Faculty Workload Verification
(Appplies to Spring/Fall Semesters Only)

**OIR**

- Request Received
  - SCH Report created using CBM04 data
  - EMAIL: SCH Report
- Manual: Input SCH Data into Faculty Workload Allocation Spreadsheet
  - EMAIL: SCH Report
- EMAIL: Approval of workload credits and deadline for submittal of Requests for Released Time Workload Credits form to Deans/Associate Deans.

**VPIE**

- EMAIL: Request for appointment correction.
  - No
  - Census Date
    - Validate faculty appointments in Digital Measures in the UTSA Workload Summary Report against current PeopleSoft appointments.
    - Yes
    - Appointment Validation?
      - No
      - Workload Report Validation (October and February)
        - Administrative Staff review individual faculty workload reports in Digital Measures in the UTSA Workload Summary Report.
        - Audit of UTSA Workload Summary Report
          - All Faculty must meet workload minimum based on appointment or have a comment justifying being below minimum.
          - Workload Audit Complete?
            - Yes
            - UTSA Workload Certification Report: Workload Reports are run on November 1 (for Fall term) and March 1 (for Spring term).
            - Yes
            - Workload Audit Complete?
              - Yes
              - Complete
              - UTSA Workload Certification Report is sent to President.

- Audit of UTSA Workload Summary Report
  - Yes
  - Workload Report Verification
    - Department chair and dean electronically sign Workload – Chair/Dean Verification screen in Digital Measures ensuring the workload credits and verifying accuracy of workload reports.
    - Yes
    - UTSA Workload Certification Report
      - Yes
      - Complete
      - Complete
      - UTSA Workload Certification Report is sent to President.

**College**

- Request Processed
  - Deans' offices work with departments to compile Requests for Released Time Workload Credits forms with Dean’s approval.

- Appointment Correction Processed in either BANNER or PeopleSoft.

**OIT**

- Audit of UTSA Workload Summary Report
  - Yes
  - Workload Report Verification
    - Department chair and dean electronically sign Workload – Chair/Dean Verification screen in Digital Measures ensuring the workload credits and verifying accuracy of workload reports.
    - Yes
    - UTSA Workload Certification Report
      - Yes
      - Complete
      - Complete
      - UTSA Workload Certification Report is sent to President.

After Spring Workload Verification is complete, Workload Certification Memo is sent to President.