

## 2017-2018 Workload Report Due Dates

Fall 2017 DUE: 10/13/2017

Spring 2018 DUE: 03/16/2018

The workload report is posted at least daily on the Web by 12:00 noon, beginning the second week of each semester. Check the date in the upper left corner of the report to see if the report has been refreshed for the day.

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### Basic Workload "To Do" list

1. Enter all instructor AWTU and chair IAF appointments (and associate dean appointments as needed.) It will help if you refer to the detailed [Workload Report Checklist](#), but also:
  - Generate a list of ALL classes being taught by your dept (Insight: "Class Schedule Report")
  - Generate a list of ALL instructors teaching for your dept (Insight: "Faculty Teaching Schedule")
  - Collect your faculty contracts, including Lecturers and Teaching Associates
  - Run CRA job# 1415 to find any missing Term Workload fractions for primary faculty
2. Review workload report online, checking that:
  - ALL classes are on the report
  - ALL instructors are on the report
  - ALL AWTU is on the report
  - The workload assignment % (IFF) is the same as the contract timebase
  - Instructor total WTU calculates to the assignment percent
3. When steps 1 and 2 above are complete, sign up for a Workload Review timeslot. Once the report is finalized by APSS the AWTU report will be emailed to the dept.
  - Unreconciled discrepancies between the total WTU and the HR assignment will be noted on the Contract Variance Report and emailed to the College and Department.
4. Print out all AWTU Long forms from the APSS Faculty Workload web site and the one page AWTU Short form from the emailed Excel report.
5. Circulate the AWTU Long forms for Remarks about work completed, and signatures; the Remarks (certification of effort) should be at least descriptive enough to contain a verb.
  - The AWTU Long forms are due with remarks and all required signatures no later than the end of the current semester.
6. **Submit the summary page from the finalized workload report and the AWTU Short form to APSS with chair and dean signatures by the workload DUE date, above.**