2016-2017 Workload Report Due Dates

Fall 2016	**DUE:**	**10/14/2016**
Spring 2017	**DUE:**	**03/17/2017**

The workload report is posted at least daily on the Web by 12:00 noon, beginning the first day 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.

Basic Workload "To Do" list

1. Enter all instructor AWTU and chair IAF appointments. (Enter associate dean appts as needed.)
   - ☐ Get a list of ALL classes being taught by your dept (The "Class Schedule Report" on the APSS Class Schedule web site is recommended).
   - ☐ Get a list of ALL instructors teaching for your dept (The "Faculty Class List" on the APSS Class Schedule web site is recommended).
   - ☐ Collect your faculty contracts.

2. Review workload report online, check that:
   - ☐ ALL classes are on the report
   - ☐ ALL instructors are on the report
   - ☐ The workload assignment percent is the same as HR appointment percent
   - ☐ Compare instructors total WTU with assignment percent

3. When the workload is complete and *all* corrections have been made, sign up for a Workload Review timeslot or email APSS (apss@csuchico.edu) to review the workload report. Once the report is finalized by APSS the AWTU report will be emailed to the dept.
   - ➢ If there is a discrepancy between the total WTU and the HR assignment, it will be noted on the Contract Variance Report and emailed to the Department.

4. Print out all AWTU Long forms from the APSS Faculty Workload web site and the one page AWTU Quick form from the emailed report.

5. Circulate the AWTU Long forms for description of duties and signatures; the description/certification of effort should be at least descriptive enough to contain a verb.
   - ➢ The AWTU Long forms are due with description of duties, 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 Quick form to APSS with chair and dean signatures by the above due dates.