

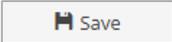
TO ELECTRONICALLY SIGN YOUR FACULTY WORKLOAD REPORT

1. Go to the SCSU homepage
 2. Search for the Office of Assessment and Planning
 3. On the left-hand side, click on the tab on the menu that says “Faculty Workload” (it’s at the very bottom of the menu)
 4. Log in with your Southern email and password
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If anything is incorrect, or if you have questions, please contact Maureen Gilbride-Redman at gilbriderem1@southernct.edu

A. TEACHING WORKLOAD

Under *II. TEACHING AND PROFESSIONAL COMPETENCE*, click on “A. Teaching Workload.” Click on each course and verify that the information is correct. Once you have verified that the information is correct, check the box to electronically sign it.

Click  in the top right-hand corner. You must verify and sign off on every course for the semester.

To electronically sign, please check here to verify that the above information is correct.

If faculty load credits are incorrect, please state the correct number in the box provided. Also, please explain why you made the correction. If you have not done so, please now verify that the information is correct by checking the box to electronically sign it.

B. REASSIGNED TIME

Under *II. TEACHING AND PROFESSIONAL COMPETENCE*, click on “B. Non-Teaching Workload” (reassigned time, sabbatical, medical leave, etc.). Click on  at the top right-hand corner to get started.

Starting with Semester and Year, work your way down the page, entering in the applicable information in the corresponding fields and text boxes. If you have more than one Record, click  and input the additional information in the appropriate fields. Once you have finished, verify that the information is correct by clicking the box at the bottom of the page.

To electronically sign, please check here to verify that the above information is correct.

Please remember to save your information once you have completed the record!

C. UNDERLOAD/OVERLOAD REMAINDER

Under *II. TEACHING AND PROFESSIONAL COMPETENCE*, click “C. Credit Load History and Remainder.” Select the semester and year. Once inside this record, you will see your Overload/Underload Workload Remainder. If the information is correct, please electronically sign it by clicking the verification box at the bottom of the page. Before exiting out of the record, hit the “Save” button.

To view your workload history, click on the excel file next to Historical Data. An excel spreadsheet will download to your computer. Once you open up the excel sheet, you will see your accrued workload history. This information is contained on the **left-hand** side of the screen. New faculty members will not have an Excel sheet with historical data.

On the **left-hand** side, you should see a row of labels that looks like this:

Semester	Load	1 sem	2 sem	3 sem	Overload/remainder	Lost credits
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Under the column “Semester,” you will see “S” for Spring and “F” for Fall followed by the semester year. Under the column “Load,” you will see the amount of load credits you received for that corresponding semester. If you skip over to the “Overload/Underload Remainder” column, you will see what your remainder was for the corresponding semester. Please ignore the other 4 columns (they were used by the office to calculate the number).

If you have questions about your workload history, please see your dean.

Please remember to save your information once you have completed the record!