

PART-TIME FACULTY  
Current Academic Year

## INSTRUCTIONS

If the accredited institution uses part-time faculty, choose the “yes” option. Otherwise, choose “no.” A message will warn that any data already entered on this form will be lost.

Count faculty for the full academic year as anticipated at the time of completing the ARF forms.

## NUMBER OF PART-TIME FACULTY:

Enter the combined total of:

- (a) those who teach on a part-time basis during the year,
- (b) those teaching full-time for only part of the year.

Do not count full-time faculty on sabbatical leave who may teach part of the year. Do not include on-site field supervisors.

## FULL-TIME EQUIVALENT (FTE) OF PART-TIME FACULTY:

Divide the total number of courses taught by all part-time faculty by the average teaching load of a full-time faculty member.

**In most cases, all individuals reported on this form should NOT have a corresponding entry reported on the ATS Salary form.**

## ARF PROGRAM NOTES

**Gray shaded fields:** For accredited institutions; the Admissions, Completions, and Enrollment forms may have gray fields. The gray fields represent degree program areas that are not applicable to the member school and the program will skip over these fields during data entry. As there are always exceptions, data entry is possible within these fields; however an explanation should be entered in the comments field of the relevant form. Some forms require explanations and the form cannot be saved without entering comments.

**Blue shaded fields:** The blue shaded fields represent fields for which data entry is not allowed. These fields, such as Total fields are calculated or contain amounts that are brought forward from another part of the form—the type in these fields is navy blue.

**Totals:** Column and row totals are generated automatically during data input—the type in these fields is navy blue. Some forms require certain totals to match other forms’ totals or totals on other pages. There is a small tolerance for differences in the totals to account for differences in rounding.

**Decimals:** Most fields on ATS forms require whole numbers. If decimals are entered in these fields, the program will round to the nearest whole number.

**Comments:** A comments field is included on each of the Annual Report Forms. The field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons. Some forms will require explanations be entered in the comments in order to continue. The text color on the comments button changes to red when comments are entered.