Instructions for Workload Assignment
Dean Directions
http://provost.utsa.edu/vpafs/dm/

Those involved with the Workload Assignment process will receive emails from Digital Measures via Workflow prompting them to complete their portions of the review. The exception to this rule is Deans. Because of the volume of emails Deans would receive if they were included in the email prompts, Deans will not receive email notifications. During the Workload Assignment process, Deans will need to periodically check their Workflow inboxes in Digital Measures to see if there are tasks for them to complete. College staff contacts will also have access to check the status of each submission in their college. In order to complete the Dean portion of Workload Assignments:

1. Log into Digital Measures.

2. Click on the Workflow tab in the top menu bar.


In your Workflow inbox, you will see item(s) awaiting your review. Click on the relevant item in your inbox.

4. Review the Workload Assignment file(s) and confirm agreement.

Review the faculty member’s Workload Assignment. If additional information is needed, you have the option to “send back” the document to gather the requested information from the department chair.
5. Sign and date the form.

Type your full name in upper and lower case letters (no initials). Enter date in appropriate format (MM/DD/YYYY).

**Dean Signature of Approval:**

- Electronic Signature: 
- Date of Approval (MM/DD/YYYY): 

6. Route/submit the form.

Click “Route – Submit” (The “Route” button is located in the top right hand corner of the screen).

After clicking Submit, there will be a pop up window asking you to confirm the action. Click “Yes” and the Workload Assignment will be finalized. *Note that this action cannot be undone.*

Once you submit you’re the Workload Assignment, the documents will move out of your inbox and into your Workflow history.

After the entire process is completed, Workload Assignments will be re-uploaded to each faculty member’s “Workload Distribution” screen in Digital Measures for future reference.