Workload Report Checklist

☐ Gather your faculty contracts, schedule docs and AWTU requests.

☐ Enter all faculty time bases (assignment percent) in PeopleSoft, Term Workload page. This must match the faculty's contract.

☐ Enter all faculty AWTU.

☐ Enter all Chair IAF fractions and indicate the Reason and Time Source codes in the Assign type Reason fields.

☐ Run CRA job# 1415 to identify any primary faculty with APDB Dept IDs missing from the Term Workload page.

☐ Once all AWTU and faculty time bases are showing up correctly on the Workload report, review the report. The report will be refreshed and posted on the web daily; any changes made will be reflected on the report the following day.

☐ **When the report is complete and accurate to the best of your ability, sign up for a Workload Review appointment via the Google sheet signup (link in email reminder each semester).**

☐ Upon final review and approval by APSS, you will receive via email the AWTU report.
  ▪ For the AWTU Quick form, have the chair and dean sign and return with the signed final workload summary page.
  ▪ Print out the AWTU long form for each faculty member and each AWTU instance (from the APSS > Faculty Workload web site) then circulate for description of duties and signatures.

☐ Print the department summary page ONLY (*near the end of the Workload report*) for the chair and dean to sign.

☐ Send the signed summary page from the Workload report and all AWTU Quick forms by the workload due date to Jennifer Aceves, APSS, Zip 0720.

☐ Send the completed AWTU Long form(s) **no later than the end of the current semester** to Jennifer Aceves, APSS, Zip 0720.

~ **What to look for** ~

For instructors assigned to your department: You will see the WTU totals at the bottom of his or her record.

✓ Check that **all** instructors teaching for your dept are listed

✓ Check that **all** classes offered by your dept for the semester are listed

✓ Check that the correct WTU is showing for each class.

✓ Check that all AWTU is showing correctly for instructors.

✓ Check that their total appointment is correct. (1.000 = 100%, .500 = 50%, etc.)

✓ Check that the total of all AWTU and WTU is correct for the appointment.

✓ Check the instructor's title. (see notes under "Hints & Tips")

For instructors _not_ assigned to your department: There will be no totals for WTU at the bottom of his or her record.

✓ Check only those classes that are being taught for your department.

✓ Check that the correct WTU is showing for the class(es) being taught for your department.

✓ Check that the correct assignment percent _for your area_ is showing.

If an instructor is "missing" from your workload report, check the following:

☐ On the Instructor/Advisor Table, the effective date should either be 1/1/XX (for spring hires) or 8/1/XX (for fall hires). Any other dates will likely cause problems.

☐ On the Instructor/Advisor Table, on the "Approved Courses" tab, check that your dept ID is included here.

☐ On the Term Workload page make sure that the APDB dept ID for your dept is showing in the "APDB Dept Assignments" box at the top of the page.

☐ On the Term Workload page make sure that the instructor has a percent appointment showing for your dept under IFF in the "APDB Department Assignments" box.

☐ Check to make sure the instructor is assigned to classes.

☐ Check to see if there is enrollment in the classes the instructor is assigned to. Classes will not show up on the workload report unless there is enrollment

~ Hints & Tips ~

- A 100% appointment for tenure/tenure-track faculty 12.0 WTU. An additional 3.0 WTU is for committee work and *assumed and undocumented* on the workload report.
- A 100% appointment for **non**-tenure/tenure-track instructors is 15.0 WTU. To determine the correct WTU for non-tenure/tenure-track instructors multiply their assignment percent by 15. (For example **.**20 (or 20% assignment) x 15 = 3.0 WTU)
- CRA job#844 will tell you how much WTU a class generates.
- Remember that supervision classes (Course Classification # 23, 24, 25, 36 and 48) all generate WTU based on enrollment, not class units. If you have high enrollment (generally 10 or more) in a supervision class you will likely have inflated WTU for that class.
- The workload report is refreshed daily between 8 a.m. – 12 p.m. each day. Check the date in the upper left corner of the report to see if it's been refreshed for the day.
- You are encouraged to schedule time **before Census** with Jennifer Aceves to go over your workload and resolve any issues. Please use Outlook to request a meeting time.
- Remember, the chair and dean should only sign off on a complete and accurate workload report. Please do not turn in signed workload documentation pages that still need corrections.

~ Instructor Titles ~

- Some titles are considered the same by the Chancellor's office. You can only change the title by changing the Job Code of the instructor for each class they are teaching *and* all AWTU assignments. The Job Code must be the *same* for all teaching and AWTU assignments.
- To change the Job Code for a <u>class</u> go to Schedule of Classes > Meetings tab > Assignment tab under "Instructors for Meeting Pattern" and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.
- To change jobs codes on <u>*AWTU*</u> go to the Term Workload page > Job Code tab and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.

  Here is a table of Instructor titles and how they translate to workload titles.

CSUC Instructor titles	Workload Instructor titles
Graduate Assistant	GRAD ASST
Teaching Assistant	TCH ASST
Instructor Lecturer A	INST
Assistant Professor Lecturer B	ASST PF
Associate Professor Lecturer C	ASSO PF
Professor Lecturer D	PROF
Administrator	ADMIN
Teaching Associate	TCH ASSO

2/13/2017