Workload Report Checklist

1. Enter all faculty time bases (assignment percent) in Peoplesoft, Term Workload page. This must match the faculty’s contract.

2. Enter all faculty AWTU.

3. Once all AWTU and faculty time bases are showing up correctly on the Workload report review the report. The report will be refreshed and posted on the web daily. Any changes made will be reflected on the report the following day.

4. **When the report is complete and accurate** contact Kathy Favor to review. Once the report has been reviewed and finalized print out the department summary page ONLY (the last page of the dept section) for the chair and dean to sign.

5. Once your workload has been reviewed and finalized you will be sent the AWTU report. For the AWTU Quick form, have the chair and dean sign and return with the signed final workload summary page. Print out the AWTU long form (from the APSS > Faculty Workload web site) then circulate for description of duties and signatures.

6. If any Workload Excess/Shortage forms are needed, complete the form and circulate for signatures.

7. Send the signed summary page from the Workload report, AWTU Quick form and any Workload Excess/Short form(s) by the workload due date to Kathy Favor, APSS, Zip 0720.

8. Send the completed AWTU Long form(s) **no later than the end of the current semester** to Kathy Favor, APSS, Zip 0720.
~ What to look for ~

For instructors assigned to your department:  (If the instructor’s primary assignment is in your department you will see the WTU totals at the bottom of his or her record.)

✓ Check that all instructors teaching for your dept are listed
✓ Check that all classes offered by your dept for the semester are listed
✓ Check that the correct WTU is showing for each class.
✓ Check that all AWTU is showing correctly for instructors.
✓ Check that their total appointment is correct.  (1.000 = 100%, .500 = 50%, etc.)
✓ Check that the total of all AWTU and WTU is correct for the appointment.
✓ Check the instructor’s title.  (see notes under “Hints & Tips”)

For instructors not assigned to your department:  (If the instructor is from a different department there will be no totals for WTU at the bottom of his or her record.)

✓ Check only those classes that are being taught for your department.
✓ Check that the correct WTU is showing for the class(es) being taught for your department.
✓ Check that the correct assignment percent for your area is showing.

If an instructor is “missing” from your workload report here are a couple of things you can check:

1. On the Instructor/Advisor Table, the effective date should either be 1/1/XX (for spring hires) or 8/1/XX (for fall hires).  Any other dates will likely cause problems.
2. On the Instructor/Advisor Table, on the “Approved Courses” tab, check that your dept id is included here.
3. On the Term Workload page make sure that the APDB dept id for your dept is showing in the “APDB Dept Assignments” box at the top of the page.
4. On the Term Workload page make sure that the instructor has a percent appointment showing for your dept under IFF in the “APDB Department Assignments” box.
5. Check to make sure the instructor is assigned to classes.
6. Check to see if there is any enrollment in the classes the instructor is assigned to.  (Classes will not show up on the workload report unless there is enrollment)
Hints & Tips

- A 100% appointment for tenure/tenure-track faculty is 12.0 WTU. An additional 3.0 WTU is for committee work and assumed and undocumented on the workload report.
- A 100% appointment for non-tenure/tenure-track instructors is 15.0 WTU. To determine the correct WTU for non-tenure/tenure-track instructors multiply their assignment percent by 15. (For example .20 (or 20% assignment) x 15 = 3.0 WTU)
- On the Enrollment Management CR&A site job #844 will tell you how much WTU a class generates.
- Remember that supervision classes (Course Classification # 23, 24, 25, 36 and 48) all generate WTU based on enrollment, not class units. If you have high enrollment (generally 10 or more) in a supervision class you will likely have inflated WTU for that class.
- The workload report is refreshed daily between 8 a.m. – 12 p.m. each day. Check the date in the upper left corner of the report to see if it’s been refreshed for the day.
- You may schedule time with Kathy Favor to go over your workload and resolve any issues. Please use Outlook to schedule meeting time with Kathy.
- Remember, the chair and dean should only sign off on a complete and accurate workload report. Please do not turn in signed workload documentation page that still needs corrections.

Instructor Titles

- Some titles are considered the same by the Chancellors office. You can only change the title by changing the Job Code of the instructor for each class they are teaching and all AWTU assignments. The Job Code must be the same for all teaching and AWTU assignments.
- To change the Job Code for a class go to Schedule of Classes > Meetings tab > Assignment tab under “Instructors for Meeting Pattern” and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.
- To change job codes on AWTU go to the Term Workload page > Job Code tab and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.

Here is a table of Instructor titles and how they translate to workload titles.

<table>
<thead>
<tr>
<th>CSU,C Instructor Titles</th>
<th>Workload Instructor titles</th>
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<tbody>
<tr>
<td>Graduate Assistant</td>
<td>GRAD ASST</td>
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<tr>
<td>Teaching Assistant</td>
<td>TCH ASST</td>
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<td>Instructor</td>
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<td>Lecturer L</td>
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<td>Lecturer A</td>
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<td>Assistant Professor</td>
<td>ASST PF</td>
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<td>Lecturer B</td>
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<td>Associate Professor</td>
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<td>Lecturer C</td>
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<td>Professor</td>
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<td>Lecturer D</td>
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<tr>
<td>Administrator</td>
<td>ADMIN</td>
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<td>Teaching Associate</td>
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