2015-2016 Workload Report Due Dates

**Fall 2015**  
DUE: 10/16/2015

**Spring 2016**  
DUE: 03/11/2016

These due dates allow eight weeks to complete the workload report. The workload report is posted daily on the Web by 12:00 noon, beginning the first day of the 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**

- 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).

- Review workload report online, check for:
  - 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

- When the workload is complete and all corrections have been made email APSS (kfavor@csuchico.edu) to review the workload report. Once the report is finalized by APSS the AWTU report will be emailed to the dept.

- Print out all AWTU Long forms from the APSS Faculty Workload web site and the one page AWTU Quick form from the emailed report. (No forms are needed for any IAF or Graduate Assistant appts).

- Circulate the AWTU Long forms for description of duties and signatures; these are due by or before the end of the current semester.

- If there is a discrepancy of a full 1.0 WTU between the total WTU and the HR assignment complete a Workload Excess/Shortage form.

- The summary page from the finalized workload report, the AWTU Quick form and any Excess/Shortage forms are due to APSS with chair and dean signatures by the above due dates.

- The AWTU Long forms are due with description of duties, and all required signatures no later than the end of the current semester.