2018-2019 Workload Report Due Dates

Fall 2018 DUE: 10/26/2018
Spring 2019 DUE: 03/22/2019

The workload report is posted at least daily on the Web by 12:00 noon, beginning the second week 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 an IFF for everyone; chair IAF; and any AWTU. It will help if you refer to the detailed Workload Report Checklist, but also:
   - Generate a list of ALL classes being taught by your dept (Insight: “Class Schedule Report”)
   - Generate a list of ALL instructors teaching for your dept (Insight: “Faculty Teaching Schedule”)
   - Collect ALL faculty contracts, including Lecturers and Teaching Associates
   - Run CRA job# 1415 to find any missing Term Workload fractions for primary faculty

2. Review workload report online, checking that:
   - ALL classes are on the report
   - ALL instructors are on the report
   - ALL AWTU is on the report
   - The workload assignment % (IFF) is the same as the contract Timebase
   - Instructor total T-WTU calculates to the assignment percent

3. Sign up for a Workload Review date; have steps 1 and 2 above complete by that date.
   - Once the review is finalized by APSS, the AWTU report will be emailed to the Department
   - Discrepancies between the total WTU and the HR assignment will be noted in the review email. The Contract Variance Report has been discontinued.

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

5. Circulate the AWTU Long forms for Remarks and signatures; the Remarks (certification of effort) should be at least descriptive enough to contain a verb.
   - The AWTU Long forms are due with remarks and all required signatures no later than the end of the current semester.

6. Upload the signed summary page from the finalized workload report, and the AWTU Short form, to the shared Box folder ‘APSS-Faculty-Workload’ by the DUE date, above.