

California Community Colleges  
Management Information System  
Data Element Dictionary

**Faculty Data Elements**

| DED#  | DATA ELEMENT NAME              | FORMAT   |
|---|--------------------------------|----------|
| <b>XE01</b>   | <b>FACULTY-ASSIGNMENT-TYPE</b> | <b>X</b> |
| This element is used to identify the nature of the faculty member's assignment to this session. |                                |          |

| Coding                                  | Meaning  |
|---|--|
| <b><i>INSTRUCTIONAL ASSIGNMENTS</i></b> |  |
| 1                                       | Temporary Staff                                  |
| 2                                       | Regular Staff: an OVERLOAD assignment            |
| 3                                       | Regular Staff: <b>not</b> an OVERLOAD assignment |
| 4                                       | Contract Staff: not a district employee          |

1. If the instructor is a non-teaching Instructor of Record who is assigned to the course for administrative purposes only, then do not submit an XE record for the instructor. Submit the XE record(s) for the teaching instructor(s).
2. If the session has a guest speaker, then do not submit an XE record for the guest speaker, submit the XE record(s) for the teaching instructor(s).

**XE01 FACULTY-ASSIGNMENT-TYPE**

| Processing Edits  |   |
|-------------------|---|
| FIELD CHECK       | 1, 2, 3, 4  |
| INTEGRITY CHECK   | If this element = 1 or 2, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) <b>cannot</b> be coded with "88888" (will have an hourly compensation rate.) |
|                   | If this element = 3 or 4, then FACULTY-ASSIGNMENT-HOURLY-RATE (XE04) <b>must</b> be coded with "88888".   |
| REFERENTIAL CHECK | If XE01 = 1, 2, or 3 then an EB record for the employee must be submitted.  |

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**XE01 FACULTY-ASSIGNMENT-TYPE**

| <b>Change History</b>  |
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| Revision: 01/01/02 Added code "4 = Contract/Not a district employee" |
|  |
| Implement: 06/01/89  |