

**THECB Documentation:** *(copied from website)*

**CBM004. Class Report.** This report will reflect conditions as of the official census date which is the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6-week session). All higher education institutions may schedule enrollment periods different from the standard periods noted above. The official census dates of the non-standard enrollment periods are defined in a table in the Introductory Section of the CBM001 report. This report will include classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or offcampus (universities), in-district or out of district, or academic or technical for which semester credit hours are awarded (community, technical, and state colleges.) Enrollments included in this report must be of students who 1) are eligible to be reported on the **CBM001** or 2) are **inter-institutional** students. See also **Enrollment Overview-CBM004** for a complete list and description of all enrollment fields on the 004 that figure in the generation of sch, **SCH Generation** for the formulas used to calculate sch, and **Off-Campus SCH** for a definition of the off-campus sch summary on the CBM004.

State-fundable contact hours summarized from this report and the **CBM00C** are included in the funding formulas each base year as part of the appropriation process for community, technical, and state colleges. State-fundable credit hours summarized from this report are included in the funding formulas each base year as part of the appropriation process for universities.

Source: TEXAS HIGHER EDUCATION COORDINATING BOARD  
Educational Data Center, Glossary of Data Terms, [http://texas-air.org/assets/THECB%20GLOSSARY\\_DRAFT.pdf](http://texas-air.org/assets/THECB%20GLOSSARY_DRAFT.pdf), p. 17

**CBM008. Faculty Report.** The purpose of this report is to collect data on the academic duties and service of each person who has any type of faculty appointment, regardless of the source of funds or their assignment. Included are research faculty, librarians, and administrators if they have faculty titles as well as faculty who may be on leave. Instructional faculty on sabbatical leave are reported at their regular salaries, even when receiving a reduced amount. All faculty, including teaching assistants, identified on the **CBM004** class report are included here. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded.

For universities this report reflects conditions as of the official census date of the fall, spring, and summer semesters and salaries are those contracted for the reporting period.

For community, technical, and state colleges this report reflects conditions as of the official census date of the fall and spring semesters only and salaries are those contracted for the fiscal year.

For health-related institutions, this report contains only personnel who are on the payroll as of October 1 including instructional faculty, research faculty, librarians

and administrators if they have faculty titles. Salaries are the annual budgeted salaries. Health-related institutions report the Faculty report only in the fall.

Source: TEXAS HIGHER EDUCATION COORDINATING BOARD  
Educational Data Center, Glossary of Data Terms, [http://texas-air.org/assets/THECB%20GLOSSARY\\_DRAFT.pdf](http://texas-air.org/assets/THECB%20GLOSSARY_DRAFT.pdf), p.18.