University of Southern Maine
Departmental Indicator Report Definitions

The word “USMDept” incites that EYE and COR courses have been allocated to their appropriate departments outside of MaineStreet (MS) as approved by the Assistant Provost for Undergraduate Programs and Core Curriculum.

A course’s Academic Org Description (AO) code is tied to a Performance Indicator Department (PI Dept) code defined by the Provost so that the course and credit hours associated with it fall within the department of the Provost’s choice. (i.e. a course AO of "USM Creative Writing" is tied to the "English" department as defined by the Provost; "USM Lewiston Auburn" and a Subject of "MUS" is tied to "LAC Other Program" department as defined by the Provost; “USM Academic Affairs" and a Subject of "ABU" is tied to "Business" department as defined by the Provost.

Winter Session and Aspire courses - All data excludes Winter Session and Aspire (HS Math) courses as identified by Registration & Scheduling Services.

Instructional is defined as:

- A course in MS with an SSR Component NOT equal to:
  - IND (Independent Studies) except Creative Writing (hard-coded SEM),
  - RSG (Independent Studies and Internships),
  - THS (Thesis),
  - FEX (field work, Internships, Apprenticeships),
  - MUS (Applied Music);

- A course in MS where the course “Description” (Title) does NOT contain:
  - internship,
  - externship,
  - student teaching,
  - independent study,
  - clinic,
  - clin, or
  - begin with practicum;
Courses Taught is defined as:

- The number of times a single course is taught in a semester (i.e. ENG 100 is taught two times in an AY: once in the fall and once in the spring. ENG 104 is taught twice: once in the fall and once in the spring).

Sections Taught is defined as:

- The number of course sections taught in semester (i.e. CMS 102 is had 8 sections taught in the two semesters in the AY. ENG 104 had 27 sections taught in the AY).

Full Time and Part Time Faculty is defined by the Faculty Union Code on the HR record:

- Where "Full-Time Faculty" = AFUM Full Time, Law Full Time, and Non Represented Full Time and where "Adjunct Faculty" = PATFA Part Time, Non Represented Part Time, Faculty, Other (Part-Time) and UM_JOBCODE_DESCR (Part-Time).

Non-Duplicative Instructional Course are determined as follows:

- Course career is removed so that a course is a course regardless of what level that course is taught at.
- A Course (ENG-100) is considered distinct within a USMDept.
- A section is counted as one section at the "Combined Section ID" level within a USMDept.
- English does NOT include Creative Writing.
- LAC is counted at the College Level to get a true Avg Class size and Sections Taught.

Active Academic Plans are defined as:

- Students enrolled in the Fall term as of October 15th
- Includes Double Majors
- Does NOT include Minors
- Counts Plans to the SubPlan level
- Conditionally admitted students are NOT reflected in this report

Degrees awarded looks at a Fiscal Year which is defined as: Degrees awarded between July 1 and June 30 of the fiscal year. (i.e., for 2015, the dates would be from July 1, 2014 to June 30, 2015).

Base-Funded Faculty FTE as identified by the Director of Finance, Academic Affairs:

- Includes a Part Time FTE Adjustment in English which removes the part time faculty teaching MFA Creative Writing courses.

Part Time Faculty FTE: Part Time FTEs are based on the COLLNAME and DEPTNAME on the HR Record as best it matches USMDept; does NOT include Creative Writing; Muskie is divided equally between Policy and Health.