

# Glossary of Terms

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Academic Year - Usually, consecutive fall and spring semesters, currently August through April; sometimes, however, summer semester is included in the term "academic year." In Florida, the summer term precedes fall and spring semesters in the school year.

Administrative and Professional (A&P) - A pay plan for middle and upper level administrative and professional positions. This pay plan category combines administrative employees, who are responsible for formulating, interpreting, and implementing policies that affect the activities of the University, with professional employees, whose responsibilities are on a recognized level of comparability with the instruction and research personnel of the University.

Articulation Agreement - The articulation agreement between all 28 Florida state/community colleges and the twelve state universities enables students to complete an associate in arts degree at any Florida state/community college and be admitted automatically into available upper division programs for the last two years of course work at any of the twelve state universities.

Board of Education, State - Board consisting of the Commissioner of Education and seven appointed members. This Board oversees Florida's education from kindergarten through graduate school (K-20) and the 13-member Boards of Trustees for each of the 12 public universities. See page 9 for a complete list of the board members.

Board of Governors, Florida - A 17-member board which coordinates the State University System and supports the role of the 11 individual University Boards of Trustees. The Florida Board of Governors is composed of 14 appointed members, the Commissioner of Education, the Chair of the Advisory Council of Faculty Senates, and the President of the Florida Student Association. See page 9 of this Fact Book for a complete list of the board members. More information can be found online at: [fbog.org](http://fbog.org)

Board of Trustees, Florida State University - A 13-member board which governs Florida State University. It is composed of six members appointed by the Governor, five members appointed by the Florida Board of Governors, the chair of the Faculty Senate, and the president of the student body. The trustees are appointed by the Governor, subject to confirmation by the Senate, and serve for staggered four-year terms. The board of trustees performs duties as assigned by law or by rule of the Florida Board of Education. See page 8 for a complete list and brief biography of the board members. More information can be found online at: [trustees.fsu.edu](http://trustees.fsu.edu)

Chancellor of the State University System - Functions as Chief Executive Officer of the SUS. Responsible for the formulation of plans and programs and for providing overall direction and management to all areas of the SUS within authority delegated by the Board of Governors. Plans and initiates programs concerning all phases of operations within the SUS. Acts as Chief Budget Officer.

CIP (Classification of Instructional Programs) Discipline Code - These codes represent a nationally used, common taxonomy for the classification of higher education degree programs. The CIP classification describes content of the programs at three levels with each providing varying levels of detail. A directory of the CIP codes can be found online at: [nces.ed.gov/ipeds/cipcode](http://nces.ed.gov/ipeds/cipcode)

Common Course Numbering System - Developed in 1978, the common course numbering system is a statewide system of prefixes and numbers for courses offered by all postsecondary and participating private institutions in Florida. Its purpose is to make transferring easier by identifying equivalent courses, all of which carry the same prefix and last three digits; the title of the course may vary at different institutions.

Contracts and Grants (C&G) Budget - A budget entity which deals primarily with sponsored research activities and federally-funded educational grants. Also called Sponsored Research budget.

Credit Hour - College credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Credits for such things as laboratory instruction, internships, and clinical experience are determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, clinical practice hours (Source: 6A-10.033 (1)(a), FAC).

Educational and General (E&G) Budget - A budget entity which provides instructional programs leading to formal degrees, and for research and public service programs.

Faculty Assignments, Commitments, and Effort Certification Tracking (FACET) - System for tracking how an employee spent his/her paid university time during the period on each major academic function/activity. Reporting is on a basis of 100% of total time (in whole numbers), and portions of that time, regardless of the level of funded semester or monthly FTE.

Faculty - This category includes all individuals in the educational program who hold the title of Professor, Associate Professor, Assistant Professor, and Instructor, including those with titles preceded by the term "visiting," "adjunct," "clinical," or any other designation. The collective bargaining agreement currently in force includes in the faculty population all Developmental Research School (university lab school) personnel, all University Librarian classifications, staff physicists, and the President.

Fiscal Year - A 12-month period running from July 1 through the following June 30.

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Florida Endowment Trust Fund for Eminent Scholars - The Trust Fund established in the State Treasury for Eminent Scholars provides the opportunity for each state university to match and receive challenge grants to create endowments for selected eminent scholars to occupy Chairs within the university.

FTIC (first-time-in-college) - An entering freshman, or a first-year student attending college for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

Full-time Equivalent (FTE) Student Calculation Factors - In 2016, the Florida Board of Governors adopted the national standard for Student Full-time Equivalent. All FTE calculations in the Fact Book (including previous years) were updated to the new standard. For undergraduate credit hours, the annual sum is divided by 30. For graduate credit hours, the annual sum is divided by 24. Medical (MD) hours (Grad III) are excluded in the credit hour calculation, but the MD Headcount is added to the total generated FTE.

Full-Time Equivalent (FTE) Employee - A numerical designator for an appointment based on 100% for full time. An FTE for a full-time employee is 1.00. (Two people each serving in half-time faculty positions would equal, together, one FTE position.)

Full-Time Equivalent (FTE) Student - A measure of student enrollment based on the number of student credit hours for which students enroll. See definition of *Full-time Equivalent FTE Student Calculation Factors* for other FTE equivalencies.

Full-Time Student - Generally classified as an undergraduate student taking 12 hours or more in the fall or spring, 9 hours or more in the summer; or a graduate student taking 9 hours or more in the fall or spring, 6 hours or more in the summer.

