executive role is only for EVP units; please do not select this role unless you have prior approval for this role.
2. Login to MyReports: [https://myreports.unm.edu/ibi\\_apps/signin](https://myreports.unm.edu/ibi_apps/signin)
3. Once logged in select "Portal" at top right side of the page
4. Select "ROM Portal"
5. In the portal you will find several reports listed including the academic reports for the tool.

## Reports:

1. Faculty Summary- Shows faculty data entered in the forecasting tool.
2. Instructional Planning- Shows instructional data entered in the forecasting tool.
3. Gross Contribution- Shows projected tuition generation and projected expenditure data entered in the tool.

## Schedule Type Codes:

Schedule Type Code	Schedule Type Description
AM	Applied Music
CL	Clinical Clerkship
CM	Chamber Music
CO	Cooperative Education
DS	Dissertation
EX	Practice Experience
IN	Independent Study
LB	Laboratory
LC	Lecture
LL	Combined Lecture/Lab
LP	Lecture/Practice Experience
ME	Major Music Ensemble
MP	Music Pedagogy
MR	Music Repertory
PD	Prof Paper/Project/Design Proj
RC	Recitation
SM	Seminar
ST	Studio
TH	Thesis
TP	Topics
WR	Writing
WS	Workshop

## Instructional Method Codes:

Instructional Method Code	Instructional Method Description
CBR	Community-Based Research
CORR	Correspondence
CORRE	Correspondence Web Enhanced
CORRO	Correspondence Online
ENH	Web Enhanced
EXTN	Extension
EXTNE	Extension Web Enhanced
EXTNO	Extension Online
HYB	Hybrid
ITV	Instructional Television
ITVE	ITV Web Enhanced
ITVP	Instructional TV Parent
ITVPE	ITV Parent Web Enhanced
OL	Open Learning
ONL	Online
SL	Service Learning

**Tuition Rates:**

Organization and Semester	Base UG	Base GR	Diff UG	Diff GR	Diff DR	Diss Rate
<b>Anderson Schools of Management</b>						
Summer 2016	\$ 180	\$ 242	\$ 10	\$ 149	\$ 149	\$ 594
Fall 2016	\$ 180	\$ 242	\$ 10	\$ 149	\$ 149	\$ 594
Spring 2017	\$ 180	\$ 242	\$ 10	\$ 149	\$ 149	\$ 594
<b>Associate VP Student Services</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>College of Arts and Sciences</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>Speech and Hearing Sciences</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ 119	\$ 119	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ 119	\$ 119	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ 119	\$ 119	\$ 594
<b>College of Education</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>College of Fine Arts</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>Honors College</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594

Organization and Semester	Base UG	Base GR	Diff UG	Diff GR	Diff DR	Diss Rate
<b>Provost Administrative Units</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>School of Arch. and Planning</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ 72	\$ 72	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ 72	\$ 72	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ 72	\$ 72	\$ 594
<b>School of Engineering</b>						
Summer 2016	\$ 180	\$ 242	\$ 15	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ 15	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ 15	\$ -	\$ -	\$ 594
<b>School of Law</b>						
Summer 2016	\$ 180	\$ 228	\$ -	\$ 293	\$ 293	\$ 594
Fall 2016	\$ 180	\$ 228	\$ -	\$ 293	\$ 293	\$ 594
Spring 2017	\$ 180	\$ 228	\$ -	\$ 293	\$ 293	\$ 594
<b>School of Public Admin.</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ 50	\$ 50	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ 50	\$ 50	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ 50	\$ 50	\$ 594
<b>University College</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
<b>University Libraries</b>						
Summer 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Fall 2016	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594
Spring 2017	\$ 180	\$ 242	\$ -	\$ -	\$ -	\$ 594



**Instructor Rank Titles:**

<b>Affiliate_Other</b>	<b>Instructor</b>
AFIL_Faculty_CNM	Instructor
AFIL_Faculty_LAT	Visiting Instructor
AFIL_Faculty_ROTTC	<b>Lecturer</b>
AFIL_Faculty_Vol_HSC	Lecturer
AFIL_Visiting_Colleague	Lecturer I
<b>Assistant Professor</b>	Lecturer II
Assistant Professor	Lecturer III
Visiting Asst Professor	Professor of Practice
<b>Associate Professor</b>	Visiting Lecturer
Associate Professor	Visiting Lecturer I
Visiting Assoc Professor	Visiting Lecturer II
<b>Clinician Ed - Assist Prof</b>	Visiting Lecturer III
Clinician Ed - Assist Prof	<b>Post-Doctoral Fellow</b>
<b>Clinician Ed - Assoc Prof</b>	Post-Doctoral Fellow
Clinician Ed - Assoc Prof	Post-Doc
<b>Clinician Ed - Instructor</b>	<b>Professor</b>
Clinician Ed - Instructor	Distinguished Professor
<b>Clinician Ed - Professor</b>	Professor
Clinician Ed - Professor	Visiting Professor
<b>Faculty Working Retiree</b>	<b>Temp Part-time Faculty</b>
Associate Professor Emeritus	Research Assistant Professor
Faculty Working Retiree	Research Assoc Professor
Professor Emeritus	Research Associate Professor
<b>GA_TA_PA_RA</b>	Research Lecturer
Graduate Asst Regular	Research Lecturer II
Graduate Asst-Special	Research Lecturer III
Project Assistant	Research Professor
Research Assistant	Research Scholar
Teaching Associate	Staff as TPT Faculty
Teaching Asst Regular	Temp Part-time Faculty
Teaching Asst Special	Temporary Faculty
	Temporary Part-time Faculty