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

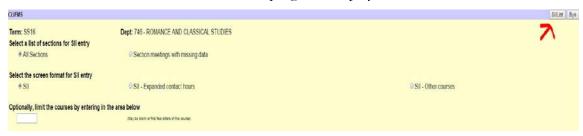
❖ 3 Credit: 214

❖ 4 Credit: 278

❖ If above that add 60

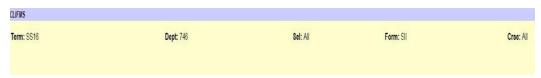
-Linking an Instructor to a Course

- . Go to the website, click on **Start.**
- **A** 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.

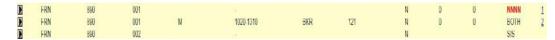


o It will then display all the courses pertaining to your department code for the chosen semester.

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



- 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 - Note: All course information is display in each row, be mindful that NNNN means it is no longer active.



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.



- o If it is successful then the name will be last name, first name in all caps.
- o The type will be FA and you want the Pay box checked.
- O 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**.
 - O You will see a *successful change message in the top left corner.



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



! Effort Distribution:

O 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.

- o Tenure stream faculty will typically have a divided percentage and will need to be entered in.
- o Fixed term and instructors usually have 100% in instruction and will not need those percentage numbers entered.
- o To start, just like course linking, enter in the semester, the department, and then click the **Effort** button for **Effort Distribution**.
- O 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.
- o Example of distributions:

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