Instruction and Research Data File (IRDF) - A file generated from the Faculty Assignments, Commitments, and Effort Certification Tracking (FACET) file which contains detailed data on course section, enrollment, and credit hours, as well as funding and demographic information on instructors.

IPEDS (Integrated Postsecondary Education Data System) - IPEDS is the core postsecondary education data collection program in the U.S. Department of Education's National Center for Education Statistics (NCES). It was designed to help NCES meet its mandate to report full and complete statistics on the condition of postsecondary education in the United States. It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education. IPEDS is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completions, faculty and staff, and financing.

Major Code - A six-digit number assigned to an area of study designated as the student's major field. For internal classifying and reporting, the major code was replaced in Fall 2013 by the Academic Plan which is an alpha-numeric representation of the student major and degree type, combined.

Major Field of Study - Students are classified as majors according to their selection of a primary field of study. This field must be selected from approved degree programs and university approved majors within each degree program.

Occupation Code - A four-digit code which indicates the title and general description of the position to which a person is appointed. Occupation codes range from 0001 to 9179 and 9199 to 9499 for regular salaried positions. The range 9180-9198 is reserved for student related titles. Graduate assistants, post doctorates and fellows are appointed to classifications within this range. All codes within this latter range are paid through OPS funds. Faculty, A&P, and USPS may be appointed on OPS in the entire range of occupation codes; this, however, is limited primarily to faculty appointments.

Operating Budget - An expenditure plan developed for each fiscal year. The plan must conform to the annual allocation/appropriation and list estimated expenditures by budget category for the year.

Other Personal Services (OPS) - This is one of two sources of salary funds. Persons paid from OPS are performing temporary work of some nature. There is no continuing obligation on the part of the state toward persons on OPS appointments.

Preliminary Headcount Enrollment - The enrollment taken from the official data files of the university as of the end of the 28th calendar day of the term. This figure includes all students, fundable and non-fundable, who are on the Student Instruction File.

Race/Ethnicity - Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. They are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

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Race/Ethnicity Categories - Beginning in 2010, a new methodology for reporting race/ethnicity was required by the U.S. Department of Education ([https://nces.ed.gov/ipeds/Section/ana\\_Changes\\_to\\_25\\_2007\\_169](https://nces.ed.gov/ipeds/Section/ana_Changes_to_25_2007_169)). United States citizens and resident aliens are asked to first designate ethnicity as: Hispanic or Latino **or** Not Hispanic or Latino. Second, individuals are asked to indicate one or more races that apply among the following: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White.

State Fundable Student Credit Hours - Those student credit hours for which the University receives funding by the state.

Student Classification Level (from Student Information File) - Students are classified on division levels as follows:

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| Lower Division:     | A student who has earned fewer than 60 semester credit hours, or a student who has not been admitted to upper division.                                   |
| Upper Division:     | A student who has earned 60 or more semester credit hours, or has an associate of arts (AA) degree, or is working toward an additional bachelor's degree. |
| Beginning Graduate: | A graduate student who has been formally admitted to a graduate degree program but who is not an advanced graduate student.                               |
| Advanced Graduate:  | A graduate student who has been formally admitted to a recognized Doctoral or Post-Master's degree program.   |
| Unclassified:       | A student not admitted to a degree program, or not seeking a degree.  |

Student Course Loads (FSU Bulletin) - Students are classified on the basis of semester hours earned as follows:

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| Freshman:     | Zero to 29 semester hours   |
| Sophomore:    | 30 to 59 semester hours   |
| Junior:       | 60 to 89 semester hours and all lower division requirements   |
| Senior:       | 90 semester hours or student seeking a second bachelor's degree   |
| Graduate:     | Any student admitted to a graduate program  |
| Unclassified: | Any student not yet admitted to a degree program, including:<br>Special Non-Degree Seeking without Baccalaureate Degree<br>Special Non-Degree Seeking with Baccalaureate Degree<br>Provisional<br>Transient<br>High School Students |

Student Credit Hours - A measure which is equal to the product of the number of students enrolled in a course section times the number of credit hours for the course section. Student Credit Hours for which the University receives funding by the state are called State Fundable Student Credit Hours (SFSCH). Not all SCH are fundable - for instance, credit hours produced by some fee waivers and by students enrolled for audit are not state fundable.

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| Lower Level SCH:        | Hours generated by courses numbered between 1000 and 2999.  |
| Upper Level SCH:        | Hours generated by courses numbered between 3000 and 4999.  |
| Graduate I Level SCH:   | Hours generated by courses numbered between 5000 and 8999 and not Graduate II or Graduate III courses.  |
| Graduate II Level SCH:  | Hours generated by courses numbered between 5000 and 8999 and student's classification level is Advanced Graduate or the degree level sought is Advanced Master's, Specialist, Juris Doctorate, or Doctorate. The student program category must be an authorized Doctoral degree program. |
| Graduate III Level SCH: | Hours generated by courses numbered between 5000 and 9999 and course section type is Medical.   |

Student Instruction File (SIF) - A Florida Board of Governor's required file prepared five times annually (summer final, fall preliminary, fall final, spring preliminary, spring final) which contains specific data on all students, enrollments, course sections, degrees, and credit hours.

Tenure - The condition attained by a faculty member through highly competent scholarly activities which assures the faculty member security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular, and which guarantees annual reappointment for that faculty member until voluntary resignation, retirement, or removal for adequate cause.