Overview

Beginning January 27, 2014, departmental Summer Term coordinators and/or business staff will complete the Course Proposals Extended Studies Form in SIS. Coordinators will enter Faculty and TA salaries, student labor charges, and course-related supplies expenses into the Course Proposals Form for each course offered in the Summer Term. The Course Proposals Form is routed electronically to the chair, the dean and the Office of Extended Studies, securing required approvals each step of the way. OES/Academic Affairs/PHR will approve Summer Term appointments in PHR only after the electronic Course Proposals Extended Studies Form is approved at all levels. The form must include the names of the lecturers as well as the exact amounts paid to each individual. Academic Affairs will not approve PHR requests if this information is not provided and approved.

Approval Responsibility:
OES Non Standard PHR appointments
Academic Affairs Overload and non-paid PHR appointments
UHR Exempt Overload Approvals

How to Prepare and Route/Process Budgets in the Proposal Form

Screen: Course Proposals Extended Studies (PROP-ES)

NOTE: Before beginning preparation and routing of budgets in SIS, the department’s scheduling officer must confirm that all scheduling information for Summer Term 2014 courses is reflected correctly in SIS. Summer courses and sections automatically roll-over from the previous year in the scheduling system. Any changes for Summer Term 2014 offerings, instructors, days/times offered, etc. are entered into SIS by the department scheduling officer during the online scheduling period (9/13-10/25/13). Any scheduling changes which are needed after the online period ends must be e-mailed to Summer-sched@umd.edu.

1) Once on the Course Proposals Extended Studies screen (PROP-ES), enter information in the following fields to bring up your scheduled courses: Course Prefix (course rubric), Session 1 or 2 and Term (Summer is 1405); press ENTER to process. All Summer 2014 courses for the entered rubric should be listed; contact your department scheduler if a course is missing from the list or if extraneous courses are appearing.

Status will be “PENDING”

2) Enter Budget information for: Rank, Section Salary, TA Cost, Labor Cost, Supply Cost, Contract Type and Notes.

NOTES:

a) If Rank information is blank, please enter it:
   - An *** (asterisk) next to rank indicates the instructor is paid on a 12-month basis.
   - If Rank is blank, enter a “?” to view a list of Rank types and enter the appropriate number.

b) Only Section Salary field can hold a decimal point. All other fields must be entered in whole dollar units.

c) Section Salary is for the instructor displayed on the form. If there is a change of instructor in the Scheduling system, the section salary budgeted for the original instructor will disappear and the new instructor’s salary must be entered.

d) TA, Labor and Supply Cost entries are total costs for each category.

e) The CN TP field indicates the type of contract that the instructor will receive. All instructors are initially assigned a Contingent Contract type (C), as this is the default contract for instructional services. If your department elects to pay an instructor using a Non-Contingent Contract, please enter “N” in the TP CN field. Changing to a non-contingent contract will require that a justification note is entered in the Notes Screen (N field). The Course Proposals Extended Studies Form will not process to the department
chair for approval, when the contract type is **Non-Contingent**, unless a justification is entered in the Notes Screen.

f) To add a NOTE, enter **E** (for edit) in the **NOTE (N)** field. Once the note has been entered, press **F3** to return to the main screen. A “**Y**” will appear in the **N** field after the note has been entered. After the course proposal is processed to the next level, you must type “**B**” for browse to view the notes screen.

g) To view **historical data for a specific course**, place cursor on the section field and press **F5** (this data is view only)

3) After completing all entries, press **F4** once to enter the e-mail screen and again to route the **Course Proposals Extended Studies Form** to the department for approval.

The **Course Proposals Extended Studies Form** e-mail screen lists the e-mail recipients.

   a) Enter “**“**” to retrieve the department approver’s e-mail address.
   b) Enter “**me**” to retrieve the **Course Proposals Extended Studies Form** creator’s e-mail address.
   c) Enter other e-mail addresses (one per line) as needed.
   d) Press “**Enter**”

Press **F4** (process) to send the **Course Proposals Extended Studies Form** forward for approval.

**Status: will change to “AT DEPT”**

NOTE: The department chair or his/her designee will receive an automatic e-mail notification the Summer course budget proposal is waiting for approval. The chair/designee can change the budget items directly or the form can be sent back to the creator to enter the changes. If it is returned to the creator, the **Course Proposals Extended Studies Form** status reverts to “**Pending**”.

4) After department approval, the form is routed to the college for approval using **F4** (process) again.

**Status: will change to “AT COLL”**

5) After college approval, the form is routed to the Office of Extended Studies using **F4** (process) again.

**Status: will change to “AT EXST”**

6) Following the Office of Extended Studies approval, the **Status** changes to “**APPRVD**”.
