faculty data manager

Course Schedule Management

FDM™ makes scheduling of courses and other faculty activities a breeze. The system can easily restrict which faculty can be assigned to a course based upon their credentials, location or scheduling limitations (such as Affordable Care Act conflicts). This information, in concert with the Contracts Management data, then feeds directly into the Invoicing module for quick and accurate faculty payments. This enables quick and easy course assignments and reporting for Adjunct Instructors. Maximizing flexibility, the scheduler allows authorized users to schedule any courses at any school location, and assign instructors from the list of faculty authorized to teach in those areas. These instructors can be assigned and re-assigned at any point.

To help with ADA compliance, whenever a "maximum" number of hours per faculty is being approached, the system can automatically "red flag" this faculty member and/or alert the course scheduler. This module also permits your school to define suggested "Standard Schedules" which locations could use by default, modify, or ignore completely and use their own schedules. Faculty members are given the ability to view their calendars in a logical fashion, and the system even sends out email reminders at a pre-determined day of the week (i.e. every Sunday, 1st day of the month, etc) to faculty who instruct courses in the upcoming time period. The client also has the ability to schedule "marketing events" or other non-instruction activities for faculty and staff, which are paid based on a rate structure of your choosing.   With the course schedules in the database, linked to Faculty in the database, the FDM™ can then easily identify which courses and faculty are to be evaluated by the students and tie this evaluation data back to the faculty's display.

Contracts Management

FDM™ hosts and manages contracts and billing rates for faculty. Faculty can view and electronically sign their teaching contracts, enabling them to invoice for courses taught in the appropriate fiscal year. FDM™ supports "specialty rates" and customized contract terms. New rates and terms can be entered by administrative personnel as necessary. This is especially useful in higher education systems in the U.S. where often 80% to 90% of instructors are adjunct, independent contractors working for multi-campus schools.

Invoicing Module

FDM™ combines scheduling and contracts to automate faculty invoicing for the courses taught. Since the system knows the 1) course schedule, 2) the faculty that teach these courses on any given day, and 3) the agreed-upon rate of the faculty member, the faculty member has the ability to view his/her completed courses and simply click a button to submit an invoice for them. These invoices go to an assigned school administrator who approves them (or denies them if necessary). Once approved, the invoice will be transferred or emailed to the school's A/P or payroll system the next time they run invoices or paychecks. At all points, the faculty member can see the status of any payment. This results in the faculty getting paid faster and reduced mistakes and admin cost. The faculty members can also be given the ability to invoice for the "Administrative Hours" they spent performing non-teaching tasks. These also go through the automated approval process before being sent to A/P or Payroll.

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Faculty Information & Activity Tracking

FDM™ keeps all of the critical information about your faculty in one place. Credentials, certifications, publications, honors, CVs, peer reviews, biographical information – it's all stored and correlated by the FDM™. This enables your institution to utilize all of this information for reporting and data-driven decision-making. FDM™ can also provide you with standard and customizable accreditation reports which bring all this data together. The faculty member or the school can add add or edit any of the data about these faculty. Numerous "roles" are established to define how much administrative data access is available to each individual user. As a hosted solution, all users have access to your designated site 24/7/365. Logging into this module is the gateway for all other FDM™ functionality.

FDM™ can also provide you with standard and customizable accreditation reports which bring all this data together. Using data already collected through the Faculty Management and the Student Course Evaluation modules, the FDM™ can produce standard accreditation reports (HLC, SACS, etc.) down to each individual faculty member.

Faculty Resource Library

Schools can place resources in this online environment for the entire faculty or segregated by department and/or school. For instance, example lesson plans, standardized handouts and examinations, and HR-related information. The "Lounge", a room within the Library, provides faculty the advantages of giving its cadre of instructors a private message board for faculty to share questions, experiences and advice to others.

Assessment Module

MyClassEvaluation® - the leader in the online course evaluation market – has served over 3,500,000 students. This module provides all of your course evaluations within the context of the Faculty Information and Activity Database. FDM™ allows for student evaluation, peer rating (by other faculty), self-evaluation and administrator rating for a complete "360 degree" view of faculty or department performance and effectiveness. This is a multi-tier module that is designed to capture data through surveys and data importing. IOTA will establish a customized Security Matrix of access and permissions to ensure the confidentiality of all data. If desired, an annual "Universal Report" can be compiled by IOTA which includes all of these comparative measures.

Tests & Quizzes

FDM™ can provide an online testing environment for any desired tests or certifications – either professional or academic. This can be used for everything from establishing instructional competency to verifying knowledge of institutional procedures.

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Return on Investment

Used effectively, IOTA's FDM™ has been shown to return 400% or more on investment. Automating and centralizing the scheduling process will allow for eliminating any potential mistakes/double booking. The same holds true for the invoicing/payroll module. Integration of scheduling with Invoicing/Payroll will prevent faculty from "accidentally" crossing ACA thresholds or other HR pitfalls. Real time Accreditation Reporting can drastically reduce the hours required preparing for an audit, in addition to preventing a costly probation or review process.

The time to implement FDM™ is before your accreditors come in. It only gets much more expensive if it's done to fix problems they find, as those require far more documentation of your data and procedures. The financial and operational justifications to implement the FDM™ are compelling in and of themselves. But the cost of not having it in place could easily be exponentially higher.

Want to Learn More?

Contact us today to find out more about how our Faculty Data Manager can help centralize and streamline your school's administrative tasks. Learn more at our website: http://iotasolutions.com

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