

Faculty workload reporting is required by the Chancellor's Office each term that has state-supported classes. The report shows faculty assignments for the semester, all classes, and all Assigned Weighted Teaching Units (AWTU). Please reach out to the [Faculty Workload and RTP Specialist](#) for more information related to faculty workload (APDB) reporting.

College Deans are responsible to ensure that the AWTU requests, approval, data entry, and reporting processes described below are completed by the department/unit by the stated deadlines. Unanticipated circumstances could require an exception to the stated deadlines.

## Request for AWTU

1. Due the preceding term of the assigning semester
  - a) Request for spring AWTU assignments should be initiated during the preceding fall semester and are due by **November 1**. Fall AWTU requests should be initiated during the preceding spring semester and are due by **April 1**. Summer AWTU requests should be initiated at the end of the preceding spring semester and are due by **June 1** (*new*).
  - b) Faculty requesting or being assigned AWTU for all categories must complete a [Faculty Request for AWTU](#) form and submit it to their Department Chair. Utilizing the CSU, Chico "[AWTU Codes and Definitions](#)," the faculty member submitting the form must provide sufficient detail and any related supporting materials to justify AWTUs and list expected outcomes/deliverables. AWTU may not be concurrent with additional employment (special consultant or 2403 appointments) for the same work or time period.
  - c) When faculty request or are assigned AWTU after the deadlines, they should check the box at the top of the [Faculty Request for AWTU](#) form indicating a late request and fill in the reason for the late addition of the AWTU. The Dean's office will then email a copy of the signed late AWTU form to the Office of Academic Personnel (OAPL) to be included in the Conflict of Interest (COI) review forwarded to Staff Human Resources (HR).

## Approval of AWTU Requests

2. Due November 15, April 15, and June 15 (*new*)
  - a) Departments will route all requests through Adobe Sign for signatures and recommendations using the AWTU Request workflow
  - b) When the request reaches the Department Chair, they will review the request to ensure it meets the required guidelines and make their recommendation(s) to the Dean. Approvers can refer to [Roles and Responsibilities in Approving Appointment Forms](#) for specific items to review on forms.
  - c) The Dean will review the request and approve or deny the AWTU, providing justification if denied.
  - d) Faculty Request for AWTU forms will remain in the Dean's offices and will be kept for a period of 5 years. Request forms do not need to be forwarded to OAPL.

## Data Entry of AWTU

3. Due November 22, April 22, and June 22 (*new*)
  - a) Data entry for all approved AWTU must be entered into CMS by the department/unit.
  - b) Departments must review the Cognos “AWTU by Term” report and audit each data entry for accuracy and completeness.
  - c) During the assigning semester’s workload review, the Faculty Workload and RTP Specialist will compare the WTU/AWTU with the timebase of each faculty member to verify a match.
  - d) Discrepancies will be resolved by the department/unit and corrections made if needed.
  - e) Accurate AWTU entry is necessary for budgeting and estimating course and other salary costs.
  - f) Remind colleges to begin the AWTU certification process for the current semester (due end of semester)

## Conflict of Interest (COI) review

4. Due November 29 and April 29 – *not required for Summer*
  - a) The college office will compile a Dean Approved AWTU Memo of faculty with approved AWTU and forward it to the Office of Faculty Affairs and Success.
  - b) The Office of Faculty Affairs and Success will identify faculty who meet the requirements for filing a *Statement of Economic Interests Form 700* and forward the information to Staff Human Resources (HR).
  - c) HR will assign the required COI training and collect the completed Form 700.

## Reporting Certification of Effort and Outcome Assessment

5. Certification of effort and outcome assessment in alignment with college and university strategic priorities is **required** post-AWTU activity. Reporting is due by the end of the last month of the applicable (assigning) semester (e.g., December 31, May 31 – *not required for summer*)
  - a) Departments should request details about activities performed during a faculty member’s assigned time (AWTU) for codes 15, 22, 23, 33 and 35 and record certification of effort for each assigned time and each faculty member, using the Cognos “AWTU Certification” report.
  - b) The “AWTU Certification” report shall be used to collect remarks or a certification of effort and outcome assessment for codes 15, 22, 23, 33 and 35 by entering comments in the last column of the report. These comments should be supplied by the faculty member who received the assigned time, Department Chair, or both.
  - c) The certification should be saved by the Dean or designee with each semester’s workload documentation in the College.