2015-2016 FTES Trades Report Due dates

Fall 2015  DUE:  09/25/2015
Spring 2016 DUE:  02/26/2016

Procedure for FTES Trades Reporting

1. The department that ‘owns’ the class (“FROM” dept.) enters the FTES Trades class attribute on the class (FDPT), the value to enter for the attribute is the dept. id of the “TO” department, generally the primary department for the faculty teaching the class.

2. Check the FTES Trades report on the APSS Website, under the “Faculty Workload” section. If corrections are needed contact the “FROM” department to correct.

3. The FTES Trades report is used by Academic Affairs to adjust the official total FTES at the college level. The final adjusted FTES report determines the college resource allocation for the next academic year.

4. The FTES Trades Report will be frozen after the above dates and no corrections or changes can be made to the report after the due date.