TERM WORKLOAD Quick Guide

Faculty Workload Assignments

Note: The primary department for a faculty can only be set up or changed on the Instructor/Advisor Table. All other instructor assignment and AWTU information is entered on the Term Workload page.

Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

1. Enter the Emplid ID in the ID field or Last Name in the Name field. Click Search and select faculty.
   a. If you get the “No matching values were found” then the instructor does not have any classes assigned to him/her. If NO classes will be assigned (all AWTU or Chair appointment for example) you will need to click the Add a New Value link.
   b. Input the Emplid or do a lookup on the name.
   c. Click Add

2. NOTE THE TERM appearing in the “Term:” box. Do NOT change the term here. Navigate to the correct term by using the arrows on the far right side of the screen or using the “Find” feature. DO NOT type in the term code or use the look-up feature on the term field – this will result in scrambled data.

Adding/Adjusting Assignments

Note that the first line in the example below is the “Primary Department.” This comes from the Instructor/Advisor page and must be changed there. You can type in another Department id in the first row but if it doesn’t match the “Primary Acad Org” field on the Instructor/Advisor page it will be changed on the Term Workload page from “Primary Assignment” to “Other Assignment”.

![Image of Term Workload page with highlights on Emplid, Term, and Duty Code fields.]
Adding/Adjusting Assignments (continued)

A faculty should have an assignment to any department that s/he is teaching for or any department that is giving the faculty AWTU. The Chancellor’s Office report only accommodates a maximum of three appointments. If the faculty has more than three, use the Primary Department and two others that represent the majority of their load. The total of all assignments must equal the total of all of the instructors HR contract(s). In the example below the instructor had a total HR contract of 90% (.90).

Add up to a maximum of three lines of appointment information. Fill in the following:

1. **Department**: Enter or look up the id of the department the faculty has an assignment to.

2. **IFF – IAF – OSF**: Input the appropriate percentage of appointment in each of the categories (IFF, IAF, OSF) listed below. Do not use a decimal point when entering the assignment percent, it is implied after the third digit.(e.g. 100% = 1000, 50% = 0500, 25% = 0250, 12.5% = 0125, etc.)
   a. **IFF – Instructional Faculty Fraction** for all class assignments and AWTU.
   b. **IAF – Instructional Administration Fraction** would be for any administrative position paid from instructional funds, mainly Dept Chair appointments.
   c. **OSF – Other Support Fraction** is used for any non-instructional appointments, generally used for staff positions when volunteering to teach or when teaching is a component of their staff position.

3. When done, click SAVE.

IAF – Instructional Administrative – Deans and Chairs

The workload report must show all appointments being paid from instructional funds, which includes instructional administrative assignments like the Department Chair position. If the Dean/Associate Dean position is 100% administrative (they are NOT teaching any classes) you do not need to enter any IAF workload appointments for them.
IAF – Instructional Administrative – Deans and Chairs (continued)

If the Dean/Associate Dean IS assigned to teach classes you do enter the Dean or Associate Dean IAF appointment. Enter the percentage as explained under “Adding/Adjusting Assignments”, “2-b” previously. You will also need to create an appointment line under the “Workload Assignment” tab where you see a faculty’s classes listed.

1. To create a new record, if the individual has classes listed click the plus button to the right of any of the classes listed. (may need to scroll right to see the plus button).
2. **Description:** Type in “Department Chair” or whatever is appropriate.
3. **Assign Type:** Select “IAF.”
4. **Assign Type Reason:** Click the Assign Type Reason link. **This data must be entered for all Dept Chair/Dean assignments or the assignment will not appear on the workload report.**
5. Click the magnifying glass under “Workload Reason Code” and do a Lookup or enter the appropriate code from the list below.

<table>
<thead>
<tr>
<th>Input Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department Chair, Acad Year</td>
</tr>
<tr>
<td>2</td>
<td>Department Chair, 12 Month</td>
</tr>
<tr>
<td>3</td>
<td>Student Teacher Supervision</td>
</tr>
<tr>
<td>4</td>
<td>School Level, Deans/Div Chairs</td>
</tr>
<tr>
<td>5</td>
<td>College Assoc/Asst Dean</td>
</tr>
<tr>
<td>6</td>
<td>University Dean</td>
</tr>
<tr>
<td>7</td>
<td>Univ, Other (Prod Mgr etc)</td>
</tr>
</tbody>
</table>

6. **Time Source Code:** Select “Department” (for Chairs) to indicate where the funding for the position comes from.
7. Click “OK”.
8. **APDB Dept ID:** Type in the Department Id (or use the magnifying glass to do a lookup) of the department that the administrative position is with. **Only use the three-digit dept id, never use the two-digit college id.**
9. **Work Load:** The amount of AWTU the appointment represents. This is not a percentage but rather the actual number of weighted teaching units the faculty should receive. Values would be like 3.0 (25%) or 6.0 (50%).
10. **App Load:** Leave checked.
11. **Assignment FTE%** : will calculate automatically, based on a 15 unit load.

For Assigning AWTU please refer to the separate Quick Guide, “Assigning AWTU”.