

## FTES FTEF SFR Overview

The number of full-time equivalent students (FTES) for a term is derived by dividing total semester or quarter student credit hours attempted at a campus by 15. Annual full-time equivalent students are derived by either dividing total semester student credit hours for the academic year by 30 or total quarter student credit hours by 45. Summer Arts FTES are calculated by dividing total student credit units by 30. The FTES calculation adjusts headcount enrollment for differences associated with having skewed distributions of either part-time or full time students. If students at a campus attempt less than 15 student credit hours, on average, then FTE enrollment will be lower than headcount enrollment. And if students at a campus attempt more than 15 student credit hours, on average, then FTE enrollment will be higher than headcount enrollment. If students at a campus attempt 15 student credit hours, on average, then FTE enrollment and headcount enrollment will be the same.

Increase FTES by (a) increase class size; (b) teach new classes; (c) supervise more projects; (d) supervise more researchers.

To ensure accurate reporting it is important to understand the relationship between the Faculty Activity Detail Report (FAD) and the remainder of APDB reports such as Course Section Report (CSR) that calculates the Student Faculty Ratio (SFR) for departments, Schools, and the University. Since schedulers enter faculty workload data into PeopleSoft from information that is reported to them by the Deans and Chairs, it is important that Deans and Chairs understand the impact of specific APDB reporting.

The SFR is calculated as the Full-time Equivalent Students (FTES) divided by the Full-time Equivalent Faculty (FTEF). However, the FTES is the sum of the Instructional Faculty Fraction (IFF) reported on the FAD. Both the Instructional Administrative Fraction (IAF) and the Other Support Fraction (OSF) are **subtracted** from the IFF, improper reporting can over-inflate the SFR. So for campus planning and evaluation, the IAF and OSF must be reported accurately and assigned time should not be coded as IAF.

This information needs to be checked and made accurate **before census date** each semester by entering the corrections into the Term Workload panel in PeopleSoft after data is rolled from the previous semester into the current year.