CLIFMS

❖ Course Load, Instruction, Funding and Modeling System

❖ Go to: https://clifms.ais.msu.edu/

❖ CLIFMS Supports the University's internal evaluation and resource allocation, instructional costing and analysis, state, federal, and institutional reporting.

❖ You can enter Instructor's effort distributions, the course and instructor linkages, and apportion effort distribution across the courses.

-Department 3 Digit Codes:

❖ The last three digits of the departmental organization code

-Relative Effort:

❖ **1 Credit:** 194
❖ **2 Credit:** 154
❖ **3 Credit:** 214
❖ **4 Credit:** 278
❖ **If above that add 60**

-Linking an Instructor to a Course

❖ Go to the website, click on **Start.**

❖ Change the **Term Code** to the one you're working on.
   o It will default to the highest future term available (ex: Spring term the following year)

❖ Enter in the **Dept (3 digit code)**

❖ Select the **Link** button for **Link Courses and Instructors**

❖ Then choose the **SIIList** button on the top right to display the list of courses.

   o It will then display all the courses pertaining to your department code for the chosen semester.

- You can also see at the top that you have the correct term and department.

CLIFMS				
Term: SS16	Dept: 746	Sel: All	Form: SII	Crse: All

❖ Scroll to the class you're looking for, and hit the **arrow >** on the left side to open it.
  - Note: All course information is display in each row, be mindful that NNNN means it is no longer active.

▶	FRN	890	001		-			N	0	0	NNNN	1
▶	FRN	890	001	M	1020 1310	BKR	121	N	0	0	BOTH	2
▶	FRN	890	002		-			N			SIS	

❖ To link an instructor to the course, first hit **<u>Blank</u>** on the far right, and then enter in their first or last name, or both, and hit enter for it to populate.

⬆	Last, First Name	PrsnCUC	Type	Rel Eff	Resp	Sup	Pay	CUC
⬇ 1 of 1						☐	☑	

Blank

  - If it is successful then the name will be last name, first name in all caps.
  - The type will be FA and you want the Pay box checked.
  - You only check the Sup box if it is a supervisor of the course (TA).

❖ Depending upon what you're doing either click **Add** or **Change**.
  - You will see a *successful change message in the top left corner.

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** Add was Successful.

❖ To link a supervisor or additional instructor without being visible
  - Enter their name like the instructions above
  - Then <u>check</u> the **SUP** box, that means their name will be suppressed
    - Keep the **PAY** box checked

Sup	Pay
☑	☑

❖ *Effort Distribution:*
  - A percentage distribution of efforts has to be entered for certain fixed-term faculty that divide their scheduled teaching, counseling, curriculum, research, and administrative duties.

- Tenure stream faculty will typically have a divided percentage and will need to be entered in.
- Fixed term and instructors usually have 100% in instruction and will not need those percentage numbers entered.
- To start, just like course linking, enter in the semester, the department, and then click the **Effort** button for **Effort Distribution**.
- You then want to click the **ERList** in the top right hand corner. This will then display the name of the faculty members, choose accordingly.
- Example of distributions:
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1) Scheduled Instruction	100
2) Advising and Counseling	
3) Courses and Curriculum	
4) Other Instruction	
5) Research, Creative and Scholarly Activity	
6) Public Service	
7) Administrative and Committee Time	
Total Effort (Must equal 100%)	100

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1) Scheduled Instruction	40
2) Advising and Counseling	
3) Courses and Curriculum	40
4) Other Instruction	
5) Research, Creative and Scholarly Activity	20
6) Public Service	
7) Administrative and Committee Time	
Total Effort (Must equal 100%)	100

- Once you have entered in the numbers that equal to 100%, click **Update** in the upper right hand corner.