Departments submit a work schedule containing class subject codes, course and sections numbers and meeting times.

RO develops schedule book in SIS.

Course and section information downloaded from SIS into the LINK module of CLIFMS.

CLIFMS searches Academic Personnel Records & the Budget Master for active appointments (paid and unpaid) and assigns a type of FA, VO, or GA.

CLIFMS uses the course/section information from SIS.

Information is loaded into the appropriate modules.

Data entered by Departments in CLIFMS

LINK MODULE: SII Update Screen
Instructional type and mode
Instructor names linked to sections with relative effort, academic responsibility, etc.

EFFORT MODULE
The distribution of effort of faculty and academic staff across categories

PROFESSIONAL ACCOMPLISHMENTS Module
Annual tally of faculty and Academic staff by categories

OUTREACH MODULE
Information about non credit instructional activities recorded

Registrar’s Office takes instructors from LINK if type is FA, VO, or GA and uses links for Instructor Systems (class lists, grading).

ANGEL uses links for the course management system.

Approved appointments are entered into Academic Personnel Records and the Budget Master.

OPB uses a derived file created from data in CLIFMS to provide:
1) mandated reporting to the State (including the annual Budget request);
2) The Planning Profile Summaries used in the Annual AA&R and SPP&R meeting;
3) National surveys;
4) Ad hoc requests

Departments, colleges and other MSU units also have access to tables for reporting and analysis.

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